

A G E N D A

REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, NOVEMBER 9, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

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

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:

Dial in Phone Number: 312-626-6799

Meeting ID: 852 6085 8983

Written Public Comments Can Be Submitted By 5:15 pm on November 9, 2020 to mmertens@willowbrook.il.us

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. MOTION - Board Advice and Consent to Mayor's Appointment of Deborah A. Hahn to Fill a Vacancy in the Office of Village Clerk (PASS)
5. OATH OF OFFICE - Village Clerk
6. VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
7. OMNIBUS VOTE AGENDA:
 - a. Waive Reading of Minutes (APPROVE)
 - b. Minutes - Regular Board Meeting - October 26, 2020 (APPROVE)
 - c. Monthly Financial Report - October 2020 (APPROVE)
 - d. Warrants - \$449,865.64 (APPROVE)
 - e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 (PASS)

- f. RECEIVE - Plan Commission Recommendation: Zoning Hearing Case 20-09: Consideration of a petition requesting approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to Allow for Major Changes Under Section 9-13-4(C)6(a) Including Certain Relief, Exceptions and Waivers From Title 9 of the Village Code (Carrington Club) (RECEIVE)
- g. MOTION - A Motion Dissolve the Hotel/Motel Advisory Committee (PASS)
- h. RESOLUTION - A Resolution Establishing the 2021 Calendar for FY 2021 of Schedule of Regular Board Meetings (ADOPT)
- i. MOTION - A Motion to Approve Brian Pabst, Village Administrator, as Principal Authority on all Village of Willowbrook Illinois Funds Bank Account - (PASS)

NEW BUSINESS

- 8. RESOLUTION - A Resolution Approving a Professional Services Agreement with Halock Security Labs, Inc., to Perform External Network, Internal Network and Social Engineering Penetration Testing at a Cost Not-To-Exceed \$11,750 Authorize the Mayor to Execute Said Agreement on Behalf of the Village of Willowbrook, DuPage County, Illinois (ADOPT)
- 9. RESOLUTION - A Resolution Approving a Professional Services Agreement with Halock Security Labs, Inc., to Perform a Security Architecture Review at a Cost Not-To-Exceed \$12,500 and Authorize the Mayor to Execute Said Agreement on Behalf of the Village of Willowbrook, DuPage County, Illinois (ADOPT)

10. RESOLUTION - A Resolution Approving and Authorizing the Mayor and Village Clerk to Execute an Agreement with NJ Ryan Tree & Landscape, LLC to Provide Snow Removal and Salting Services for the 2020/2021 Winter Season in the Village of Willowbrook (ADOPT)
11. ORDINANCE - An Ordinance Amending Section 3-12-5 Entitled "Classifications," of Chapter 12 Entitled "Liquor," of Title 3 Entitled "Business" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS)

PRIOR BUSINESS

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

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**MOTION – BOARD ADVICE AND CONSENT TO MAYOR’S APPOINTMENT OF
DEBORAH A. HAHN TO FILL A VACANCY IN THE OFFICE OF VILLAGE CLERK**

AGENDA NO. 4.

AGENDA DATE: 11/09/20

STAFF REVIEW: Brian Pabst, Village Administrator

SIGNATURE: Brian Pabst

LEGAL REVIEW: N/A

SIGNATURE: N/A

RECOMMENDED BY: Mayor Frank Trilla

SIGNATURE: F. Trilla, Mayor

REVIEWED & APPROVED BY COMMITTEE:

YES ☐

NO ☐

N/A ☒

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

The Village President (aka, Mayor) has the authority to appoint a resident to fill the vacant position of Village Clerk with the advice and consent of the Board of Trustees. This appointment would fill the uncompleted term of trustee expiring April 2021.

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

The Mayor recommends the appointment of Deborah A. Hahn to fill the Village Clerk position that became vacant as a result of resignation of former Clerk Leroy R. Hansen. Ms. Hahn is a long-time resident of the Village and is active in the community. She has served as an employee of the Village of Willowbrook as an Administrative Assistant, Deputy Clerk and Clerk Matron serving the community from 1986 through 2018. She has also served on various DuPage County Chiefs of Police Secretaries Association, advisory committees, and Chambers of Commerce.

Attached is a copy of Ms. Hahn Curriculum Vitae.

ACTION PROPOSED:

A motion to approve the Mayor’s recommendation to appoint Deborah A. Hahn to the position of Village Clerk.

DEBORAH A. HAHN

[REDACTED]
Willowbrook, IL 60527
[REDACTED]
[REDACTED]
[REDACTED]

EMPLOYMENT

Village of Willowbrook Police Department

Willowbrook, IL

Administrative Assistant, November 2011 to June 2018

- Assisted Deputy Chief with administrative duties
- Assisted Detective Division with administrative duties
- Assisted Patrol Division with administrative duties
- Maintained and backed up archived files
- Maintained and updated the Willowbrook Police Department's Commission on Accreditation for Law Enforcement Agency files
- Managed and maintained the Red Light Camera program
- Setup and managed the monthly Adjudication Hearings for the Red Light Camera program
- Maintained and managed the Willowbrook Police Department's Compromised Ticket Program
- Recording Secretary for the Willowbrook Police Pension Fund
- Maintained and managed the Willowbrook Police Pension Fund files
- Retired, June 2018

Village of Willowbrook

Willowbrook, IL

Deputy Clerk/Executive Administrative Assistant, June 2010 to November 2011

- Assisted Mayor, Village Clerk and Village Manager with administrative duties
- Freedom of Information Officer
- Prepared and maintained election packets
- Compiled Village Board Agenda packets
- Transcribed Village Board Executive Session meeting minutes
- Transcribe Village Board meeting minutes
- Maintained all village employee personnel files
- Maintained village files

Village of Willowbrook Police Department
Willowbrook, IL

Administrative Assistant, November 1986 to June 2010

- Assisted Chief of Police, Deputy Chief, Detective and Patrol Divisions with administrative duties
- Prepared and maintained police department personnel files
- Compiled and transcribed Police Safety Committee monthly packets/minutes
- Maintained all regular and confidential correspondences of the police department
- Assisted with the Board of Police Commissioner hiring process
- Backed up Executive Secretary, when needed

ACCOMPLISHMENTS

- Matron, 1986-2018
- Cadet Advisor, 1991 - 2010
- Freedom of Information Officer, 2012 - 2018
- Village of Willowbrook 50th Anniversary Committee Member, 2010
- Designed the Village of Willowbrook 50th Anniversary Booklet, 2010
- Participated at the Tri-State, Pleasantview, and Hinsdale Fire Protection District's Annual Fire Prevention Week Open Houses, 1987 – 2017
- Annual Village of Willowbrook Employee Children's Christmas Party, 1992 - 2010
- Recording Secretary for the Willowbrook/Burr Ridge Chamber of Commerce, 1986 - 2018
- Presidential Award, Willowbrook/Burr Ridge Chamber of Commerce, 2008
- One of the original founders of the DuPage County Chiefs of Police Secretaries Association, 1998 - present (Retired member)
- President, DuPage County Chiefs of Police Secretaries Association, January 2005 - August 2006
- Vice President, DuPage County Chiefs of Police Secretaries Association, January 2004 - January 2005
- Secretary, DuPage County Chiefs of Police Secretaries Association, January 2005 - January 2004

MINUTES OF THE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, OCTOBER 26, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS. 7b

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Frank A. Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gregory Ruffolo and Paul Oggerino.

Also, physically present were Village Clerk Leroy R. Hansen, Village Administrator Brian Pabst, and Deputy Clerk Christine Mardegan.

Present Via conference call, due to COVID-19 Pandemic, were Trustee Gayle Neal, Village Attorney Thomas Bastian, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Building Official Roy Giuntoli and Planning Consultant Ann Choi.

Absent: None.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Clerk Hansen to lead everyone in saying the Pledge of Allegiance.

4. VISITORS' BUSINESS

None presented and no written comments were received.

5. OMNIBUS VOTE AGENDA

Mayor Trilla read over each item in the Omnibus Vote Agenda for the record.

- a. Waive Reading of Minutes (APPROVE)
- b. Minutes - Regular Board Meeting - October 12, 2020 (APPROVE)
- c. Minutes Special Board Meeting - October 6, 2020 (APPROVE)

- d. Warrants - \$ 264,332.25 (APPROVE)
- e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 Ordinance No. 20-O-48 (PASS)
- f. MOTION - A Motion to Approve the 2020 Motor Fuel Tax (MFT) Roadway Maintenance Program and Village Hall Parking Lot - Pay Estimate No. 1 - Brothers Asphalt Paving, Inc. (PASS)

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

MOTION: Made by Trustee Berglund and seconded by Trustee Davi to approve the Omnibus Vote Agenda.

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. REPORT - Annual Police Pension Board Report (APPROVE)

Director Dittman advised that annually, required by state statute, the Police Pension Board is required to report to the municipality the financial condition of the pension fund at the end of its most recent fiscal year which is April 30, 2020. The report is used when determining the amount of taxes to levy to fund police pension benefits, although the Village has historically not levied a property tax and instead funded the police pension expenditures through General Fund sources.

The Police Pension Board approved the report at the October 14, 2020 pension board meeting. They formally request \$1,190,994 as the annual municipal contribution from the Village of Willowbrook for the FY 2021/2022 police pension fund benefits and administrative costs.

A few highlights are the statutory minimum contribution of \$744,118 or 38.2 % of covered payroll. The actuary is recommending \$1,190,994 in municipal contributions (61.2% of covered payroll), in accordance with the Entry Age Normal actuarial cost method, the accepted method under accounting standards and what the Village has historically followed for funding purposes. The contribution amount funds both benefit payments for the 19 current beneficiaries plus future benefits for the 21 active officers who were employed as of the valuation date of April 30, 2020.

Future increases to either beneficiaries or active officers will increase the required pension contribution.

MOTION: Made by Trustee Ruffolo and seconded by Trustee Mistele to adopt the annual Police Board Pension Report as presented.

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

MOTION DECLARED CARRIED

7. RESOLUTION - A Resolution of the Village of Willowbrook
Estimating the Property Taxes to be Levied for the 2020
Property Tax Levy (ADOPT)

Director Dittman shared that this is another item related to the budget. Since FY 2006, the Board levied the tax as an alternative to using other funds from the General Fund. The Village Board determined that the effect of funding the following items through the Special Recreation Tax is preferable to the funding then from General Fund sources. The 2020 proposed tax levy is \$74,794. At this amount, the tax impact to a homeowner with a home market value of \$300,000 would be approximately \$14.64. This is a 2.81% increase from the prior year's levy, or \$2,044.00, and includes amounts planned for ADA accessibility at Village Parks and the Community Resource Center. The Village will have \$110,046 in accumulated special recreation tax funds.

Trustee Berglund asked if we have any grant money for this. Director Dittman responded not for any accessibility programs. Trustee Neal asked what account does the handicap accessible door come from that was installed in the Police Department. Director Dittman answered that does not come from this fund. This fund is for Parks.

Attorney Bastian asked what is the current consumer price index? Director Dittman responded 1.7 % was the CPI increase for the last six (6) months.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution No. 20-R-48 as presented.

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

MOTION DECLARED CARRIED

8. ORDINANCE - An Ordinance Amending Chapter 12, Section 9-12-4(D)2: Bulk Regulations: Fences and Walls, of Title 9, Entitled "Zoning Regulations" of the Municipal Code of the Village of Willowbrook (PASS)

Consultant Choi stated the Village of Willowbrook does not allow relief from the fence regulations except in the case of planned unit developments. The proposed text amendment would address the numerous complaints made to the Village's building and planning departments over the Village's restrictive fence regulations.

On September 12, 2016, the Village Board approved Ordinance No. 16-O-42, an Ordinance Amending Title 9, Chapter 12, Section 9-12-4(D)(2)(d) of the Village Code - Bulk Regulations: Fences and Walls. The purpose of this text amendment was to allow a 5' fence in an exterior side yard of a corner lot that abuts the front yard of an adjacent lot, where the subject corner lot is along Illinois Route 83, Plainfield Road, 63rd Street, 75th Street, or Madison Street. Village staff found this section of the code to be inconsistent and confusing and therefore proposes to revise this section again to allow a 4' tall and at least 80% open fence within the exterior side yard of corner lots whose exterior side yard abuts the front yard of an adjoining lot.

On September 14, 2020, amendments to the fence code were briefly discussed at the Law & Ordinance Committee, and there was consensus that Village staff should prepare text amendments for Plan Commission and Village Board consideration.

The purpose of this text amendment is to allow the following within residential zoning districts:

1. A solid 5' fence anywhere on a lot except in a required front or exterior side yard.
2. A 4' fence that is at least 50% open within the exterior side yard of a lot where an exterior side yard abuts the front yard of an adjoining lot on streets other than Illinois Route 83, Plainfield Road, 63rd Street, 75th Street or Madison Street.
3. An open or solid fence not greater than eight feet (8') in height on an exterior side or rear lot line of a residentially zoned lot where such line(s) are conterminous with the right of way lines of the Illinois Route 83.

Consultant Choi continued with a detailed presentation that was tied to the agenda.

The Plan Commission did not express any opposition to the proposed text amendment with the addition of the modification of allowing a solid 5-foot tall fence in the corner lot situations discussed above. The Plan Commission voted 7-0 in favor of the proposed text amendment to forward a positive recommendation to the Village Board.

Mayor Trilla thanked Ann and asked do they have to install a five (5) foot fence. Consultant Choi said that is correct.

MOTION: Made by Trustee Oggerino and seconded by Trustee Berglund to pass Ordinance No. 20-0-49 as presented.

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

MOTION DECLARED CARRIED

9. ORDINANCE - An Ordinance Amending Chapter 1A Entitled "License Fees" of Title 3 Entitled "Business Regulations" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois (PASS) ORDINANCE - An Ordinance Amending Section 5-2-1 Entitled

Assistant Administrator Mertens stated this item was reviewed at the Law and Ordinances Committee meeting during its review of Chapter 9 Hotel / Motel Village Code. During this staff review process, the Deputy Clerk reviewed the Village Code for Business License Fees applied to the businesses within the community and has advised that the Village does not currently impose a late fee on business licenses. Staff surveyed surrounding communities to determine what comparable communities were charging for late fees. The ranges are ten (10) percent to twenty-five (25) percent.

On September 14, 2020, staff presented our business license comparable communities late fee survey as well as our current business license process. Upon discussion, the consensus of the Law and Ordinances Committee was to consider a 10% late fee applied after 30-days and a 20% late fee applied after 60-days with citations to be issued after 3 months.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to pass Ordinance No. 20-0-50 as presented.

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

MOTION DECLARED CARRIED

10. ORDINANCE - An Ordinance of the Village of Willowbrook
Reducing Certain Licensee Fees for the 2021 Licensing Year
(PASS)

Assistant Administrator Mertens advised that at the October 6, 2020 Special Village Board Meeting Mayor Trilla asked staff to investigate options for a Covid-19 Pandemic Reduction Fee Program for Gaming Terminal and Liquor License fees. A proposed program was presented to the Finance and Administration Committee. The consensus of the Committee was to recommend a one-year 75% discount program for gaming terminal fees and liquor license fees, excluding retail and grocery licenses. The program would then be revisited again in one year to determine if additional consideration is warranted.

The attached ordinance provides for a one-year 75% discount off gaming terminal fees and liquor licenses. Retail / Grocery Store licenses were not included in the proposed program as they were not restricted by the Governor's Stay-at-Home Order.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass Ordinance No. 20-O-51 as presented.

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

MOTION DECLARED CARRIED

11. ORDINANCE - An Ordinance of the Village of Willowbrook
Establishing a One Year Moratorium on Unregulated and
Unlicensed Use of Food Trucks and Mobile Food Vendors
Within the Corporate Limits of the Village of Willowbrook
(PASS)

At the Law and Ordinances Committee meeting on July 13, 2020, staff presented an overview of the Village ordinances for food trucks operating within the community. The Committee sought to have a thorough review of our Village Code of Ordinances to standardize the code language with leading practices with a focus on public health, safety, welfare, and appropriate business licensing.

The Village finds that it is in the best interest of the health, safety and welfare of the residents, visitors and the licensed businesses operating in the Village to impose a one-year moratorium of the operation of unlicensed and unregulated food trucks within the Village until such time as a comprehensive study can be conducted as to the licensing, regulation, inspection of food trucks and mobile food vendors and the effect such operations may have on existing licensed restaurants and licensed food service establishments lawfully operating within the Village.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to pass Ordinance No. 20-O-52 presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

12. TRUSTEE REPORTS

Trustee Neal had no report.

Trustee Ruffolo had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino asked the Board to look at the Chamber website as it is new and improved.

13. ATTORNEY'S REPORT

Attorney Bastian had no report.

14. CLERK'S REPORT

Clerk Hansen thanked the Board and Mayor and shared that this would be his last meeting.

15. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

16. MAYOR'S REPORT

Mayor Trilla presented Clerk Hansen with a plaque and thanked him for all his years of service.

17. CLOSED SESSION

CLOSED SESSION

- a) Personnel - 5 ILCS 120/2 (c)(1) - Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
- b) Personnel - 5 ILCS 120/2 (c)(2) - Salary Schedules for One or More Classes of Employees

MOTION: Made by Trustee Davi and seconded by Trustee Oggerino to recess into Closed Session at 7:16 pm.

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

MOTION DECLARED CARRIED

Recessed into Closed Session.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to adjourn the Closed Session at the hour of 7:57 p.m. and reconvene the regular Board meeting.

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

MOTION DECLARED CARRIED

18. RESOLUTION - A Resolution of the Village of Willowbrook Further Modifying the Village of Willowbrook's Personnel Manual by Amending the Non-Union Salary Plan (ADOPT)

Mayor Trilla stated that Staff presented comparable community results and possible pay plans based on a 9-year step plan to the Finance and Administration Committee on June 8, 2020, and incorporated feedback into the meetings held July 13, 2020, August 10, 2020, and September 14:

- Use a 9-year step to reach the maximum of the range (as presented June 8)

- Use a 10% differential between grades (as presented June 8)
- Incorporate 15 grades into the pay plan (as presented June 8)
- Use a fixed increase each year to reach the maximum at Year 9 (as presented June 8)
- Use the 60th percentile of the comparable community surveys to place Willowbrook's existing positions into a grade (as presented July 13)
- Plug each position into the correct year of the new pay plan based on current salary (as presented August 10); if resulting increase was < 2.5%, move to next step in pay plan.

At a Special Village Board meeting on October 6, 2020, staff presented the above findings and recommendations. Staff was directed to provide additional salary survey information regarding two positions which will be discussed tonight in closed session with the final pay plan to be considered at the October 26, 2020 Village Board meeting.

Administrator Pabst asked the Board to view Exhibit 5, except for two (2) employee salary adjustments recommended by Trustee Mistele.

Trustee Mistele recommended the salary for the Administrator to be \$180,460 per year, and the salary of the Director of Finance to be \$149,140. All other salaries listed in Exhibit 5 will remain as presented.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to amend Resolution No. 20-R-49 as discussed.

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

MOTION DECLARED CARRIED

19. RESOLUTION - A Resolution Amending the Village of Willowbrook Personnel Manual to Create the Employment Position of Full Time Receptionist and to Reclassify the Employment Position of Interim Superintendent of Parks and Recreation to Part-Time Parks and Recreation Manager in the Village of Willowbrook, DuPage County, Illinois (ADOPT)

MOTION: Made by Trustee Berglund and seconded by Trustee Ruffolo to amend the Resolution No. 20-R-50 and eliminate the words part-time and full-time from the titles.

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

MOTION DECLARED CARRIED

20. RESOLUTION - A Resolution Approving the Promotion of Elizabeth Komperda to the Employment Position of Full-Time Receptionist in the Village of Willowbrook, DuPage County, Illinois (ADOPT)

Administrator Pabst shared that staff reviewed a non-sworn employee salary survey as a part of FY 20/21 budget discussions and for future consideration. This report was presented to the Village Board at the May 11, 2020 meeting. Two salary surveys were conducted, the first using seven towns (presented 5/11) and a second using twelve (presented 6/8). The survey results indicate that the Village of Willowbrook is under the average salary ranges in most categories.

During this process one of our part-time receptionists has resigned to move out of state. As such, the Village Administrators review of the position needs recommends turning the position into a full-time receptionist position.

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adopt Resolution No. 20-R-51 as presented.

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

MOTION DECLARED CARRIED

21. ADJOURNMENT

MOTION: Made by Trustee Mistele and seconded by Trustee Ruffolo to adjourn the Regular Meeting at the hour of 8:15 p.m.

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

MOTION DECLARED CARRIED

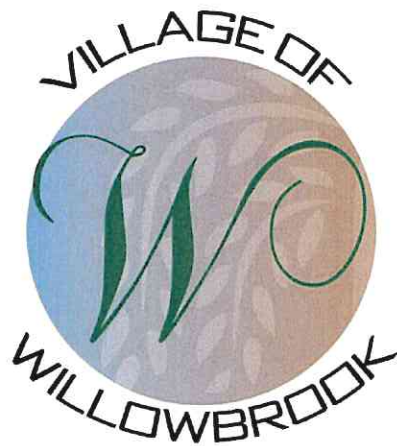
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Village Board Minutes
October 26, 2020

PRESENTED, READ, and APPROVED.

_____, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.



MONTHLY FINANCIAL REPORT
OCTOBER 2020

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman, Director of Finance *e.d.*

VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL SALES AND USE TAXES

MONTH DIST	SALE MADE		16-17	17-18	18-19	19-20	20-21	Difference from Prior Year
MAY	FEB	\$	267,882	\$ 264,472	\$ 276,118	\$ 320,221	\$ 307,589	-3.94%
JUNE	MAR		312,681	304,436	334,282	360,870	359,968	-0.25%
JULY	APR		269,580	304,925	309,957	343,577	289,885	-15.63%
AUG	MAY		331,887	345,478	376,154	397,471	356,759	-10.24%
SEPT	JUNE		398,196	354,582	364,229	408,372	385,683	-5.56%
OCT	JULY		316,266	313,701	320,062	380,773	415,157	9.03%
NOV	AUG		315,293	361,826	339,020	389,765		
DEC	SEPT		325,374	334,582	342,467	363,388		
JAN	OCT		289,208	312,400	329,103	375,088		
FEB	NOV		304,898	319,012	362,572	368,379		
MARCH	DEC		371,080	416,900	428,214	437,962		
APRIL	JAN		263,392	285,192	296,927	311,493		
TOTAL		\$	3,765,737	\$ 3,917,506	\$ 4,079,105	\$ 4,457,359	\$ 2,115,041	
MTH AVG		\$	313,811	\$ 326,459	\$ 339,925	\$ 371,447	\$ 352,507	
BUDGET		\$	3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 4,000,000	\$ 3,500,000	

YEAR TO DATE LAST YEAR : \$ 2,211,284
YEAR TO DATE THIS YEAR : \$ 2,115,041
DIFFERENCE : \$ (96,243)

PERCENTAGE CHANGE :

-4.35%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,500,000
PERCENTAGE OF YEAR COMPLETED : 50.00%
PERCENTAGE OF REVENUE TO DATE : 60.43%
PROJECTION OF ANNUAL REVENUE : \$ 4,263,359
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 763,359
EST. PERCENT DIFF ACTUAL TO BUDGET 21.81%

VILLAGE OF WILLOWBROOK
MONTHLY CASH AND INVESTMENT BALANCE BY FUND
FOR THE MONTH ENDED 10/31/2020

ACCOUNT	BALANCE
Fund 01 GENERAL FUND	
CHECKING - 0283	0.00
COMMUNITY BANK OF WB - 0275	1,154,550.14
IL FUNDS - 5435	4,756,895.27
COMMUNITY BANK OF WB MM - 1771	305,740.10
COMMUNITY BANK RD LGHT - 0243	17,577.38
COMMUNITY BANK OF WB FSA - 3804	10,912.08
COMMUNITY BANK DRUG ACCT - 4171	83,079.56
PETTY CASH REVLING	950.00
Total For Fund 01:	<u>6,329,704.53</u>
Fund 02 WATER FUND	
IL FUNDS WATER - 5914	663,099.78
COMMUNITY BANK OF WB WTR - 4163	711,425.52
COMMUNITY BANK OF WB - 0275	0.00
Total For Fund 02:	<u>1,374,525.30</u>
Fund 04 MOTOR FUEL TAX FUND	
IL FUNDS MFT - 5443	591,804.50
COMMUNITY BANK OF WB - 0275	0.00
Total For Fund 04:	<u>591,804.50</u>
Fund 06 SSA ONE BOND & INTEREST FUND	
IL FUNDS SSA BOND - 4621	272,786.64
Total For Fund 06:	<u>272,786.64</u>
Fund 07 POLICE PENSION FUND	
COMMUNITY BANK OF WB PP - 4155	10,208.05
COMMUNITY BANK OF WB - 0275	0.00
SCHWAB - PP MONEY MARKET	18,675.92
US TREASURIES	549,183.54
US AGENCIES	5,535,320.35
MUNICIPAL BONDS	1,166,152.73
CORPORATE BONDS	1,881,046.50
MUTUAL FUNDS	13,082,660.87
MARKET VALUE CONTRA	2,443,475.11
Total For Fund 07:	<u>24,686,723.07</u>
Fund 09 WATER CAPITAL IMPROVEMENTS FUND	
IL FUNDS WTR CAP - 1206	1,047,040.73
Total For Fund 09:	<u>1,047,040.73</u>
Fund 10 CAPITAL PROJECT FUND	
COMMUNITY BANK OF WB - 0275	680.52
Total For Fund 10:	<u>680.52</u>
Fund 11 DEBT SERVICE FUND	
IL FUNDS BOND PROCEEDS DS - 2756	11.25
Total For Fund 11:	<u>11.25</u>
Fund 14 LAND ACQUISITION, FACILITY, EXPANSION &	
IL FUNDS - 5435	18,369.00
Total For Fund 14:	<u>18,369.00</u>
Fund 15 RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX	
IL FUNDS BUSINESS DISTRICT - 5435	1,796,135.69
Total For Fund 15:	<u>1,796,135.69</u>
TOTAL CASH & INVESTMENTS:	<u>36,117,781.23</u>

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

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GL NUMBER	DESCRIPTION	END BALANCE 10/31/2020
Fund 01 - GENERAL FUND		
MONEY MARKET		
01-00-110-322	IL FUNDS - 5435	4,756,895.27
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	305,740.10
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	17,577.38
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	83,079.56
	Net MONEY MARKET	5,163,292.31
PETTY CASH		
01-00-110-911	PETTY CASH REVLING	950.00
	Net PETTY CASH	950.00
SAVINGS		
01-00-110-257	COMMUNITY BANK OF WB - 0275	1,154,550.14
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,912.08
	Net SAVINGS	1,165,462.22
Fund 02 - WATER FUND		
MONEY MARKET		
02-00-110-113	IL FUNDS WATER - 5914	663,099.78
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	711,425.52
	Net MONEY MARKET	1,374,525.30
Fund 04 - MOTOR FUEL TAX FUND		
MONEY MARKET		
04-00-110-116	IL FUNDS MFT - 5443	591,804.50
	Net MONEY MARKET	591,804.50
Fund 06 - SSA ONE BOND & INTEREST FUND		
MONEY MARKET		
06-00-110-117	IL FUNDS SSA BOND - 4621	272,786.64
	Net MONEY MARKET	272,786.64
Fund 07 - POLICE PENSION FUND		
MONEY MARKET		
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	10,208.05
07-00-110-336	SCHWAB - PP MONEY MARKET	18,675.92
	Net MONEY MARKET	28,883.97
AGENCY CERTIFICATES		
07-00-120-260	US AGENCIES	5,535,320.35
	Net AGENCY CERTIFICATES	5,535,320.35
CORPORATE BONDS		
07-00-120-288	CORPORATE BONDS	1,881,046.50
	Net CORPORATE BONDS	1,881,046.50
MUNICIPAL BONDS		
07-00-120-270	MUNICIPAL BONDS	1,166,152.73
	Net MUNICIPAL BONDS	1,166,152.73
MUTUAL FUNDS		
07-00-120-290	MUTUAL FUNDS	13,082,660.87
	Net MUTUAL FUNDS	13,082,660.87
MARKET VALUE		
07-00-120-900	MARKET VALUE CONTRA	2,443,475.11
	Net MARKET VALUE	2,443,475.11
TREASURY NOTES		
07-00-120-250	US TREASURIES	549,183.54
	Net TREASURY NOTES	549,183.54
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
MONEY MARKET		

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

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GL NUMBER	DESCRIPTION	END BALANCE 10/31/2020
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
09-00-110-324	IL FUNDS WTR CAP - 1206	1,047,040.73
	Net MONEY MARKET	1,047,040.73
Fund 10 - CAPITAL PROJECT FUND		
SAVINGS		
10-00-110-257	COMMUNITY BANK OF WB - 0275	680.52
	Net SAVINGS	680.52
Fund 11 - DEBT SERVICE FUND		
MONEY MARKET		
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	11.25
	Net MONEY MARKET	11.25
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION &		
MONEY MARKET		
14-00-110-322	IL FUNDS - 5435	18,369.00
	Net MONEY MARKET	18,369.00
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX		
MONEY MARKET		
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	1,796,135.69
	Net MONEY MARKET	1,796,135.69

ACCOUNT BALANCE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020
CASH & INVESTMENTS BY INSTITUTION

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GL NUMBER	DESCRIPTION	END BALANCE 10/31/2020
COMMUNITY BANK OF WB		
01-00-110-257	COMMUNITY BANK OF WB - 0275	1,154,550.14
01-00-110-323	COMMUNITY BANK OF WB MM - 1771	305,740.10
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	17,577.38
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	10,912.08
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	83,079.56
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	711,425.52
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	10,208.05
10-00-110-257	COMMUNITY BANK OF WB - 0275	680.52
	Net COMMUNITY BANK OF WB	2,294,173.35
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	4,756,895.27
02-00-110-113	IL FUNDS WATER - 5914	663,099.78
04-00-110-116	IL FUNDS MFT - 5443	591,804.50
06-00-110-117	IL FUNDS SSA BOND - 4621	272,786.64
09-00-110-324	IL FUNDS WTR CAP - 1206	1,047,040.73
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	11.25
14-00-110-322	IL FUNDS - 5435	18,369.00
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	1,796,135.69
	Net ILLINOIS FUNDS	9,146,142.86
VILLAGE OF WILLOWBROOK		
01-00-110-911	PETTY CASH REVLING	950.00
	Net VILLAGE OF WILLOWBROOK	950.00
CHARLES SCHWAB		
07-00-110-336	SCHWAB - PP MONEY MARKET	18,675.92
07-00-120-250	US TREASURIES	549,183.54
07-00-120-260	US AGENCIES	5,535,320.35
07-00-120-270	MUNICIPAL BONDS	1,166,152.73
07-00-120-288	CORPORATE BONDS	1,881,046.50
07-00-120-290	MUTUAL FUNDS	13,082,660.87
07-00-120-900	MARKET VALUE CONTRA	2,443,475.11
	Net CHARLES SCHWAB	24,676,515.02
Total - All Funds:		36,117,781.23

INTERFUND ACTIVITY REPORT FOR WILLOWBROOK
Period Ending 10/31/2020
Due To/From Other Funds

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GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds		
01-00-140-102	DUE TO/FROM WATER FUND	47,671.53
01-00-140-107	DUE TO/FROM POLICE PENSION FUND	94,776.85
	Total Due From Other Funds	142,448.38
Fund 02: WATER FUND		
Due From Other Funds		
02-00-140-101	DUE TO/FROM GENERAL FUND	(47,671.53)
	Total Due From Other Funds	(47,671.53)
Fund 07: POLICE PENSION FUND		
Due From Other Funds		
07-00-140-101	DUE (TO)/FROM GENERAL FUND	(94,776.85)
	Total Due From Other Funds	(94,776.85)

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2020	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 01 - GENERAL FUND						
PROPERTY TAX						
01-00-310-101	PROPERTY TAX LEVY - SRA	3,258.41	72,301.27	72,750.00	99.38	448.73
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	5,275.42	114,996.27	116,146.00	99.01	1,149.73
Net PROPERTY TAX		8,533.83	187,297.54	188,896.00	99.15	1,598.46
OTHER TAXES						
01-00-310-201	MUNICIPAL SALES TAX	415,157.16	2,115,041.10	3,500,000.00	60.43	1,384,958.90
01-00-310-202	ILLINOIS INCOME TAX	95,425.45	503,190.27	717,000.00	70.18	213,809.73
01-00-310-203	AMUSEMENT TAX	5,690.53	26,708.87	65,004.00	41.09	38,295.13
01-00-310-204	REPLACEMENT TAX	209.70	814.41	1,250.00	65.15	435.59
01-00-310-205	UTILITY TAX	68,431.09	394,033.23	850,000.00	46.36	455,966.77
01-00-310-206	LOCAL GAS TAX	23,936.25	124,065.20	275,000.00	45.11	150,934.80
01-00-310-208	PLACES OF EATING TAX	40,584.89	217,278.11	400,000.00	54.32	182,721.89
01-00-310-209	WATER TAX	12,474.87	85,048.50	160,000.00	53.16	74,951.50
01-00-310-210	WATER TAX - UNINCORPORATED	62.01	117.40	160.00	73.38	42.60
01-00-310-211	HOTEL/MOTEL TAX	16,551.03	86,493.04	216,000.00	40.04	129,506.96
01-00-310-212	SELF-STORAGE FACILITY TAX	10,010.95	60,153.33	0.00	100.00	(60,153.33)
Net OTHER TAXES		688,533.93	3,612,943.46	6,184,414.00	58.42	2,571,470.54
LICENSES						
01-00-310-302	LIQUOR LICENSES	31,064.00	29,314.00	66,750.00	43.92	37,436.00
01-00-310-303	BUSINESS LICENSES	104,328.00	111,626.50	93,000.00	120.03	(18,626.50)
01-00-310-304	VIDEO GAMING LICENSES	6,500.00	11,000.00	10,000.00	110.00	(1,000.00)
01-00-310-305	VENDING MACHINE LICENSES	2,076.00	2,040.00	2,500.00	81.60	460.00
01-00-310-306	SCAVENGER LICENSES	7,000.00	7,000.00	7,000.00	100.00	0.00
Net LICENSES		150,968.00	160,980.50	179,250.00	89.81	18,269.50
PERMITS						
01-00-310-401	BUILDING PERMITS	17,995.94	148,468.62	285,000.00	52.09	136,531.38
01-00-310-402	SIGN PERMITS	1,905.07	11,642.58	6,000.00	194.04	(5,642.58)
01-00-310-403	OTHER PERMITS	(24.00)	(24.00)	500.00	(4.80)	524.00
01-00-310-404	COUNTY BMP FEE	0.00	0.00	500.00	0.00	500.00
01-00-310-405	SPECIAL HAULING PERMITS (OXCART)	250.00	1,640.00	3,000.00	54.67	1,360.00
Net PERMITS		20,127.01	161,727.20	295,000.00	54.82	133,272.80
FINES						
01-00-310-501	CIRCUIT COURT FINES	7,164.45	33,872.27	90,000.00	37.64	56,127.73
01-00-310-502	TRAFFIC FINES	7,225.00	27,600.00	25,000.00	110.40	(2,600.00)
01-00-310-503	RED LIGHT FINES	64,732.80	345,971.80	565,000.00	61.23	219,028.20
01-00-310-504	DUI FINES	0.00	639.09	2,000.00	31.95	1,360.91
01-00-310-505	OVERWEIGHT TRUCK FINES	890.00	2,315.00	6,000.00	38.58	3,685.00
Net FINES		80,012.25	410,398.16	688,000.00	59.65	277,601.84
OVERHEAD REIMBURSEMENT						
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATE	46,857.33	281,143.98	562,288.00	50.00	281,144.02
Net OVERHEAD REIMBURSEMENT		46,857.33	281,143.98	562,288.00	50.00	281,144.02

REVENUE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2020	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 01 - GENERAL FUND						
CHARGES & FEES						
01-00-310-700	PLANNING APPLICATION FEES	0.00	5,965.00	10,000.00	59.65	4,035.00
01-00-310-701	PUBLIC HEARING FEES	0.00	3,975.00	2,500.00	159.00	(1,475.00)
01-00-310-702	PLANNING REVIEW FEES	0.00	0.00	2,500.00	0.00	2,500.00
01-00-310-704	ACCIDENT REPORT COPIES	160.00	1,030.00	2,000.00	51.50	970.00
01-00-310-705	VIDEO GAMING TERMINAL INCOME	3,850.61	10,602.52	36,000.00	29.45	25,397.48
01-00-310-706	COPIES-ORDINANCES & MAPS	0.00	0.00	50.00	0.00	50.00
01-00-310-723	ELEVATOR INSPECTION FEES	0.00	2,100.00	12,000.00	17.50	9,900.00
01-00-310-724	BURGLAR ALARM FEES	(1,000.00)	1,110.00	10,000.00	11.10	8,890.00
Net CHARGES & FEES		3,010.61	24,782.52	75,050.00	33.02	50,267.48
PARK & RECREATION CHARGES						
01-00-310-813	PARK & REC CONTRIBUTION	0.00	0.00	3,000.00	0.00	3,000.00
01-00-310-814	PARK PERMIT FEES	0.00	(290.00)	3,000.00	(9.67)	3,290.00
01-00-310-815	SUMMER RECREATION FEES	0.00	0.00	9,230.00	0.00	9,230.00
01-00-310-817	SPECIAL EVENTS	0.00	0.00	5,450.00	0.00	5,450.00
01-00-310-819	BURR RIDGE/WILLOWBROOK BASEBALL R	0.00	0.00	6,500.00	0.00	6,500.00
01-00-310-820	HOLIDAY CONTRIBUTION	0.00	0.00	2,500.00	0.00	2,500.00
01-00-310-823	SPRING RECREATION FEES	0.00	0.00	200.00	0.00	200.00
Net PARK & RECREATION CHARGES		0.00	(290.00)	29,880.00	(0.97)	30,170.00
OTHER REVENUE						
01-00-310-901	REIMBURSEMENTS - IRMA	0.00	22,034.22	0.00	100.00	(22,034.22)
01-00-310-909	SALE - FIXED ASSETS	(6,836.00)	0.00	7,500.00	0.00	7,500.00
01-00-310-910	REIMBURSEMENTS - TREE PLANTING	100.00	600.00	500.00	120.00	(100.00)
01-00-310-911	REIMBURSEMENTS - RED LIGHT ENERGY	110.57	669.71	1,440.00	46.51	770.29
01-00-310-912	REIMBURSEMENTS - BRUSH PICK-UP	0.00	5,039.28	10,800.00	46.66	5,760.72
01-00-310-913	OTHER RECEIPTS	1,102.58	4,412.97	0.00	100.00	(4,412.97)
01-00-310-915	REIMBURSEMENTS - POLICE SPECIAL DET	0.00	0.00	5,000.00	0.00	5,000.00
01-00-310-917	REIMBURSEMENTS - PUBLIC WORKS OTHE	0.00	4,411.93	23,600.00	18.69	19,188.07
01-00-310-922	FEDERAL/STATE GRANTS	383,574.02	386,030.50	0.00	100.00	(386,030.50)
01-00-310-925	NICOR GAS ANNUAL PAYMENT	0.00	0.00	14,000.00	0.00	14,000.00
01-00-310-926	CABLE FRANCHISE FEES	10,387.98	93,236.27	204,000.00	45.70	110,763.73
01-00-310-928	DRUG FORFEITURES - STATE	0.00	0.00	500.00	0.00	500.00
01-00-310-929	DRUG FORFEITURES - FEDERAL	0.00	0.00	500.00	0.00	500.00
Net OTHER REVENUE		388,439.15	516,434.88	267,840.00	192.81	(248,594.88)
NON-OPERATING						
01-00-320-108	INTEREST INCOME	584.78	9,304.53	48,000.00	19.38	38,695.47
Net NON-OPERATING		584.78	9,304.53	48,000.00	19.38	38,695.47
TRANSFERS IN						
01-00-330-103	TRANSFER FROM HOTEL/MOTEL TAX	0.00	717,758.53	715,941.00	100.25	(1,817.53)
Net TRANSFERS IN		0.00	717,758.53	715,941.00	100.25	(1,817.53)

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2020	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 01 - GENERAL FUND						
Fund 01 - GENERAL FUND:						
TOTAL REVENUES						
		1,387,066.89	6,082,481.30	9,234,559.00	65.87	3,152,077.70
Fund 02 - WATER FUND						
CHARGES & FEES						
02-00-310-712	WATER USAGE	249,488.64	1,701,056.85	3,200,000.00	53.16	1,498,943.15
02-00-310-713	WATER PENALTIES	1,973.09	6,843.84	8,000.00	85.55	1,156.16
02-00-310-718	SHUTOFF/NSF FEE	840.00	3,015.00	5,000.00	60.30	1,985.00
	Net CHARGES & FEES	252,301.73	1,710,915.69	3,213,000.00	53.25	1,502,084.31
OTHER REVENUE						
02-00-310-714	WATER METER SALES	0.00	410.43	5,000.00	8.21	4,589.57
02-00-310-716	WATER METER READING FEES	930.25	3,248.50	5,000.00	64.97	1,751.50
02-00-310-717	CONSTRUCTION USAGE	0.00	200.00	1,000.00	20.00	800.00
	Net OTHER REVENUE	930.25	3,858.93	11,000.00	35.08	7,141.07
NON-OPERATING						
02-00-320-108	INTEREST INCOME	80.23	1,069.14	18,000.00	5.94	16,930.86
02-00-320-713	WATER CONNECTION FEES	0.00	600.00	3,000.00	20.00	2,400.00
	Net NON-OPERATING	80.23	1,669.14	21,000.00	7.95	19,330.86
Fund 02 - WATER FUND:						
TOTAL REVENUES						
		253,312.21	1,716,443.76	3,245,000.00	52.90	1,528,556.24
Fund 04 - MOTOR FUEL TAX FUND						
OTHER TAXES						
04-00-310-216	MFT RECEIPTS	27,368.07	148,098.09	310,429.00	47.71	162,330.91
04-00-310-218	MFT CAPITAL BOND RECEIPTS	0.00	187,606.54	0.00	100.00	(187,606.54)
	Net OTHER TAXES	27,368.07	335,704.63	310,429.00	108.14	(25,275.63)
NON-OPERATING						
04-00-320-108	INTEREST INCOME	56.60	879.16	6,000.00	14.65	5,120.84
	Net NON-OPERATING	56.60	879.16	6,000.00	14.65	5,120.84
Fund 04 - MOTOR FUEL TAX FUND:						
TOTAL REVENUES						
		27,424.67	336,583.79	316,429.00	106.37	(20,154.79)
Fund 06 - SSA ONE BOND & INTEREST FUND						

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/2020	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND						
TOTAL REVENUES						
		200,072.10	201,295.28	206,000.00	97.72	4,704.72
Fund 10 - CAPITAL PROJECT FUND						
NON-OPERATING						
10-00-320-108	INTEREST INCOME	0.00	0.87	0.00	100.00	(0.87)
Net NON-OPERATING		0.00	0.87	0.00	100.00	(0.87)
Fund 10 - CAPITAL PROJECT FUND:						
TOTAL REVENUES						
		0.00	0.87	0.00	100.00	(0.87)
Fund 11 - DEBT SERVICE FUND						
TRANSFERS IN						
11-00-330-101	TRANSFER FROM GENERAL FUND	0.00	49,625.50	279,851.00	17.73	230,225.50
11-00-330-102	TRANSFER FROM WATER	0.00	4,304.50	46,695.00	9.22	42,390.50
Net TRANSFERS IN		0.00	53,930.00	326,546.00	16.52	272,616.00
Fund 11 - DEBT SERVICE FUND:						
TOTAL REVENUES						
		0.00	53,930.00	326,546.00	16.52	272,616.00
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & TRANSFERS IN						
14-00-330-101	TRANSFER FROM GENERAL FUND	0.00	(0.02)	0.00	100.00	0.02
Net TRANSFERS IN		0.00	(0.02)	0.00	100.00	0.02
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & :						
TOTAL REVENUES						
		0.00	(0.02)	0.00	100.00	0.02
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX OTHER TAXES						
15-00-310-201	BUSINESS DISTRICT SALES TAX TOWN CE	52,052.24	236,889.25	600,000.00	39.48	363,110.75
Net OTHER TAXES		52,052.24	236,889.25	600,000.00	39.48	363,110.75
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX:						

REVENUE REPORT FOR WILLOWBROOK

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
		MONTH 10/31/2020					

Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX

TOTAL REVENUES		52,052.24	236,889.25	600,000.00	39.48	363,110.75
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TOTAL REVENUES - ALL FUNDS		1,847,921.20	11,816,336.06	16,043,052.00	73.65	4,226,715.94
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EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
Dept 05 - VILLAGE BOARD & CLERK								
GENERAL MANAGEMENT								
01-05-400-147	MEDICARE	92.18	479.72	887.00	54.08	407.28	1,774.00	1,294.28
01-05-400-161	SOCIAL SECURITY	394.16	2,051.22	3,794.00	54.06	1,742.78	7,588.00	5,536.78
01-05-410-101	SALARY - MAYOR & VILLAGE BO	5,600.00	28,400.00	54,000.00	52.59	25,600.00	108,000.00	79,600.00
01-05-410-125	SALARY - VILLAGE CLERK	600.00	3,600.00	7,200.00	50.00	3,600.00	14,400.00	10,800.00
01-05-410-141	LIFE INSURANCE - ELECTED OF	56.56	360.08	767.00	46.95	406.92	1,534.00	1,173.92
01-05-410-201	PHONE - TELEPHONES	42.41	273.71	696.00	39.33	422.29	1,392.00	1,118.29
01-05-410-301	OFFICE SUPPLIES	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-05-410-302	PRINTING & PUBLISHING	0.00	47.00	0.00	100.00	(47.00)	0.00	(47.00)
01-05-410-303	FUEL/MILEAGE/WASH	0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-05-410-304	SCHOOLS/CONFERENCES/TRA	0.00	110.00	5,770.00	1.91	5,660.00	11,540.00	11,430.00
01-05-410-307	FEES/DUES/SUBSCRIPTIONS	0.00	664.30	2,400.00	27.68	1,735.70	4,800.00	4,135.70
GENERAL MANAGEMENT		6,785.31	35,986.03	76,114.00	47.28	40,127.97	152,228.00	116,241.97
COMMUNITY RELATIONS								
01-05-420-365	PUBLIC RELATIONS	0.00	169.96	500.00	33.99	330.04	1,000.00	830.04
COMMUNITY RELATIONS		0.00	169.96	500.00	33.99	330.04	1,000.00	830.04
Total Dept 05 - VILLAGE BOARD & CLERK		6,785.31	36,155.99	76,614.00	47.19	40,458.01	153,228.00	117,072.01
Dept 07 - BOARD OF POLICE COMMISSIONERS								
ADMINISTRATION								
01-07-400-147	MEDICARE	0.00	0.00	7.00	0.00	7.00	14.00	14.00
01-07-400-161	SOCIAL SECURITY	0.00	0.00	31.00	0.00	31.00	62.00	62.00
01-07-435-148	LIFE INSURANCE - COMMISSIO	18.48	110.88	260.00	42.65	149.12	520.00	409.12
01-07-435-239	FEES - BOPC ATTORNEY	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
01-07-435-301	OFFICE SUPPLIES	0.00	0.00	100.00	0.00	100.00	200.00	200.00
01-07-435-302	PRINTING & PUBLISHING	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00
01-07-435-304	SCHOOLS/CONFERENCES/TRA	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-07-435-307	FEES/DUES/SUBSCRIPTIONS	375.00	375.00	500.00	75.00	125.00	1,000.00	625.00
01-07-435-311	POSTAGE & METER RENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		393.48	485.88	11,398.00	4.26	10,912.12	22,796.00	22,310.12
OTHER								
01-07-440-542	EXAMS - WRITTEN	0.00	5,558.00	15,000.00	37.05	9,442.00	30,000.00	24,442.00
01-07-440-543	EXAMS - PHYSICAL	0.00	1,054.50	2,000.00	52.73	945.50	4,000.00	2,945.50
01-07-440-544	EXAMS - PSYCHOLOGICAL	550.00	3,850.00	2,500.00	154.00	(1,350.00)	5,000.00	1,150.00
01-07-440-545	EXAMS - POLYGRAPH	1,280.00	1,280.00	1,000.00	128.00	(280.00)	2,000.00	720.00
OTHER		1,830.00	11,742.50	20,500.00	57.28	8,757.50	41,000.00	29,257.50
Total Dept 07 - BOARD OF POLICE COMMISSIONERS		2,223.48	12,228.38	31,898.00	38.34	19,669.62	63,796.00	51,567.62

Dept 10 - ADMINISTRATION
GENERAL MANAGEMENT

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDDT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROX. AVAIL.
Fund 01 - GENERAL FUND								
01-10-400-147	MEDICARE	387.21	2,528.29	5,322.00	47.51	2,793.71	10,644.00	8,115.71
01-10-400-151	IMRF	3,668.77	23,869.74	49,218.00	48.50	25,348.26	98,436.00	74,566.26
01-10-400-161	SOCIAL SECURITY	1,366.50	10,521.44	20,435.00	51.49	9,913.56	40,870.00	30,348.56
01-10-400-171	SUI - UNEMPLOYMENT	(0.04)	(1.32)	774.00	(0.17)	775.32	1,548.00	1,549.32
01-10-455-101	SALARIES - MANAGEMENT STA	13,192.32	85,500.09	175,125.00	48.82	89,624.91	350,250.00	264,749.91
01-10-455-102	OVERTIME	139.69	1,327.03	5,000.00	26.54	3,672.97	10,000.00	8,672.97
01-10-455-105	ASSISTANT VILLAGE ADMINISTR	9,769.28	63,500.32	130,175.00	48.78	66,674.68	260,350.00	196,849.68
01-10-455-126	SALARIES - CLERICAL	4,257.13	27,671.29	56,726.00	48.78	29,054.71	113,452.00	85,780.71
01-10-455-131	PERSONNEL RECRUITMENT	0.00	190.95	500.00	38.19	309.05	1,000.00	809.05
01-10-455-141	HEALTH/DENTAL/LIFE INSURAN	4,228.27	25,289.76	49,602.00	50.99	24,312.24	99,204.00	73,914.24
01-10-455-201	PHONE - TELEPHONES	4,320.94	12,190.07	12,684.00	96.11	493.93	25,368.00	13,177.93
01-10-455-266	CODIFY ORDINANCES	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
01-10-455-301	OFFICE SUPPLIES	303.24	2,194.12	8,000.00	27.43	5,805.88	16,000.00	13,805.88
01-10-455-302	PRINTING, PUBLISHING & TRAN	9.99	1,812.44	2,500.00	72.50	687.56	5,000.00	3,187.56
01-10-455-303	FUEL/MILEAGE/WASH	38.00	190.00	750.00	25.33	560.00	1,500.00	1,310.00
01-10-455-304	SCHOOLS/CONFERENCES/TRA	149.00	204.00	2,000.00	10.20	1,796.00	4,000.00	3,796.00
01-10-455-305	STRATEGIC PLANNING	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-10-455-306	CONSULTING	0.00	16,505.00	71,000.00	23.25	54,495.00	142,000.00	125,495.00
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	0.00	6,724.00	13,000.00	51.72	6,276.00	26,000.00	19,276.00
01-10-455-311	POSTAGE & METER RENT	346.30	1,981.97	5,000.00	39.64	3,018.03	10,000.00	8,018.03
01-10-455-315	COPY SERVICE	513.07	2,948.11	7,000.00	42.12	4,051.89	14,000.00	11,051.89
01-10-455-355	COMMISSARY PROVISION	289.70	1,021.12	3,000.00	34.04	1,978.88	6,000.00	4,978.88
01-10-455-411	MAINTENANCE - EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT			286,168.42	625,311.00	45.76	339,142.58	1,250,622.00	964,453.58
COMMUNITY RELATIONS								
01-10-475-365	PUBLIC RELATIONS	0.00	61.95	5,000.00	1.24	4,938.05	10,000.00	9,938.05
01-10-475-367	CRISIS MANAGEMENT	0.00	8,372.30	25,000.00	33.49	16,627.70	50,000.00	41,627.70
01-10-475-370	MEALS-ON-WHEELS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
COMMUNITY RELATIONS			8,434.25	32,000.00	26.36	23,565.75	64,000.00	55,565.75
CAPITAL IMPROVEMENTS								
01-10-485-602	BUILDING IMPROVEMENTS	26,045.39	35,170.39	60,000.00	58.62	24,829.61	120,000.00	84,829.61
01-10-485-611	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
CAPITAL IMPROVEMENTS			35,170.39	60,500.00	58.13	25,329.61	121,000.00	85,829.61
CONTINGENCIES								
01-10-490-799	CONTINGENCIES	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
CONTINGENCIES			0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
DATA PROCESSING								
01-10-460-212	EDP EQUIPMENT/SOFTWARE	52.99	115.98	1,000.00	11.60	884.02	2,000.00	1,884.02
01-10-460-225	INTERNET/WEBSITE HOSTING	627.17	3,763.74	14,347.00	26.23	10,583.26	28,694.00	24,930.26
01-10-460-263	EDP LICENSES	502.49	18,816.49	43,435.00	43.32	24,618.51	86,870.00	68,053.51
01-10-460-265	CYBER DISRUPTION	0.00	9,499.00	0.00	100.00	(9,499.00)	0.00	(9,499.00)
01-10-460-267	DOCUMENT STORAGE/SCANNI	0.00	1,556.45	5,000.00	31.13	3,443.55	10,000.00	8,443.55
01-10-460-306	CONSULTING SERVICES - IT	2,243.37	5,698.27	18,000.00	31.66	12,301.73	36,000.00	30,301.73
DATA PROCESSING			3,426.02	81,782.00	48.24	42,332.07	163,564.00	124,114.07

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Fund 01 - GENERAL FUND								
BUILDINGS								
01-10-466-228	MAINTENANCE - BUILDING	6,088.34	41,264.84	30,545.00	135.10	(10,719.84)	61,090.00	19,825.16
01-10-466-236	NICOR GAS (835 MIDWAY)	38.45	271.66	2,000.00	13.58	1,728.34	4,000.00	3,728.34
01-10-466-240	ENERGY/COMED (835 MIDWAY)	0.00	0.00	3,000.00	0.00	3,000.00	6,000.00	6,000.00
01-10-466-251	SANITARY (835 MIDWAY)	0.00	287.16	450.00	63.81	162.84	900.00	612.84
01-10-466-293	LANDSCAPE - VILLAGE HALL	32.90	65.80	1,000.00	6.58	934.20	2,000.00	1,934.20
01-10-466-351	BUILDING MAINTENANCE SUPP	0.00	3,001.11	2,000.00	150.06	(1,001.11)	4,000.00	998.89
BUILDINGS								
		6,159.69	44,890.57	38,995.00	115.12	(5,895.57)	77,990.00	33,099.43
LEGAL								
01-10-470-239	FEES - VILLAGE ATTORNEY	0.00	42,195.10	140,000.00	30.14	97,804.90	280,000.00	237,804.90
01-10-470-241	FEES - SPECIAL ATTORNEY	76.50	1,200.10	10,000.00	12.00	8,799.90	20,000.00	18,799.90
01-10-470-242	FEES - LABOR COUNSEL	0.00	1,330.60	2,000.00	66.53	669.40	4,000.00	2,669.40
LEGAL								
		76.50	44,725.80	152,000.00	29.42	107,274.20	304,000.00	259,274.20
FINANCIAL AUDIT								
01-10-471-252	FINANCIAL SERVICES	0.00	742.78	0.00	100.00	(742.78)	0.00	(742.78)
FINANCIAL AUDIT								
		0.00	742.78	0.00	100.00	(742.78)	0.00	(742.78)
RISK MANAGEMENT								
01-10-480-272	INSURANCE - IRMA	0.00	0.00	233,463.00	0.00	233,463.00	466,926.00	466,926.00
01-10-480-273	SELF INSURANCE - DEDUCTIBL	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT								
		0.00	0.00	243,463.00	0.00	243,463.00	486,926.00	486,926.00
TRANSFERS TO OTHER FUNDS								
01-10-900-112	TRANSFER TO DEBT SERVICE -	0.00	49,625.50	279,851.00	17.73	230,225.50	559,702.00	510,076.50
01-10-900-114	TRANSFER TO LAFER	0.00	(0.02)	0.00	100.00	0.02	0.00	0.02
TRANSFERS TO OTHER FUNDS								
		0.00	49,625.48	279,851.00	17.73	230,225.52	559,702.00	510,076.52
Total Dept 10 - ADMINISTRATION								
		78,686.97	509,207.62	1,523,902.00	33.41	1,014,694.38	3,047,804.00	2,538,596.38
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
GENERAL MANAGEMENT								
01-15-400-147	MEDICARE	24.29	158.51	381.00	41.60	222.49	762.00	603.49
01-15-400-151	IMRF	235.34	1,529.71	3,203.00	47.76	1,673.29	6,406.00	4,876.29
01-15-400-161	SOCIAL SECURITY	103.85	677.81	1,631.00	41.56	953.19	3,262.00	2,584.19
01-15-400-171	SUI - UNEMPLOYMENT	0.00	0.00	129.00	0.00	129.00	258.00	258.00
01-15-510-126	SALARIES - CLERICAL	1,755.00	11,407.46	23,386.00	48.78	11,978.54	46,772.00	35,364.54
01-15-510-141	HEALTH/DENTAL/LIFE INSURAN	610.08	3,618.10	8,062.00	44.88	4,443.90	16,124.00	12,505.90
01-15-510-301	OFFICE SUPPLIES	0.00	0.00	250.00	0.00	250.00	500.00	500.00
01-15-510-302	PRINTING & PUBLISHING	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
01-15-510-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-15-510-311	POSTAGE & METER RENT	900.10	1,030.55	500.00	206.11	(530.55)	1,000.00	(30.55)
01-15-510-340	LIFE INSURANCE - PLAN COMM	70.56	423.36	1,032.00	41.02	608.64	2,064.00	1,640.64
01-15-510-401	OPERATING EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT								
		3,699.22	18,845.50	42,074.00	44.79	23,228.50	84,148.00	65,302.50

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3L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL
Fund 01 - GENERAL FUND								
DATA PROCESSING								
11-15-515-305	EDP PERSONNEL TRAINING	0.00	0.00	1,800.00	0.00	1,800.00	3,600.00	3,600.00
DATA PROCESSING		0.00	0.00	1,800.00	0.00	1,800.00	3,600.00	3,600.00
ENGINEERING								
11-15-520-229	RENT - MEETING ROOM	0.00	0.00	250.00	0.00	250.00	500.00	500.00
11-15-520-245	FEES - ENGINEERING	0.00	330.00	2,500.00	13.20	2,170.00	5,000.00	4,670.00
11-15-520-246	FEES - COURT REPORTER	300.60	821.65	2,700.00	30.43	1,878.35	5,400.00	4,578.35
11-15-520-254	PLAN REVIEW - ENGINEER	0.00	3,485.24	5,000.00	69.70	1,514.76	10,000.00	6,514.76
11-15-520-257	PLAN REVIEW - PLANNER	0.00	36,444.59	125,000.00	29.16	88,555.41	250,000.00	213,555.41
11-15-520-258	PLAN REVIEW - TRAFFIC CONS	0.00	1,215.00	2,500.00	48.60	1,285.00	5,000.00	3,785.00
ENGINEERING		300.60	42,296.48	137,950.00	30.66	95,653.52	275,900.00	233,603.52
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN			61,141.98	181,824.00	33.63	120,682.02	363,648.00	302,506.02
Dept 20 - PARKS & RECREATION								
CAPITAL IMPROVEMENTS								
11-20-595-643	POND IMPROVEMENTS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
11-20-595-693	COURT IMPROVEMENTS	0.00	0.00	800.00	0.00	800.00	1,600.00	1,600.00
CAPITAL IMPROVEMENTS		0.00	0.00	1,200.00	0.00	1,200.00	2,400.00	2,400.00
ADMINISTRATION								
11-20-400-147	MEDICARE	44.97	252.37	648.00	38.95	395.63	1,296.00	1,043.63
11-20-400-151	IMRF	420.59	2,241.85	5,308.00	42.24	3,066.15	10,616.00	8,374.15
11-20-400-161	SOCIAL SECURITY	192.27	1,079.16	2,772.00	38.93	1,692.84	5,544.00	4,464.84
11-20-400-171	SUI - UNEMPLOYMENT	0.00	87.89	270.00	32.55	182.11	540.00	452.11
11-20-550-101	SALARIES - PERMANENT EMPL	2,225.33	13,762.58	32,585.00	42.24	18,822.42	65,170.00	51,407.42
11-20-550-103	PART TIME - PROGRAM SUPERV	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
11-20-550-148	LIFE INSURANCE - COMMISSIO	53.20	386.96	1,068.00	36.23	681.04	2,136.00	1,749.04
11-20-550-301	OFFICE/GENERAL PROGRAM S	0.00	22.32	1,000.00	2.23	977.68	2,000.00	1,977.68
11-20-550-302	PRINTING & PUBLISHING	0.00	0.00	13,500.00	0.00	13,500.00	27,000.00	27,000.00
11-20-550-311	POSTAGE & METER RENT	163.00	163.00	3,800.00	4.29	3,637.00	7,600.00	7,437.00
ADMINISTRATION		3,099.36	17,996.13	63,451.00	28.36	45,454.87	126,902.00	108,905.87
DATA PROCESSING								
11-20-555-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
11-20-555-263	EDP LICENSES	14.99	29.98	0.00	100.00	(29.98)	0.00	(29.98)
11-20-555-306	CONSULTING - PROGRAM HOST	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
DATA PROCESSING		14.99	29.98	15,500.00	0.19	15,470.02	31,000.00	30,970.02
LANDSCAPING								
11-20-565-341	PARK LANDSCAPE SUPPLIES	0.00	3,426.84	0.00	100.00	(3,426.84)	0.00	(3,426.84)
11-20-565-342	LANDSCAPE MAINTENANCE SE	0.00	90.00	0.00	100.00	(90.00)	0.00	(90.00)
LANDSCAPING		0.00	3,516.84	0.00	100.00	(3,516.84)	0.00	(3,516.84)

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
MAINTENANCE								
01-20-570-102	OVERTIME	911.08	2,955.28	7,000.00	42.22	4,044.72	14,000.00	11,044.72
01-20-570-103	PART TIME - LABOR	0.00	798.00	2,541.00	31.40	1,743.00	5,082.00	4,284.00
01-20-570-228	MAINTENANCE - PARK BUILDIN	0.00	1,215.55	12,386.00	9.81	11,170.45	24,772.00	23,556.45
01-20-570-234	RENT - EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-20-570-235	NICOR GAS (825 MIDWAY)	38.45	196.62	1,200.00	16.39	1,003.38	2,400.00	2,203.38
01-20-570-250	SANITARY (825 MIDWAY)	0.00	8.78	50.00	17.56	41.22	100.00	91.22
01-20-570-278	SANITARY USER CHARGE - PAR	0.00	129.91	150.00	86.61	20.09	300.00	170.09
01-20-570-280	BALLFIELD MAINTENANCE	1,160.00	8,292.80	10,000.00	82.93	1,707.20	20,000.00	11,707.20
01-20-570-281	CONTRACTED MAINTENANCE	12,217.07	78,073.75	120,900.00	64.58	42,826.25	241,800.00	163,726.25
01-20-570-331	MAINTENANCE SUPPLIES	390.56	549.19	5,000.00	10.98	4,450.81	10,000.00	9,450.81
01-20-570-411	MAINTENANCE - EQUIPMENT	259.20	1,437.56	3,500.00	41.07	2,062.44	7,000.00	5,562.44
MAINTENANCE		14,976.36	93,657.44	163,227.00	57.38	69,569.56	326,454.00	232,796.56
SUMMER PROGRAM								
01-20-575-119	SUMMER PROGRAM MATERIAL	0.00	220.00	7,600.00	2.89	7,380.00	15,200.00	14,980.00
01-20-575-517	SENIORS PROGRAM-SUMMER	0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
SUMMER PROGRAM		0.00	220.00	13,000.00	1.69	12,780.00	26,000.00	25,780.00
FALL PROGRAM								
01-20-580-517	SENIORS PROGRAM-FALL	0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
FALL PROGRAM		0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
WINTER/SPECIAL PROGRAMS								
01-20-585-121	WINTER PROGRAM MATERIALS	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-20-585-150	CHILDRENS SPECIAL EVENTS -	0.00	0.00	3,000.00	0.00	3,000.00	6,000.00	6,000.00
01-20-585-151	FAMILY SPECIAL EVENT - MOVIE	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
01-20-585-152	FAMILY SPECIAL EVENT - TREE	0.00	0.00	4,900.00	0.00	4,900.00	9,800.00	9,800.00
01-20-585-153	FAMILY SPECIAL EVENT - BACK	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-20-585-154	FAMILY SPECIAL EVENT - RACE	0.00	300.05	13,600.00	2.21	13,299.95	27,200.00	26,899.95
01-20-585-155	CHILDREN'S HOLIDAY PARTY	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
01-20-585-157	COMMUNITY PICNIC	0.00	0.00	3,000.00	0.00	3,000.00	6,000.00	6,000.00
01-20-585-517	SENIORS PROGRAM-WINTER/S	0.00	0.00	5,400.00	0.00	5,400.00	10,800.00	10,800.00
WINTER/SPECIAL PROGRAMS		0.00	300.05	38,900.00	0.77	38,599.95	77,800.00	77,499.95
SPRING PROGRAM								
01-20-586-121	SPRING PROGRAM MATERIALS	0.00	0.00	200.00	0.00	200.00	400.00	400.00
SPRING PROGRAM		0.00	0.00	200.00	0.00	200.00	400.00	400.00
SPECIAL RECREATION								
01-20-590-518	SPECIAL RECREATION ASSOC P	19,655.43	19,655.43	39,310.00	50.00	19,654.57	78,620.00	58,964.57
01-20-590-519	ADA PARK MAINTENANCE	0.00	0.00	4,840.00	0.00	4,840.00	9,680.00	9,680.00
01-20-590-520	ADA RECREATION ACCOMMODA	0.00	0.00	7,700.00	0.00	7,700.00	15,400.00	15,400.00
01-20-590-521	ADA PARK IMPROVEMENTS	0.00	0.00	15,400.00	0.00	15,400.00	30,800.00	30,800.00
SPECIAL RECREATION		19,655.43	19,655.43	67,250.00	29.23	47,594.57	134,500.00	114,844.57
Total Dept 20 - PARKS & RECREATION		37,746.14	135,375.87	368,128.00	36.77	232,752.13	736,256.00	600,880.13

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ACTIVITY FOR		2020-21	APPROP.		APPROP.	
MONTH		ORIGINAL	% BDGT		AVAIL.	
10/31/20	YTD BALANCE	BUDGET	USED	BALANCE	APPROP.	AVAIL.
3L NUMBER	DESCRIPTION	10/31/20	10/31/2020	% BDGT USED	AVAIL. BALANCE	APPROP. AVAIL.
Fund 01 - GENERAL FUND						
Dept 25 - FINANCE DEPARTMENT						
GENERAL MANAGEMENT						
J1-25-400-147	MEDICARE	254.43	1,640.63			
J1-25-400-151	IMRF	2,051.60	13,310.60			
J1-25-400-161	SOCIAL SECURITY	1,087.92	7,015.13			
J1-25-400-171	SUI - UNEMPLOYMENT	36.04	283.00			
J1-25-610-101	SALARIES - MANAGEMENT STA	10,359.04	67,333.76			
J1-25-610-102	OVERTIME	0.00	0.00			
J1-25-610-104	PART TIME - CLERICAL	2,359.96	14,553.06			
J1-25-610-126	SALARIES - CLERICAL	4,615.52	30,000.88			
J1-25-610-141	HEALTH/DENTAL/LIFE INSURAN	1,583.70	9,402.10			
J1-25-610-301	OFFICE SUPPLIES	0.00	766.75			
J1-25-610-302	PRINTING & PUBLISHING	0.00	425.70			
J1-25-610-303	FUEL/MILEAGE/WASH	0.00	0.00			
J1-25-610-304	SCHOOLS/CONFERENCES/TRA	135.00	205.00			
J1-25-610-307	FEES/DUES/SUBSCRIPTIONS	345.00	455.27			
J1-25-610-311	POSTAGE & METER RENT	13.25	79.95			
GENERAL MANAGEMENT		22,841.46	145,471.83			
			301,078.00	48.32	155,606.17	456,684.17
DATA PROCESSING						
J1-25-615-212	EDP EQUIPMENT/SOFTWARE	0.00	139.01	27.80	360.99	860.99
J1-25-615-263	EDP LICENSES	0.00	0.00	0.00	12,000.00	24,000.00
J1-25-615-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	0.00	1,000.00	2,000.00
DATA PROCESSING		0.00	139.01	1.03	13,360.99	26,860.99
FINANCIAL AUDIT						
J1-25-620-251	AUDIT SERVICES	0.00	5,000.00	14.71	29,000.00	63,000.00
J1-25-620-252	FINANCIAL SERVICES	0.00	1,700.00	37.36	2,850.00	7,400.00
FINANCIAL AUDIT		0.00	6,700.00	17.38	31,850.00	70,400.00
Total Dept 25 - FINANCE DEPARTMENT		22,841.46	152,310.84	43.13	200,817.16	553,945.16
Dept 30 - POLICE DEPARTMENT						
ADMINISTRATION						
MEDICARE						
J1-30-400-147	IMRF	3,130.56	18,086.34	44.09	22,937.66	63,961.66
J1-30-400-151	SOCIAL SECURITY	1,839.34	11,976.28	47.39	13,293.72	38,563.72
J1-30-400-161	SUI - UNEMPLOYMENT	894.82	5,513.99	47.20	6,169.01	17,852.01
J1-30-400-171	SALARIES - PERMANENT EMPL	276.12	283.51	4.23	6,424.49	13,132.49
J1-30-630-101	OVERTIME	167,922.90	1,018,255.55	44.47	1,271,570.45	3,561,396.45
J1-30-630-102	OVERTIME - SPECIAL DETAIL &	35,837.00	161,614.03	48.10	174,385.97	510,385.97
J1-30-630-103	SALARIES-COPS GRANT OFFIC	0.00	4,492.22	29.95	10,507.78	25,507.78
J1-30-630-105	SALARIES - CLERICAL	5,132.80	5,132.80	100.00	(5,132.80)	(5,132.80)
J1-30-630-126	OVERTIME - CLERICAL	13,391.67	87,045.92	48.78	91,393.08	269,832.08
J1-30-630-127	PERSONNEL RECRUITMENT	0.00	338.37	3.38	9,661.63	19,661.63
J1-30-630-131	HEALTH/DENTAL/LIFE INSURAN	0.00	0.00	0.00	1,000.00	2,000.00
J1-30-630-141	POLICE PENSION	26,970.07	161,854.47	45.10	197,029.53	555,913.53
J1-30-630-155		82,670.24	537,356.56	50.00	537,356.44	1,612,069.44

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3L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROPRIATION AVAIL.
Fund 01 - GENERAL FUND								
11-30-630-201	PHONE - TELEPHONES	1,250.42	7,664.48	27,000.00	28.39	19,335.52	54,000.00	46,335.52
11-30-630-202	ACCREDITATION	4,645.00	4,645.00	4,645.00	100.00	0.00	9,290.00	4,645.00
11-30-630-241	FEES - FIELD COURT ATTORNE	0.00	17,650.00	16,000.00	110.31	(1,650.00)	32,000.00	14,350.00
11-30-630-245	FIRING RANGE	0.00	153.96	2,500.00	6.16	2,346.04	5,000.00	4,846.04
11-30-630-301	OFFICE SUPPLIES	226.69	3,501.31	4,000.00	87.53	498.69	8,000.00	4,498.69
11-30-630-302	PRINTING & PUBLISHING	466.11	951.48	4,000.00	23.79	3,048.52	8,000.00	7,048.52
11-30-630-303	FUEL/MILEAGE/WASH	3,830.46	18,558.64	50,000.00	37.12	31,441.36	100,000.00	81,441.36
11-30-630-304	SCHOOLS/CONFERENCES/TRA	1,655.00	2,776.82	40,000.00	6.94	37,223.18	80,000.00	77,223.18
11-30-630-305	TUITION REIMBURSEMENT	0.00	0.00	6,000.00	0.00	6,000.00	12,000.00	12,000.00
11-30-630-307	FEES/DUES/SUBSCRIPTIONS	379.52	15,514.36	20,500.00	75.68	4,985.64	41,000.00	25,485.64
11-30-630-308	CADET PROGRAM	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
11-30-630-309	EMPLOYEE RECOGNITION	0.00	164.04	3,000.00	5.47	2,835.96	6,000.00	5,835.96
11-30-630-311	POSTAGE & METER RENT	314.35	1,274.88	4,200.00	30.35	2,925.12	8,400.00	7,125.12
11-30-630-315	COPY SERVICE	302.03	1,489.68	4,100.00	36.33	2,610.32	8,200.00	6,710.32
11-30-630-345	UNIFORMS	2,270.95	6,576.83	28,500.00	23.08	21,923.17	57,000.00	50,423.17
11-30-630-346	AMMUNITION	0.00	929.60	14,000.00	6.64	13,070.40	28,000.00	27,070.40
11-30-630-401	OPERATING EQUIPMENT	12,353.85	22,919.11	25,000.00	91.68	2,080.89	50,000.00	27,080.89
11-30-630-409	MAINTENANCE - VEHICLES	3,061.99	15,552.40	50,000.00	31.10	34,447.60	100,000.00	84,447.60
11-30-630-421	MAINTENANCE - RADIO EQUIPM	0.00	0.00	6,500.00	0.00	6,500.00	13,000.00	13,000.00
ADMINISTRATION		368,821.89	2,132,272.63	4,658,992.00	45.77	2,526,719.37	9,317,984.00	7,185,711.37
DATA PROCESSING								
11-30-640-212	EDP EQUIPMENT/SOFTWARE	0.00	2,038.80	3,732.00	54.63	1,693.20	7,464.00	5,425.20
11-30-640-225	INTERNET/WEBSITE HOSTING	400.00	2,400.00	6,760.00	35.50	4,360.00	13,520.00	11,120.00
11-30-640-263	EDP LICENSES	3,824.75	13,312.75	30,000.00	44.38	16,687.25	60,000.00	46,687.25
11-30-640-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
11-30-640-306	CONSULTING SERVICES	890.78	4,340.78	22,875.00	18.98	18,534.22	45,750.00	41,409.22
DATA PROCESSING		5,115.53	22,092.33	65,367.00	33.80	43,274.67	130,734.00	108,641.67
BUILDINGS								
11-30-630-228	MAINTENANCE - BUILDING	7,979.12	46,301.06	44,927.00	103.06	(1,374.06)	89,854.00	43,552.94
11-30-630-235	NICOR GAS (7760 QUINCY)	131.24	722.19	5,000.00	14.44	4,277.81	10,000.00	9,277.81
11-30-630-250	SANITARY (7760 QUINCY)	0.00	233.28	1,200.00	19.44	966.72	2,400.00	2,166.72
11-30-630-351	BUILDING MAINTENANCE SUPP	0.00	428.79	3,000.00	14.29	2,571.21	6,000.00	5,571.21
BUILDINGS		8,110.36	47,685.32	54,127.00	88.10	6,441.68	108,254.00	60,568.68
RISK MANAGEMENT								
11-30-645-273	SELF INSURANCE - DEDUCTIBL	0.00	0.00	20,000.00	0.00	20,000.00	40,000.00	40,000.00
RISK MANAGEMENT		0.00	0.00	20,000.00	0.00	20,000.00	40,000.00	40,000.00
CONSTRUCTION								
11-30-635-288	BUILDING CONSTR & REMODEL	0.00	16,325.00	1,500.00	1,088.33	(14,825.00)	3,000.00	(13,325.00)
CONSTRUCTION		0.00	16,325.00	1,500.00	1,088.33	(14,825.00)	3,000.00	(13,325.00)
PATROL								
11-30-650-268	ANIMAL CONTROL	0.00	0.00	800.00	0.00	800.00	1,600.00	1,600.00
11-30-650-343	JAIL SUPPLIES	310.00	376.29	1,500.00	25.09	1,123.71	3,000.00	2,623.71
11-30-650-348	DRUG FORFEITURE EXP - STAT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-30-650-349	DRUG FORFEITURE EXP - FEDE	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
PATROL		310.00	376.29	3,300.00	11.40	2,923.71	6,600.00	6,223.71
TRAFFIC SAFETY								
01-30-660-105	PART TIME - CROSSING GUARD	608.32	973.31	5,323.00	18.28	4,349.69	10,646.00	9,672.69
TRAFFIC SAFETY		608.32	973.31	5,323.00	18.28	4,349.69	10,646.00	9,672.69
CRIME PREVENTION								
01-30-670-331	COMMODITIES	226.53	226.53	5,000.00	4.53	4,773.47	10,000.00	9,773.47
CRIME PREVENTION		226.53	226.53	5,000.00	4.53	4,773.47	10,000.00	9,773.47
TELECOMMUNICATIONS								
01-30-675-235	RADIO DISPATCHING	70,351.64	140,703.28	312,000.00	45.10	171,296.72	624,000.00	483,296.72
TELECOMMUNICATIONS		70,351.64	140,703.28	312,000.00	45.10	171,296.72	624,000.00	483,296.72
RED LIGHT								
01-30-630-246	RED LIGHT - ADJUDICATOR	0.00	1,584.00	6,000.00	26.40	4,416.00	12,000.00	10,416.00
01-30-630-247	RED LIGHT - CAMERA FEES	22,475.00	112,375.00	275,000.00	40.86	162,625.00	550,000.00	437,625.00
01-30-630-248	RED LIGHT - COM ED	110.57	554.93	2,000.00	27.75	1,445.07	4,000.00	3,445.07
01-30-630-249	RED LIGHT - MISC FEE	1,606.20	8,281.20	35,000.00	23.66	26,718.80	70,000.00	61,718.80
RED LIGHT		24,191.77	122,795.13	318,000.00	38.61	195,204.87	636,000.00	513,204.87
Total Dept 30 - POLICE DEPARTMENT								
		477,736.04	2,483,449.82	5,443,609.00	45.62	2,960,159.18	10,887,218.00	8,403,768.18
Dept 35 - PUBLIC WORKS DEPARTMENT								
CAPITAL IMPROVEMENTS								
01-35-765-625	VEHICLES - NEW & OTHER	0.00	15,063.50	0.00	100.00	(15,063.50)	0.00	(15,063.50)
01-35-765-685	STREET IMPROVEMENTS	0.00	1,183.00	30,000.00	3.94	28,817.00	60,000.00	58,817.00
CAPITAL IMPROVEMENTS		0.00	16,246.50	30,000.00	54.16	13,753.50	60,000.00	43,753.50
ADMINISTRATION								
01-35-400-147	MEDICARE	257.78	1,476.57	3,204.00	46.09	1,727.43	6,408.00	4,931.43
01-35-400-151	IMRF	2,399.65	13,154.53	28,147.00	46.74	14,992.47	56,294.00	43,139.47
01-35-400-161	SOCIAL SECURITY	1,101.93	6,311.77	13,700.00	46.07	7,388.23	27,400.00	21,088.23
01-35-400-171	SUI - UNEMPLOYMENT	6.70	127.54	998.00	12.78	870.46	1,996.00	1,868.46
01-35-710-101	SALARIES - PERMANENT EMPL	14,267.85	82,423.11	163,587.00	50.38	81,163.89	327,174.00	244,750.89
01-35-710-102	OVERTIME	1,652.07	2,837.55	20,000.00	14.19	17,162.45	40,000.00	37,162.45
01-35-710-103	PART TIME - LABOR	330.75	6,296.36	11,072.00	56.87	4,775.64	22,144.00	15,847.64
01-35-710-126	SALARIES - CLERICAL	1,974.51	12,833.97	26,308.00	48.78	13,474.03	52,616.00	39,782.03
01-35-710-141	HEALTH/DENTAL/LIFE INSURAN	3,981.44	23,519.56	54,315.00	43.30	30,795.44	108,630.00	85,110.44
01-35-710-201	TELEPHONES	198.14	1,234.52	2,784.00	44.34	1,549.48	5,568.00	4,333.48
01-35-710-301	OFFICE SUPPLIES	22.00	175.19	500.00	35.04	324.81	1,000.00	824.81
01-35-710-302	PRINTING & PUBLISHING	0.00	298.00	750.00	39.73	452.00	1,500.00	1,202.00
01-35-710-303	FUEL/MILEAGE/WASH	601.99	2,874.30	10,400.00	27.64	7,525.70	20,800.00	17,925.70
01-35-710-304	SCHOOLS/CONFERENCES/TRA	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2020-21	% BDGT	AVAILABLE	APPROP.	APPROP.
		MONTH						
Fund 01 - GENERAL FUND								
J1-35-710-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
J1-35-710-311	POSTAGE & METER RENT	359.69	1,313.04	1,500.00	87.54	186.96	3,000.00	1,686.96
J1-35-710-345	UNIFORMS	0.00	636.50	3,800.00	16.75	3,163.50	7,600.00	6,963.50
J1-35-710-401	OPERATING SUPPLIES & EQUIP	765.00	1,350.50	2,500.00	54.02	1,149.50	5,000.00	3,649.50
J1-35-710-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		27,919.50	156,863.01	346,465.00	45.28	189,601.99	692,930.00	536,066.99
DATA PROCESSING								
J1-35-715-225	INTERNET/WEBSITE HOSTING	108.35	630.10	1,296.00	48.62	665.90	2,592.00	1,961.90
DATA PROCESSING		108.35	630.10	1,296.00	48.62	665.90	2,592.00	1,961.90
ENGINEERING								
J1-35-720-245	FEES - ENGINEERING	2,199.68	5,496.01	30,000.00	18.32	24,503.99	60,000.00	54,503.99
J1-35-720-254	PLAN REVIEW - ENGINEER	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
ENGINEERING		2,199.68	5,496.01	31,500.00	17.45	26,003.99	63,000.00	57,503.99
BUILDINGS								
J1-35-725-413	MAINTENANCE - GARAGE	1,195.00	2,138.74	5,000.00	42.77	2,861.26	10,000.00	7,861.26
J1-35-725-414	MAINTENANCE - SALT BINS	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
J1-35-725-415	NICOR GAS	45.09	264.56	3,200.00	8.27	2,935.44	6,400.00	6,135.44
J1-35-725-417	SANITARY USER CHARGE	0.00	31.23	200.00	15.62	168.77	400.00	368.77
J1-35-725-418	MAINTENANCE - PW BUILDING	1,487.37	16,071.68	10,000.00	160.72	(6,071.68)	20,000.00	3,928.32
BUILDINGS		2,727.46	18,506.21	19,900.00	93.00	1,393.79	39,800.00	21,293.79
EQUIPMENT REPAIR								
J1-35-735-409	MAINTENANCE - VEHICLES	7,001.03	12,780.95	20,000.00	63.90	7,219.05	40,000.00	27,219.05
J1-35-735-411	MAINTENANCE - EQUIPMENT	0.00	589.95	1,000.00	59.00	410.05	2,000.00	1,410.05
EQUIPMENT REPAIR		7,001.03	13,370.90	21,000.00	63.67	7,629.10	42,000.00	28,629.10
SNOW REMOVAL								
J1-35-740-287	SNOW REMOVAL CONTRACT	0.00	0.00	70,000.00	0.00	70,000.00	140,000.00	140,000.00
J1-35-740-411	MAINTENANCE - EQUIPMENT	0.00	79.08	4,000.00	1.98	3,920.92	8,000.00	7,920.92
SNOW REMOVAL		0.00	79.08	74,000.00	0.11	73,920.92	148,000.00	147,920.92
STREET LIGHTING								
J1-35-745-207	ENERGY - STREET LIGHTS	2,200.94	8,969.57	21,000.00	42.71	12,030.43	42,000.00	33,030.43
J1-35-745-223	MAINTENANCE - STREET LIGHT	4,355.42	7,360.26	17,000.00	43.30	9,639.74	34,000.00	26,639.74
J1-35-745-224	MAINTENANCE - TRAFFIC SIGN	0.00	0.00	3,141.00	0.00	3,141.00	6,282.00	6,282.00
STREET LIGHTING		6,556.36	16,329.83	41,141.00	39.69	24,811.17	82,282.00	65,952.17
STORM WATER IMPROVEMENTS								
J1-35-750-286	JET CLEANING CULVERT	0.00	14,663.85	20,000.00	73.32	5,336.15	40,000.00	25,336.15
J1-35-750-289	SITE IMPROVEMENTS	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
J1-35-750-290	EQUIPMENT RENTAL	0.00	120.00	3,500.00	3.43	3,380.00	7,000.00	6,880.00
J1-35-750-328	STREET & ROW MAINTENANCE	50,012.50	126,118.88	160,000.00	78.82	33,881.12	320,000.00	193,881.12
J1-35-750-338	TREE MAINTENANCE	0.00	24,304.00	150,000.00	16.20	125,696.00	300,000.00	275,696.00
J1-35-750-381	STORM WATER IMPROVEMENT	0.00	51,718.98	92,500.00	55.91	40,781.02	185,000.00	133,281.02

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Fund 01 - GENERAL FUND								
STORM WATER IMPROVEMENTS								
		50,012.50	216,925.71	436,000.00	49.75	219,074.29	872,000.00	655,074.29
STREET MAINTENANCE								
01-35-755-279	TRASH REMOVAL	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
01-35-755-281	ROUTE 83 BEAUTIFICATION	7,151.12	34,802.24	52,000.00	66.93	17,197.76	104,000.00	69,197.76
01-35-755-284	REIMB EXP - BRUSH PICKUP	0.00	18,500.00	35,000.00	52.86	16,500.00	70,000.00	51,500.00
01-35-755-328	STREET & ROW MAINTENANCE	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
01-35-755-331	SALT	0.00	0.00	80,000.00	0.00	80,000.00	160,000.00	160,000.00
01-35-755-332	J.U.L.I.E.	0.00	1,015.55	2,400.00	42.31	1,384.45	4,800.00	3,784.45
01-35-755-333	ROAD SIGNS	0.00	3,842.20	7,700.00	49.90	3,857.80	15,400.00	11,557.80
01-35-755-401	OPERATING EQUIPMENT	0.00	33.10	1,500.00	2.21	1,466.90	3,000.00	2,966.90
STREET MAINTENANCE		7,151.12	58,193.09	195,600.00	29.75	137,406.91	391,200.00	333,006.91
NUISANCE CONTROL								
01-35-760-258	PEST CONTROL	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-35-760-259	MOSQUITO ABATEMENT	0.00	26,960.00	35,300.00	76.37	8,340.00	70,600.00	43,640.00
NUISANCE CONTROL		0.00	26,960.00	36,300.00	74.27	9,340.00	72,600.00	45,640.00
Total Dept 35 - PUBLIC WORKS DEPARTMENT		103,676.00	529,600.44	1,233,202.00	42.95	703,601.56	2,466,404.00	1,936,803.56
Dept 40 - BUILDING & ZONING DEPARTMENT								
GENERAL MANAGEMENT								
01-40-400-147	MEDICARE	127.56	831.13	1,905.00	43.63	1,073.87	3,810.00	2,978.87
01-40-400-151	IMRF	1,211.70	7,876.05	17,621.00	44.70	9,744.95	35,242.00	27,365.95
01-40-400-161	SOCIAL SECURITY	545.46	3,553.77	8,147.00	43.62	4,593.23	16,294.00	12,740.23
01-40-400-171	SUI - UNEMPLOYMENT	0.00	0.00	387.00	0.00	387.00	774.00	774.00
01-40-810-101	SALARIES - PERMANENT EMPL	7,280.64	47,324.16	97,014.00	48.78	49,689.84	194,028.00	146,703.84
01-40-810-102	OVERTIME	0.00	0.00	11,000.00	0.00	11,000.00	22,000.00	22,000.00
01-40-810-126	SALARIES - CLERICAL	1,755.08	11,408.06	23,386.00	48.78	11,977.94	46,772.00	35,363.94
01-40-810-141	HEALTH/DENTAL/LIFE INSURAN	2,084.64	12,380.70	24,278.00	51.00	11,897.30	48,556.00	36,175.30
01-40-810-201	TELEPHONES	42.41	463.10	876.00	52.87	412.90	1,752.00	1,288.90
01-40-810-301	OFFICE SUPPLIES	322.07	923.57	1,000.00	92.36	76.43	2,000.00	1,076.43
01-40-810-302	PRINTING & PUBLISHING	583.00	810.95	750.00	108.13	(60.95)	1,500.00	689.05
01-40-810-303	FUEL/MILEAGE/WASH	53.59	170.19	1,000.00	17.02	829.81	2,000.00	1,829.81
01-40-810-304	SCHOOLS/CONFERENCES/TRA	902.52	652.52	1,200.00	54.38	547.48	2,400.00	1,747.48
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	120.00	130.00	500.00	26.00	370.00	1,000.00	870.00
01-40-810-311	POSTAGE & METER RENT	18.70	151.35	400.00	37.84	248.65	800.00	648.65
01-40-810-315	COPY SERVICE	886.88	2,185.20	4,500.00	48.56	2,314.80	9,000.00	6,814.80
01-40-810-345	UNIFORMS	21.97	21.97	400.00	5.49	378.03	800.00	778.03
01-40-810-409	MAINTENANCE - VEHICLES	0.00	1,608.11	500.00	321.62	(1,108.11)	1,000.00	(608.11)
GENERAL MANAGEMENT		15,956.22	90,490.83	194,864.00	46.44	104,373.17	389,728.00	299,237.17
DATA PROCESSING								
01-40-815-267	DOCUMENT STORAGE/SCANNI	0.00	0.00	9,000.00	0.00	9,000.00	18,000.00	18,000.00
DATA PROCESSING		0.00	0.00	9,000.00	0.00	9,000.00	18,000.00	18,000.00

3L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
ENGINEERING								
J1-40-820-245	FEES - ENGINEERING	112.64	442.64	0.00	100.00	(442.64)	0.00	(442.64)
J1-40-820-246	FEES - DRAINAGE ENGINEER	0.00	450.00	0.00	100.00	(450.00)	0.00	(450.00)
J1-40-820-254	PLAN REVIEW - CIVIL ENGINEE	2,989.80	7,506.32	12,000.00	62.55	4,493.68	24,000.00	16,493.68
J1-40-820-255	PLAN REVIEW - STRUCTURAL	0.00	0.00	7,000.00	0.00	7,000.00	14,000.00	14,000.00
J1-40-820-258	PLAN REVIEW - BUILDING CODE	16,055.00	71,705.23	140,000.00	51.22	68,294.77	280,000.00	208,294.77
ENGINEERING		19,157.44	80,104.19	159,000.00	50.38	78,895.81	318,000.00	237,895.81
NSPECTION								
J1-40-830-109	PART TIME - INSPECTOR	5,355.00	23,709.00	40,000.00	59.27	16,291.00	80,000.00	56,291.00
J1-40-830-115	PLUMBING INSPECTION	0.00	2,300.00	15,000.00	15.33	12,700.00	30,000.00	27,700.00
J1-40-830-117	ELEVATOR INSPECTION	0.00	1,217.00	5,000.00	24.34	3,783.00	10,000.00	8,783.00
J1-40-830-119	CODE ENFORCEMENT INSPECT	0.00	901.25	5,000.00	18.03	4,098.75	10,000.00	9,098.75
NSPECTION		5,355.00	28,127.25	65,000.00	43.27	36,872.75	130,000.00	101,872.75
Total Dept 40 - BUILDING & ZONING DEPARTMENT								
		40,468.66	198,722.27	427,864.00	46.45	229,141.73	855,728.00	657,005.73
Dept 53 - HOTEL/MOTEL								
GENERAL MANAGEMENT								
J1-53-401-307	FEES DUES SUBSCRIPTIONS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
GENERAL MANAGEMENT		0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
COMMUNITY RELATIONS								
J1-53-435-319	CHAMBER DIRECTORY	0.00	1,500.00	3,000.00	50.00	1,500.00	6,000.00	4,500.00
COMMUNITY RELATIONS		0.00	1,500.00	3,000.00	50.00	1,500.00	6,000.00	4,500.00
SPECIAL EVENTS								
J1-53-436-379	SPECIAL PROMOTIONAL EVENT	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
SPECIAL EVENTS		0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
Total Dept 53 - HOTEL/MOTEL								
		0.00	1,500.00	6,000.00	25.00	4,500.00	12,000.00	10,500.00
TOTAL EXPENDITURES								
		774,163.88	4,119,693.21	9,646,169.00	42.71	5,526,475.79	19,292,338.00	15,172,644.79

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3L NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 10/31/2020	ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROP.	APPROP. AVAIL.
		MONTH 10/31/20	2020-21						
Fund 02 - WATER FUND									
Dept 50 - WATER DEPARTMENTS									
CAPITAL IMPROVEMENTS									
02-50-440-626	VEHICLES - NEW & OTHER	0.00	0.00	15,063.50	0.00	100.00	(15,063.50)	0.00	(15,063.50)
02-50-440-694	DISTRIBUTION SYSTEM REPLA	0.00	0.00	0.00	7,500.00	0.00	7,500.00	15,000.00	15,000.00
CAPITAL IMPROVEMENTS		0.00	0.00	15,063.50	7,500.00	200.85	(7,563.50)	15,000.00	(63.50)
ADMINISTRATION									
02-50-400-147	MEDICARE	244.28	3,523.00	1,575.30	3,523.00	44.71	1,947.70	7,046.00	5,470.70
02-50-400-151	IMRF	2,294.37	31,969.00	14,404.62	31,969.00	45.06	17,564.38	63,938.00	49,533.38
02-50-400-161	SOCIAL SECURITY	1,044.92	15,062.00	6,737.62	15,062.00	44.73	8,324.38	30,124.00	23,386.38
02-50-400-171	SUI - UNEMPLOYMENT	3.51	866.00	83.24	866.00	9.61	782.76	1,732.00	1,648.76
02-50-401-101	SALARIES - PERMANENT EMPL	14,017.43	162,087.00	80,919.68	162,087.00	49.92	81,167.32	324,174.00	243,254.32
02-50-401-102	OVERTIME	1,117.80	50,000.00	13,664.74	50,000.00	27.33	36,335.26	100,000.00	86,335.26
02-50-401-103	PART TIME - LABOR	173.25	4,538.00	4,112.36	4,538.00	90.62	425.64	9,076.00	4,963.64
02-50-401-126	SALARIES - CLERICAL	1,974.29	26,308.00	12,833.23	26,308.00	48.78	13,474.77	52,616.00	39,782.77
02-50-401-141	HEALTH/DENTAL/LIFE INSURAN	4,054.40	55,848.00	23,957.24	55,848.00	42.90	31,890.76	111,696.00	87,738.76
02-50-401-201	PHONE - TELEPHONES	365.30	5,592.00	1,975.80	5,592.00	35.33	3,616.20	11,184.00	9,208.20
02-50-401-239	FEES - VILLAGE ATTORNEY	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
02-50-401-301	OFFICE SUPPLIES	0.00	500.00	318.10	500.00	63.62	181.90	1,000.00	681.90
02-50-401-302	PRINTING & PUBLISHING	0.00	5,200.00	5,055.00	5,200.00	97.21	145.00	10,400.00	5,345.00
02-50-401-303	FUEL/MILEAGE/WASH	601.98	11,000.00	2,874.28	11,000.00	26.13	8,125.72	22,000.00	19,125.72
02-50-401-304	SCHOOLS CONFERENCE TRAV	1.70	1,500.00	52.35	1,500.00	3.49	1,447.65	3,000.00	2,947.65
02-50-401-307	FEES DUES SUBSCRIPTIONS	165.05	410.00	695.90	410.00	169.73	(285.90)	820.00	124.10
02-50-401-311	POSTAGE & METER RENT	814.20	6,000.00	2,687.50	6,000.00	44.79	3,312.50	12,000.00	9,312.50
02-50-401-405	FURNITURE & OFFICE EQUIPME	0.00	500.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION		26,872.48	381,903.00	171,946.96	381,903.00	45.02	209,956.04	763,806.00	591,859.04
OTHER									
02-50-449-102	INTEREST EXPENSE	0.00	9,190.00	4,595.00	9,190.00	50.00	4,595.00	18,380.00	13,785.00
02-50-449-104	BOND PRINCIPAL EXPENSE	0.00	11,314.00	0.00	11,314.00	0.00	11,314.00	22,628.00	22,628.00
02-50-449-105	INTEREST EXPENSE - IEPA LOA	0.00	14,146.00	7,166.24	14,146.00	50.66	6,979.76	28,292.00	21,125.76
02-50-449-106	PRINCIPAL EXPENSE - IEPA LOA	0.00	40,302.00	20,057.86	40,302.00	49.77	20,244.14	80,604.00	60,546.14
OTHER		0.00	74,952.00	31,819.10	74,952.00	42.45	43,132.90	149,904.00	118,084.90
DATA PROCESSING									
02-50-417-212	EDP EQUIPMENT/SOFTWARE	0.00	35,364.00	0.00	35,364.00	0.00	35,364.00	70,728.00	70,728.00
02-50-417-263	EDP LICENSES	0.00	15,605.00	690.00	15,605.00	4.42	14,915.00	31,210.00	30,520.00
02-50-417-306	IT CONSULTING	0.00	3,750.00	168.00	3,750.00	4.48	3,582.00	7,500.00	7,332.00
DATA PROCESSING		0.00	54,719.00	858.00	54,719.00	1.57	53,861.00	109,438.00	108,580.00
ENGINEERING									
02-50-405-245	FEES - ENGINEERING	0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
ENGINEERING		0.00	2,500.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
RISK MANAGEMENT									
02-50-415-273	SELF INSURANCE - DEDUCTIBL	0.00	10,000.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT		0.00	10,000.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00

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Fund 02 - WATER FUND								
TRANSFERS TO OTHER FUNDS								
02-50-410-501	REIMBURSE OVERHEAD GENER	46,857.33	281,143.98	562,288.00	50.00	281,144.02	1,124,576.00	843,432.02
02-50-900-109	TRANSFER TO WATER CAPITAL	200,000.00	200,000.00	200,000.00	100.00	0.00	400,000.00	200,000.00
02-50-900-112	TRANSFER TO DEBT SERVICE -	0.00	4,304.50	46,895.00	9.22	42,390.50	93,390.00	89,085.50
TRANSFERS TO OTHER FUNDS								
		246,857.33	485,448.48	808,983.00	60.01	323,534.52	1,617,966.00	1,132,517.52
WATER PRODUCTION								
02-50-420-206	ENERGY - ELECTRIC PUMP	604.42	3,677.93	18,900.00	19.46	15,222.07	37,800.00	34,122.07
02-50-420-361	CHEMICALS	0.00	475.39	1,500.00	31.69	1,024.61	3,000.00	2,524.61
02-50-420-362	SAMPLING ANALYSIS	0.00	1,055.00	4,000.00	26.38	2,945.00	8,000.00	6,945.00
02-50-420-488	MAINTENANCE - PUMPS & WELL	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-491	PUMP INSPECTION REPAIR MAI	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-575	PURCHASE OF WATER	154,527.24	816,675.37	1,739,500.00	46.95	922,824.63	3,479,000.00	2,662,324.63
WATER PRODUCTION								
		155,131.66	821,883.69	1,764,900.00	46.57	943,016.31	3,529,800.00	2,707,916.31
WATER STORAGE								
02-50-425-473	WELLHOUSE REPAIRS & MAINT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-425-474	WELLHOUSE REPAIRS & MAIN -	0.00	1,574.68	1,500.00	104.98	(74.68)	3,000.00	1,425.32
02-50-425-475	MATERIALS & SUPPLIES- STAND	0.00	257.80	5,500.00	4.69	5,242.20	11,000.00	10,742.20
02-50-425-485	REPAIRS & MAINTENANCE-STA	0.00	1,638.96	6,300.00	26.02	4,661.04	12,600.00	10,961.04
WATER STORAGE								
		0.00	3,471.44	14,800.00	23.46	11,328.56	29,600.00	26,128.56
TRANSPORTATION/DISTRIBUTION								
02-50-430-276	LEAK SURVEYS	0.00	638.50	9,000.00	7.09	8,361.50	18,000.00	17,361.50
02-50-430-277	WATER DISTRIBUTION REPAIRS	43,090.18	72,386.68	200,000.00	36.19	127,613.32	400,000.00	327,613.32
02-50-430-299	LANDSCAPING - OTHER	368.16	736.32	1,500.00	49.09	763.68	3,000.00	2,263.68
02-50-430-401	OPERATING EQUIPMENT	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
02-50-430-425	J. U. L. I. E. MAINTENANCE & SU	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-430-476	MATERIAL & SUPPLIES - DISTRI	339.00	603.66	35,000.00	1.72	34,396.34	70,000.00	69,396.34
TRANSPORTATION/DISTRIBUTION								
		43,797.34	74,365.16	248,000.00	29.99	173,634.84	496,000.00	421,634.84
METERS & BILLING								
02-50-435-278	METERS FLOW TESTING	0.00	17,046.88	2,500.00	681.88	(14,546.88)	5,000.00	(12,046.88)
02-50-435-461	NEW METERING EQUIPMENT	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
02-50-435-462	METER REPLACEMENT	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-435-463	MAINTENANCE - METER EQUIP	0.00	1,556.60	2,500.00	62.26	943.40	5,000.00	3,443.40
METERS & BILLING								
		0.00	18,603.48	21,500.00	86.53	2,896.52	43,000.00	24,396.52
Total Dept 50 - WATER DEPARTMENT								
		472,658.81	1,623,459.81	3,389,757.00	47.89	1,766,297.19	6,779,514.00	5,156,054.19
TOTAL EXPENDITURES								
		472,658.81	1,623,459.81	3,389,757.00	47.89	1,766,297.19	6,779,514.00	5,156,054.19

EXPENDITURE REPORT FOR WILLOWBROOK

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 03 - HOTEL/MOTEL TAX FUND								
Dept 53 - HOTEL/MOTEL								
TRANSFERS TO OTHER FUNDS								
03-53-900-101	TRANSFER TO GENERAL	0.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47
	TRANSFERS TO OTHER FUNDS	0.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47
Total Dept 53 - HOTEL/MOTEL		0.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47
TOTAL EXPENDITURES								
		0.00	717,758.53	715,941.00	100.25	(1,817.53)	1,431,882.00	714,123.47

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020

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SL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 04 - MOTOR FUEL TAX FUND								
Dept 56 - MOTOR FUEL TAX								
CAPITAL IMPROVEMENTS								
04-56-430-684	STREET MAINTENANCE CONTR	195,334.43	226,372.34	300,000.00	75.46	73,627.66	600,000.00	373,627.66
		195,334.43	226,372.34	300,000.00	75.46	73,627.66	600,000.00	373,627.66
CAPITAL IMPROVEMENTS								
ENGINEERING								
04-56-430-245	ENGINEERING	407.50	5,205.85	25,000.00	20.82	19,794.15	50,000.00	44,794.15
		407.50	5,205.85	25,000.00	20.82	19,794.15	50,000.00	44,794.15
Total Dept 56 - MOTOR FUEL TAX								
		195,741.93	231,578.19	325,000.00	71.25	93,421.81	650,000.00	418,421.81
TOTAL EXPENDITURES								
		195,741.93	231,578.19	325,000.00	71.25	93,421.81	650,000.00	418,421.81

EXPENDITURE REPORT FOR WILLOWBROOK

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
		MONTH 10/31/20	MONTH 10/31/20						
Fund 06 - SSA ONE BOND & INTEREST FUND									
Dept 60 - SSA BOND									
OTHER									
06-60-550-401	BOND PRINCIPAL EXPENSE	0.00	0.00	0.00	180,000.00	0.00	180,000.00	360,000.00	360,000.00
06-60-550-402	BOND INTEREST EXPENSE	0.00	70,962.50	70,962.50	141,925.00	50.00	70,962.50	283,850.00	212,887.50
OTHER		0.00	70,962.50	70,962.50	321,925.00	22.04	250,962.50	643,850.00	572,887.50
Total Dept 60 - SSA BOND		0.00	70,962.50	70,962.50	321,925.00	22.04	250,962.50	643,850.00	572,887.50
TOTAL EXPENDITURES		0.00	70,962.50	70,962.50	321,925.00	22.04	250,962.50	643,850.00	572,887.50

EXPENDITURE REPORT FOR WILLOWBROOK

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 07 - POLICE PENSION FUND								
Dept 62								
ADMINISTRATION								
07-62-401-242	LEGAL FEES	250.00	550.00	1,000.00	55.00	450.00	2,000.00	1,450.00
07-62-401-251	AUDIT FEES	0.00	0.00	3,515.00	0.00	3,515.00	7,030.00	7,030.00
07-62-401-252	ACTUARY SERVICES	0.00	6,000.00	4,400.00	136.36	(1,600.00)	8,800.00	2,800.00
07-62-401-253	FINANCIAL ADVISORY FEES	7,896.00	15,392.00	27,500.00	55.97	12,108.00	55,000.00	39,608.00
07-62-401-254	FIDUCIARY INSURANCE	0.00	0.00	3,283.00	0.00	3,283.00	6,566.00	6,566.00
07-62-401-304	SCHOOLS CONFERENCE TRAV	0.00	1,590.00	4,210.00	37.77	2,620.00	8,420.00	6,830.00
07-62-401-307	FEES DUES SUBSCRIPTIONS	0.00	500.00	819.00	61.05	319.00	1,638.00	1,138.00
07-62-401-311	POSTAGE & METER RENT	0.00	48.71	0.00	100.00	(48.71)	0.00	(48.71)
07-62-401-531	DEPT OF INSURANCE FILING FE	0.00	4,544.07	4,400.00	103.27	(144.07)	8,800.00	4,255.93
07-62-401-543	EXAMS - PHYSICAL	0.00	0.00	750.00	0.00	750.00	1,500.00	1,500.00
ADMINISTRATION		8,146.00	28,624.78	49,877.00	57.39	21,252.22	99,754.00	71,129.22
PENSION BENEFITS								
07-62-401-581	PENSION BENEFITS	110,031.51	659,486.40	1,332,332.00	49.50	672,845.60	2,664,664.00	2,005,177.60
07-62-401-582	WIDOW'S PENSION	6,931.86	41,591.16	83,182.00	50.00	41,590.84	166,364.00	124,772.84
07-62-401-583	NON-DUTY DISABILITY BENEFIT	5,992.97	35,957.82	72,297.00	49.74	36,339.18	144,594.00	108,636.18
07-62-401-584	DUTY DISABILITY BENEFITS	6,007.61	36,045.66	72,091.00	50.00	36,045.34	144,182.00	108,136.34
PENSION BENEFITS		128,963.95	773,081.04	1,559,902.00	49.56	786,820.96	3,119,804.00	2,346,722.96
Total Dept 62		137,109.95	801,705.82	1,609,779.00	49.80	808,073.18	3,219,558.00	2,417,852.18
TOTAL EXPENDITURES								
TOTAL EXPENDITURES		137,109.95	801,705.82	1,609,779.00	49.80	808,073.18	3,219,558.00	2,417,852.18

EXPENDITURE REPORT FOR WILLOWBROOK

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PERIOD ENDING 10/31/2020

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND								
Dept 65 - WATER CAPITAL IMPROVEMENTS								
CAPITAL IMPROVEMENTS								
09-65-440-600	WATER SYSTEM IMPROVEMENT	0.00	0.00	135,380.00	0.00	135,380.00	270,760.00	270,760.00
09-65-440-602	MTU REPLACEMENT	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
CAPITAL IMPROVEMENTS		0.00	0.00	136,380.00	0.00	136,380.00	272,760.00	272,760.00
Total Dept 65 - WATER CAPITAL IMPROVEMENTS								
		0.00	0.00	136,380.00	0.00	136,380.00	272,760.00	272,760.00
TOTAL EXPENDITURES								
		0.00	0.00	136,380.00	0.00	136,380.00	272,760.00	272,760.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020

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3L NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROX. AVAIL.
Fund 11 - DEBT SERVICE FUND								
Dept 70 - DEBT SERVICE FUND								
OTHER								
11-70-550-401	BOND PRINCIPAL EXPENSE	0.00	0.00	218,686.00	0.00	218,686.00	437,372.00	437,372.00
11-70-550-402	BOND INTEREST EXPENSE	0.00	53,930.00	107,860.00	50.00	53,930.00	215,720.00	161,790.00
OTHER		0.00	53,930.00	326,546.00	16.52	272,616.00	653,092.00	599,162.00
Total Dept 70 - DEBT SERVICE FUND								
		0.00	53,930.00	326,546.00	16.52	272,616.00	653,092.00	599,162.00
TOTAL EXPENDITURES								
		0.00	53,930.00	326,546.00	16.52	272,616.00	653,092.00	599,162.00

EXPENDITURE REPORT FOR WILLOWBROOK
PERIOD ENDING 10/31/2020

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 10/31/20	YTD BALANCE 10/31/2020	2020-21 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRCT TAX								
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
CONTINGENCIES								
15-15-401-242	LEGAL FEES	0.00	3,426.60	10,000.00	34.27	6,573.40	20,000.00	16,573.40
CONTINGENCIES		0.00	3,426.60	10,000.00	34.27	6,573.40	20,000.00	16,573.40
ADMINISTRATION								
15-15-455-513	SALES TAX REBATE- TOWN CEN	0.00	0.00	84,515.00	0.00	84,515.00	169,030.00	169,030.00
15-15-455-514	SALES TAX REBATE - PFM	0.00	0.00	165,000.00	0.00	165,000.00	330,000.00	330,000.00
ADMINISTRATION		0.00	0.00	249,515.00	0.00	249,515.00	499,030.00	499,030.00
STREET MAINTENANCE								
15-15-745-224	MAINT TRAFFIC SIGNALS	0.00	0.00	3,141.00	0.00	3,141.00	6,282.00	6,282.00
STREET MAINTENANCE		0.00	0.00	3,141.00	0.00	3,141.00	6,282.00	6,282.00
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMEN		0.00	3,426.60	262,656.00	1.30	259,229.40	525,312.00	521,885.40
TOTAL EXPENDITURES								
		0.00	3,426.60	262,656.00	1.30	259,229.40	525,312.00	521,885.40
TOTAL EXPENDITURES - ALL FUNDS								
		1,579,674.57	7,622,514.66	16,734,153.00	45.55	9,111,638.34	33,468,306.00	25,845,791.34

WARRANTS

November 9, 2020

GENERAL CORPORATE FUND	-----	\$412,439.18
WATER FUND	-----	\$33,863.96
POLICE PENSION FUND	-----	\$3,515.00
RT 83/PLAINFIELD RD BUSINESS DIST TAX	-----	\$47.50
TOTAL WARRANTS	-----	\$449,865.64

Carrie Dittman, Director of Finance *C.D.*APPROVED:
Frank A. Trilla, Mayor

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 10/28/2020 - 11/10/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/28/2020	APCH	96243	ILLINOIS STATE TREASURER	ESCHEATS/UNCLAIMED PROP PAYABLE	210-102	00	182.94
11/10/2020	APCH	186(E)*#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	15,368.55
				LIFE INSURANCE - ELECTED OFFICIALS	410-141	05	63.84
				LIFE INSURANCE - COMMISSIONERS	435-148	07	18.48
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	90.03
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	3,762.16
				HEALTH/DENTAL/LIFE INSURANCE	510-141	15	610.08
				LIFE INSURANCE - PLAN COMMISSION	510-340	15	70.56
				LIFE INSURANCE - COMMISSIONERS	550-148	20	53.20
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	1,144.86
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	30,935.30
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	3,421.77
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,856.00
				CHECK APCHK 186(E) TOTAL FOR FUND 01:			57,394.83
11/10/2020	APCH	187(E)*#	WEX BANK	FUEL/MILEAGE/WASH	455-303	10	36.00
				FUEL/MILEAGE/WASH	630-303	30	2,816.76
				FUEL/MILEAGE/WASH	710-303	35	512.16
				FUEL/MILEAGE/WASH	810-303	40	28.19
				CHECK APCHK 187(E) TOTAL FOR FUND 01:			3,393.11
11/10/2020	APCH	96245	ACTUATE LAW LLC	CYBER DISRUPTION	460-265	10	600.00
11/10/2020	APCH	96246	ANDREW C PASSERO	EDP EQUIPMENT/SOFTWARE	715-212	35	129.98
11/10/2020	APCH	96247	APPRIIZE PROMOTIONAL PRODUCTS	PRINTING & PUBLISHING	710-302	35	264.00
11/10/2020	APCH	96248	ARTISTIC ENGRAVING	UNIFORMS	630-345	30	47.50
				OPERATING EQUIPMENT	630-401	30	2,057.67
				CHECK APCHK 96248 TOTAL FOR FUND 01:			2,105.17
11/10/2020	APCH	96250*#	BKD, LLP	AUDIT SERVICES	620-251	25	24,915.00
11/10/2020	APCH	96251	BLAKE HUNTLEY	UNIFORMS	630-345	30	47.81
11/10/2020	APCH	96252*#	BS & A SOFTWARE	EDP LICENSES	615-263	25	12,172.00

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/28/2020 - 11/10/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
11/10/2020	APCH	96253	CDW GOVERNMENT, INC.	DRUG FORFEITURE EXP - FEDERAL	650-349	30	7,750.00
11/10/2020	APCH	96254	CHEAPER THAN DIRT	UNIFORMS	630-345	30	416.23
11/10/2020	APCH	96255	CHICAGO SUN-TIMES, INC	PRINTING & PUBLISHING	810-302	40	302.10
				PRINTING & PUBLISHING	810-302	40	495.90
				CHECK APCHK 96255 TOTAL FOR FUND 01:			798.00
11/10/2020	APCH	96256	CHOICE OFFICE EQUP & SUPPLIES IN	COPY SERVICE	455-315	10	610.74
11/10/2020	APCH	96257#	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	1,120.32
				BUILDING MAINTENANCE SUPPLIES	466-351	10	25.93
				BUILDING MAINTENANCE SUPPLIES	466-351	10	308.37
				BUILDING MAINTENANCE SUPPLIES	466-351	10	215.00
				MAINTENANCE - BUILDING	630-228	30	1,827.23
				CHECK APCHK 96257 TOTAL FOR FUND 01:			3,496.85
11/10/2020	APCH	96258	CIVIC PLUS	INTERNET/WEBSITE HOSTING	460-225	10	7,177.17
11/10/2020	APCH	96259	COLLEGE OF DUPAGE	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	298.00
11/10/2020	APCH	96260#	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	227.17
				INTERNET/WEBSITE HOSTING	715-225	35	118.35
				CHECK APCHK 96260 TOTAL FOR FUND 01:			345.52
11/10/2020	APCH	96262#	DATAMATION IMAGING SERVICES	DOCUMENT STORAGE/SCANNING	460-267	10	188.65
				DOCUMENT STORAGE/SCANNING	815-267	40	3,420.60
				CHECK APCHK 96262 TOTAL FOR FUND 01:			3,609.25
11/10/2020	APCH	96263**	DELTA DENTAL PLAN OF ILLINOIS	EMP DED PAY- INSURANCE	210-204	00	1,486.51
				EMP DED PAY- INSURANCE	210-204	00	39.06
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	271.09
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	114.32
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	1,982.53
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	213.93
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	228.64
				CHECK APCHK 96263 TOTAL FOR FUND 01:			4,336.08

User: DSCHMIDT

CHECK DATE FROM 10/28/2020 - 11/10/2020

DB: Willowbrook

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
11/10/2020	APCH	96264	DIANNE PUTALA	RED LIGHT FINES	310-503	00	100.00
11/10/2020	APCH	96265	ET BOCKHOLDT	RED LIGHT FINES	310-503	00	100.00
11/10/2020	APCH	96267	FIRST NATIONAL BANK OMAHA	PRINTING, PUBLISHING & TRANSCRIPTION	455-302	10	136.94
				PRINTING, PUBLISHING & TRANSCRIPTION	455-302	10	50.70
				PRINTING, PUBLISHING & TRANSCRIPTION	455-302	10	9.99
				PUBLIC RELATIONS	475-365	10	226.96
				CHECK APCHK 96267 TOTAL FOR FUND 01:			424.59
11/10/2020	APCH	96268#	FIRST NATIONAL BANK OMAHA	COMMISSARY PROVISION	455-355	10	58.88
				EDP LICENSES	460-263	10	64.99
				EDP LICENSES	460-263	10	337.50
				EDP LICENSES	460-263	10	100.00
				EDP LICENSES	460-263	10	64.99
				PUBLIC RELATIONS	475-365	10	82.99
				EDP LICENSES	555-263	20	14.99
				SCHOOLS/CONFERENCES/TRAVEL	610-304	25	135.00
				FEES/DUES/SUBSCRIPTIONS	610-307	25	460.00
				EDP EQUIPMENT/SOFTWARE	615-212	25	112.71
				OPERATING EQUIPMENT	630-401	30	318.89
				CHECK APCHK 96268 TOTAL FOR FUND 01:			1,750.94
11/10/2020	APCH	96269	FOX TOWN PLUMBING INC	CONTRACTED MAINTENANCE	570-281	20	2,374.75
11/10/2020	APCH	96270	FSS TECHNOLOGIES LLC	MAINTENANCE - BUILDING	466-228	10	682.40
11/10/2020	APCH	96271	GEORGE ANGELILLO	RED LIGHT FINES	310-503	00	200.00
11/10/2020	APCH	96272	GEWALT HAMILTON ASSOCIATES INC	PLAN REVIEW - TRAFFIC CONSULTANT	520-258	15	891.00
11/10/2020	APCH	96273*#	H AND R CONSTRUCTION INC.	STREET & ROW MAINTENANCE OTHER	755-328	35	5,000.00
11/10/2020	APCH	96274#	HANSON LANDSCAPE DESIGN	CONTRACTED MAINTENANCE	570-281	20	5,164.25
				ROUTE 83 BEAUTIFICATION	755-281	35	4,225.00
				CHECK APCHK 96274 TOTAL FOR FUND 01:			9,389.25
11/10/2020	APCH	96275*#	HOME DEPOT CREDIT SERVICES	MAINTENANCE - BUILDING	466-228	10	299.86

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 10/28/2020 - 11/10/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				MAINTENANCE - PW BUILDING	725-418	35	19.76
				CHECK APCHK 96275 TOTAL FOR FUND 01:			319.62
11/10/2020	APCH	96276	HUNTER ASPHALT PAVING INC	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	2,124.00
				STREET & ROW MAINTENANCE OTHER	755-328	35	2,478.00
				CHECK APCHK 96276 TOTAL FOR FUND 01:			4,602.00
11/10/2020	APCH	96277	ICMA INT. CITY/COUNTY MGMT ASSOC	FEES/DUES/SUBSCRIPTIONS	455-307	10	1,016.00
11/10/2020	APCH	96278	INDUSTRIAL ELECTRICAL SUPPLY	MAINTENANCE - VEHICLES	735-409	35	5.20
				MAINTENANCE - VEHICLES	735-409	35	53.60
				CHECK APCHK 96278 TOTAL FOR FUND 01:			58.80
11/10/2020	APCH	96279	JAMES LUCCHESI	RED LIGHT FINES	310-503	00	100.00
11/10/2020	APCH	96280	JOSEPH LAVALLE	OPERATING EQUIPMENT	630-401	30	49.86
				OPERATING EQUIPMENT	630-401	30	81.68
				CHECK APCHK 96280 TOTAL FOR FUND 01:			131.54
11/10/2020	APCH	96283	LAFORCE INC	OPERATING EQUIPMENT	630-401	30	85.00
11/10/2020	APCH	96284*#	LAW OFFICES STORINO RAMELLO&DURK	FEES - VILLAGE ATTORNEY	470-239	10	6,935.00
				FEES - LABOR COUNSEL	470-242	10	252.70
				FEES - LABOR COUNSEL	470-242	10	82.50
				CRISIS MANAGEMENT	475-367	10	1,026.00
				CHECK APCHK 96284 TOTAL FOR FUND 01:			8,296.20
11/10/2020	APCH	96285	METRO REPORTING SERVICE LTD.	FEES - COURT REPORTER	520-246	15	362.60
11/10/2020	APCH	96287	MICHAEL JOHNSTON	COMM. DEV. BOND & DEPOSITS PAYABLE	210-109	00	2,000.00
11/10/2020	APCH	96288*#	MID AMERICAN WATER	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	448.00
11/10/2020	APCH	96290	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANCE	210-213	00	160.00
11/10/2020	APCH	96291#	NICOR GAS	NICOR GAS (835 MIDWAY)	466-236	10	103.88
				NICOR GAS (7760 QUINCY)	630-235	30	235.39
				CHECK APCHK 96291 TOTAL FOR FUND 01:			339.27

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
CHECK DATE FROM 10/28/2020 - 11/10/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
11/10/2020	APCH	96292#	NJ RYAN TREE & LANDSCAPE LLC	CONTRACTED MAINTENANCE	570-281	20	3,150.00
				TREE MAINTENANCE	750-338	35	6,600.00
				TREE MAINTENANCE	750-338	35	6,000.00
				TREE MAINTENANCE	750-338	35	4,800.00
				TREE MAINTENANCE	750-338	35	5,100.00
				TREE MAINTENANCE	750-338	35	5,550.00
				TREE MAINTENANCE	750-338	35	6,750.00
				TREE MAINTENANCE	750-338	35	6,187.50
				TREE MAINTENANCE	750-338	35	6,412.50
				TREE MAINTENANCE	750-338	35	6,902.50
				TREE MAINTENANCE	750-338	35	15,600.00
				CHECK APCHK 96292 TOTAL FOR FUND 01:			73,052.50
11/10/2020	APCH	96294	Phoenix Builders	BTCO20-003 - PB19-182	210-109	00	144,750.00
11/10/2020	APCH	96295	PUBLIC SAFETY DIRECT INC	MAINTENANCE - VEHICLES	630-409	30	769.99
				MAINTENANCE - VEHICLES	630-409	30	174.05
				CHECK APCHK 96295 TOTAL FOR FUND 01:			944.04
11/10/2020	APCH	96296*#	PURE PRAIRIE ORGANICS	LANDSCAPE - VILLAGE HALL	466-293	10	16.45
				CONTRACTED MAINTENANCE	570-281	20	2,150.41
				ROUTE 83 BEAUTIFICATION	755-281	35	1,463.06
				CHECK APCHK 96296 TOTAL FOR FUND 01:			3,629.92
11/10/2020	APCH	96297#	RAGS ELECTRIC, INC	MAINTENANCE - BUILDING	466-228	10	227.00
				MAINTENANCE - GARAGE	725-413	35	105.50
				CHECK APCHK 96297 TOTAL FOR FUND 01:			332.50
11/10/2020	APCH	96298	RAY O'HERRON CO., INC.	UNIFORMS	630-345	30	14.99
				UNIFORMS	630-345	30	213.96
				OPERATING EQUIPMENT	630-401	30	145.97
				OPERATING EQUIPMENT	630-401	30	18.20
				CHECK APCHK 96298 TOTAL FOR FUND 01:			393.12
11/10/2020	APCH	96299	RUTLEDGE PRINTING CO.	OPERATING EQUIPMENT	630-401	30	110.59

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK
 CHECK DATE FROM 10/28/2020 - 11/10/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
11/10/2020	APCH	186(E)*#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,461.35
11/10/2020	APCH	187(E)*#	WEX BANK	FUEL/MILEAGE/WASH	401-303	50	512.15
11/10/2020	APCH	96249	ASSOCIATED TECHNICAL SERV. LTD.	LEAK SURVEYS	430-276	50	756.00
11/10/2020	APCH	96252*#	BS & A SOFTWARE	EDP LICENSES	417-263	50	1,075.00
11/10/2020	APCH	96261	COMED	ENERGY - ELECTRIC PUMP	420-206	50	381.24
11/10/2020	APCH	96263*#	DELTA DENTAL PLAN OF ILLINOIS	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	213.93
11/10/2020	APCH	96266	ETP LABS INC	SAMPLING ANALYSIS	420-362	50	100.00
11/10/2020	APCH	96273*#	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,900.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	10,350.00
				CHECK APCBK 96273 TOTAL FOR FUND 02:			14,250.00
11/10/2020	APCH	96275*#	HOME DEPOT CREDIT SERVICES	REPAIRS & MAINTENANCE-STANDPIPE/PUMPH	425-485	50	359.74
11/10/2020	APCH	96281	KARA CO. INC.	OPERATING EQUIPMENT	430-401	50	780.00
11/10/2020	APCH	96282	LA FASTENERS INC	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	36.88
11/10/2020	APCH	96286	METROPOLITAN INDUSTRIES INC	MATERIALS & SUPPLIES- STANDPIPE/PUMPH	425-475	50	138.00
11/10/2020	APCH	96288*#	MID AMERICAN WATER	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	372.00
				DISTRIBUTION SYSTEM REPLACEMENT	440-694	50	248.00
				DISTRIBUTION SYSTEM REPLACEMENT	440-694	50	2,126.80
				DISTRIBUTION SYSTEM REPLACEMENT	440-694	50	900.00
				CHECK APCBK 96288 TOTAL FOR FUND 02:			3,646.80
11/10/2020	APCH	96289	MITECHS, INC.	EDP EQUIPMENT/SOFTWARE	417-212	50	1,049.93
11/10/2020	APCH	96293	PDC LABORATORIES INC	SAMPLING ANALYSIS	420-362	50	35.00
11/10/2020	APCH	96296*#	PURE PRAIRIE ORGANICS	LANDSCAPING - OTHER	430-299	50	184.08

Page 8/10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
11/10/2020	APCH	96303*	TAMELING INDUSTRIES	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	352.80
11/10/2020	APCH	96306	UNDERGROUND PIPE & VALVE, CO.	MATERIAL & SUPPLIES - DISTRIBUTION	430-476	50	6,456.00
11/10/2020	APCH	96307	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.06
Total for fund 02 WATER FUND							33,863.96

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 07 POLICE PENSION FUND							
11/10/2020	APCH	96250*#	BKD, LLP	AUDIT FEES	401-251	62	3,515.00
				Total for fund 07 POLICE PENSION FUND			3,515.00

DB: Willowbrook

Fund: 15 RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX

LEGAL FEES

47.50
449,865.64

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Payroll Liability Check Register
For Check Dates 10/01/2020 to 10/31/2020

Check Number	Vendor Name	Check Date	Check Amount
53868	AFLAC	10/23/2020	2,077.40
53869	COMMUNITY BANK OF WILLOWBROOK	10/23/2020	272.23
53870	I C M A RETIREMENT TRUST - 457	10/23/2020	825.00
53871	ILLINOIS STATE DISBURSEMENT UNIT	10/23/2020	2,244.30
53872	ILLINOIS FRATERNAL	10/23/2020	984.00
53873	NATIONWIDE RETIREMENT SOLUTIONS	10/23/2020	7,577.54
53874	VILLAGE OF WILLOWBROOK	10/23/2020	49,801.87
EFT327	EFTPS	10/23/2020	43,913.66
EFT328	I.M.R.F. PENSION FUND	10/23/2020	21,462.39
EFT329	ILLINOIS DEPT. OF REVENUE	10/23/2020	6,061.67
53852	COMMUNITY BANK OF WILLOWBROOK	10/09/2020	293.07
53853	I C M A RETIREMENT TRUST - 457	10/09/2020	825.00
53854	ILLINOIS STATE DISBURSEMENT UNIT	10/09/2020	997.30
53855	NATIONWIDE RETIREMENT SOLUTIONS	10/09/2020	21,657.70
53856	VILLAGE OF WILLOWBROOK	10/09/2020	48,530.22
EFT325	EFTPS	10/09/2020	33,643.66
EFT326	ILLINOIS DEPT. OF REVENUE	10/09/2020	7,078.24
Total Checks: 17		Total Paid:	\$248,245.25

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

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

AGENDA NO. 7e

AGENDA DATE: 11/09/20

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: Mike Mertens

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

REVIEWED & APPROVED BY COMMISSION: YES ☐ NO ☐ N/A ☒

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

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

On March 9, 2020 Illinois Governor JB Pritzker declared all counties in the State of Illinois as a disaster area, (Governor's Disaster Proclamation). Following the lead of Governor J. B. Pritzker, health agencies on both the State and Federal level, the DuPage County Board on March 16, 2020 passed the DuPage County Disaster Proclamation. The Centers for Disease Control (CDC) and World Health Organization have declared the COVID-19 a global pandemic. The CDC recommended that all events over 50 people be postponed or cancelled. The State of Illinois has entered Phase 4 of the Restore Illinois Plan with limited occupancy for restaurants, retail and office uses with facemask requirements and is still recommending a minimum six-foot social distancing policy. The Centers for Disease Control and Prevention has reported 9,268,818 confirmed cases and 230,893 deaths in the United States and the Illinois Department of Public Health has reported 437,556 confirmed cases and 9,933 deaths that are attributable to COVID-19 as of November 4, 2020.

On July 24, 2020 Illinois Governor JB Pritzker issued an additional Executive Order amending the criteria. On October 20, 2020, the Governor implemented additional restrictions limiting gatherings to twenty-five (25) people and banning indoor bar and restaurant services beginning on October 23, 2020 for regions 7 and 8. (attached).

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

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

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

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

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

ACTION PROPOSED: Pass the Ordinance.

ORDINANCE NO. 20-O_____

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

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

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

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

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

WHEREAS, effective May 1, 2020, Governor JB Pritzker signed Executive Order 2020-32 extending for another thirty (30) days prior Executive Orders continuing shelter-in-place orders until May 30, 2020; and

WHEREAS, during the April 27, 2020 regular meeting of the Mayor and Board of Trustees of the Village of Willowbrook, the Village Board adopted and approved Ordinance 20-O-13,

entitled “An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6”;
and

WHEREAS, during the May 11, 2020 regular Village Board Meeting of the Mayor and Board of Trustees of the Village of Willowbrook, the Village Board adopted and approved Ordinance 20-O-17, entitled “An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-6”; and

WHEREAS, during the May 26, 2020 Village Board meeting of the Mayor and Board of Trustees, the Village Board adopted and approved Ordinance No. 20-O-19 extending temporary executive powers; and

WHEREAS, during the June 8, 2020 Village Board Meeting of the Mayor and Board of Trustees, the Village Board adopted and approved Ordinance No. 20-O-21 extending temporary executive powers; and

WHEREAS, during the June 22, 2020 Village Board Meeting of the Mayor and Board of Trustees, the Village Board adopted and the Mayor approved Ordinance No. 20-O-23 extending temporary executive powers; and

WHEREAS, on June 26, 2020, Governor JB Pritzker issued Executive Order 2020-44 (COVID-19 Executive Order No. 42) which extended prior Executive Orders related to the COVID-19 pandemic and again declared all counties in the State of Illinois disaster areas for an additional thirty (30) days; and

WHEREAS, on July 24, 2020, Governor JB Pritzker extended the Disaster Proclamations, previously issued, for an additional thirty (30) days; and

WHEREAS, on August 21, 2020, Governor JB Pritzker extended the disaster proclamation, previously issued, for an additional thirty (30) days; and

WHEREAS, on October 16, 2020, Governor JB Pritzker again extended the disaster proclamation for an additional thirty (30) days; and

WHEREAS, the corporate authorities of the Village believe it is reasonable and necessary for the temporary executive powers afforded by Village Ordinances 20-O-08, 20-O-10, 20-O-13, 20-O-17, 20-O-19, 20-O-21, 20-O-23, 20-O-26, 20-O-29, 20-O-32, 20-O-36, 20-O-38, 20-O-44, 20-O-45 and 20-O-48 be extended to the adjournment of the next regularly scheduled Village of Willowbrook Mayor and Board of Trustees' meeting.

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

SECTION 1. The corporate authorities of the Village hereby determine that it is advisable, necessary and in the best interests of the public health, safety and welfare of the Village that the Village extend the temporary executive powers afforded by Village Ordinances 20-O-08, 20-O-10, 20-O-13, 20-O-17, 20-O-19, 20-O-21, 20-O-23, 20-O-26, 20-O-29, 20-O-32, 20-O-36, 20-O-38, 20-O-44, 20-O-45 and 20-O-48, and as further extended by this Village Ordinance 20-O-53, until the adjournment of the next regularly scheduled meeting of the Village of Willowbrook Mayor and Board of Trustees.

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

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

PASSED and APPROVED this 9th day of November, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk

➕ View up to date information on how Illinois is handling the Coronavirus Disease 2019 (COVID-19) from the [State of Illinois Coronavirus Response Site](https://coronavirus.illinois.gov/) (<https://coronavirus.illinois.gov/>).

Illinois.gov (/)

Illinois News

State Public Health Officials Announce COVID-19 Resurgence Mitigations to Take Effect in Regions 7 and 8 on October 23

All 11 Regions of the Restore Illinois Plan Seeing Increased Positivity Rates; Administration Continues to Work Aggressively to Support Small Businesses

Tuesday, October 20, 2020 - Governor, Office of the

Elgin, Ill. — Governor Pritzker and the Illinois Department of Public Health (IDPH) are announcing COVID-19 resurgence mitigations will be implemented in Region 7 (Will and Kankakee counties) and Region 8 (Kane and DuPage counties), beginning at 12:01 a.m. on Friday, October 23, 2020. Both regions are seeing a 7-day rolling average test positivity rate of 8 percent or above for three consecutive days, which exceeds the threshold set for establishing mitigation measures under the state's Restore Illinois Resurgence Plan.

The administration continues to distribute emergency relief for small businesses and communities impacted by the ongoing pandemic. In Regions 7 and 8, approximately \$14 million has already been awarded for small businesses and community aid. Businesses in both regions, as well as other regions currently under additional mitigations, will receive priority consideration for the current round of Business Interruption Grants (BIG), with \$220 million available to help offset costs and losses businesses have incurred as a result of the pandemic.

"By the end of this week, four regions will all be operating under the standard resurgence mitigations - that includes no indoor dining or indoor bar service and limiting in-person gatherings to no more than 25 individuals," **said Governor JB Pritzker.** "As colder weather approaches and flu season is upon us, we're going to see the rippling effects of these current unfortunate trends. The massive surge of cases in our neighboring states will continue to have a spillover effect. There is no easy fix for the effects of this virus on

our economy and our public health. But we can and will manage through this. We're Midwestern tough here in Illinois. We know how to deal with a crisis. And we know how to take care of each other."

"We have seen regions move into mitigation measures, but also move back out," **said IDPH Director Dr. Ngozi Ezike.** "Working together we can bring down the number of new cases and hospitalizations. Increases are being seen not only across Illinois, but across the country, and in many other countries around the world. Until there is a safe and effective vaccine and a significant proportion of the population has received it, we must all stay the course. What you do in your community affects those around you, so please, do your part and help slow the spread."

"The actions we take today to slow the spread of this virus will define what happens in the coming days, weeks and months," **said Dr. Justin Macariola-Coad, Interim Chief Medical Officer at Advocate Sherman Hospital.** "Wearing a mask, washing your hands, and keeping your distance from others will prevent the spread of this illness and save lives. The more we ignore taking these basic steps, the more people will get sick and the harder it will be on the health care system and our brave frontline clinical workers to keep up with the pandemic this winter and help care for our communities across the Northwest suburbs."

Mitigation measures taking effect October 23 in Regions 7 and 8 include:

Bars

- No indoor service
- All outside bar service closes at 11:00 p.m.
- All bar patrons should be seated at tables outside
- No ordering, seating, or congregating at bar (bar stools should be removed)
- Tables should be 6 feet apart
- No standing or congregating indoors or outdoors while waiting for a table or exiting
- No dancing or standing indoors
- Reservations required for each party
- No seating of multiple parties at one table

Restaurants

- No indoor dining or bar service
- All outdoor dining closes at 11:00 p.m.
- Outside dining tables should be 6 feet apart
- No standing or congregating indoors or outdoors while waiting for a table or exiting
- Reservations required for each party
- No seating of multiple parties at one table

Meetings, Social Events, Gatherings

- Limit to lesser of 25 guests or 25 percent of overall room capacity
- No party buses
- Gaming and Casinos close at 11:00 p.m., are limited to 25 percent capacity, and follow mitigations for bars and restaurants, if applicable

These mitigations do not currently apply to schools.

Support for small businesses has been one of the central features of the Pritzker administration's COVID-19 response. Since March, the administration has launched various small business and community relief programs - including over \$1 billion in programs created by the Illinois Department of Commerce and Economic Opportunity (DCEO).

These programs include small business grants created as part of the historic \$636 million BIG program. DCEO is now accepting applications for the second round of BIG, which makes funding available to hard hit communities and industry sectors, and which will prioritize applications from communities required to implement enhanced mitigations.

Additionally, DCEO is actively processing reimbursements for local governments impacted by COVID-19 via the state's \$250 million Local CURE program. Local CURE is covering governmental costs related to public health compliance, PPE, COVID testing and more. Counties and municipalities may also provide economic support payments to businesses interrupted by the COVID-19 public health emergency by applying for Local CURE's Economic Support Payments Grant Program. For more information on these programs and for technical assistance in applying, please visit [DCEO's website](https://www2.illinois.gov/dceo/Pages/default.aspx) (<https://www2.illinois.gov/dceo/Pages/default.aspx>).

In the coming days, IDPH will continue to track the positivity rate in Regions 7 and 8 to determine if mitigations can be relaxed, if additional mitigations are required, or if current mitigations should remain in place. If the positivity rate averages less than or equal to 6.5% for three consecutive days, then the regions will return to Phase 4 mitigations under the Restore Illinois Plan. If the positivity rate averages between 6.5% and 8%, the new mitigations will remain in place and unchanged. If the positivity rate averages greater than or equal to 8% after 14 days, more stringent mitigations can be applied to further reduce spread of the virus.

Yesterday, the administration announced COVID-19 resurgence mitigations will be implemented in Region 5, in Southern Illinois, beginning October 22. Region 1, in Northwestern Illinois, has been operating under tightened mitigations since October 3 and

the region has continued to see test positivity climb at a consistent pace. Including Regions 7 and 8, four of the 11 public health regions have now triggered the state's failsafe state-action metric.

This marks the second time that Region 7 has surpassed the threshold set for establishing additional resurgence mitigation measures. The state initially implemented additional mitigations in Region 7 on August 26. The region was able to return to Phase 4 of the Restore Illinois Plan on September 18, following weeks of close coordination between IDPH and local health departments, as well as a concerted effort by community leaders and residents. Now, in addition to a test positivity rate of above 8% for three consecutive days, Region 7 is also experiencing concerning ICU availability.

As part of the administration's robust response to the pandemic, the state continues to strengthen its nation-leading testing operation. Illinois is now averaging over 65,000 tests per day, which is well above three times the testing than the average state. Testing is readily available throughout the state, as it remains a critical step to reduce the spread of the virus, given that a positive test result begins the contact tracing process to prevent further spread in Illinois' communities.

In addition to testing, IDPH continues to actively monitor every region in the state for several key indicators to identify early, but significant increases of COVID-19 transmission, potentially signifying resurgence. Indicators include an increase in a region's positivity rate with a simultaneous increase in either hospital admissions for COVID-like-illness or a decrease in hospital capacity, or three consecutive days of greater than or equal to 8% test positivity rate (7-day rolling average). These indicators can be used to determine whether additional community mitigation interventions are needed for a region to prevent the further spread.

A full list of mitigation measures pertaining to some businesses and industries may be found on the DCEO website [here](http://www.dceocovid19resources.com/restore-illinois) (<http://www.dceocovid19resources.com/restore-illinois>).

Stay Informed

[Emergencies & Disasters](https://www.illinois.gov/ready) (<https://www.illinois.gov/ready>)

[Flag Honors](/Pages/News/flag-honors.aspx) (</Pages/News/flag-honors.aspx>)

[Road Conditions](http://www.gettingaroundillinois.com/) (<http://www.gettingaroundillinois.com/>)

[Traffic Alerts](http://www.iltrafficalert.com/) (<http://www.iltrafficalert.com/>)

[Get Email Updates](https://www.illinois.gov/gov/Pages/CommunicationsOptIn.aspx) (<https://www.illinois.gov/gov/Pages/CommunicationsOptIn.aspx>)

Helpful Links

PHASE 4 GUIDELINES OVERVIEW



PART OF PHASE IV OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

ALL INDUSTRIES

- All employees who can work from home should continue to do so
- Continue to wear face covering that covers nose and mouth, maintain social distance of 6 ft., and frequently wash hands
- Continue employee health screenings upon entry into the workplace and mid-shift screenings for employees with shifts >5 hours (virtual screening permitted)
- Follow guidelines on capacity limits and group sizes (to be continually reassessed throughout Phase 4)

DAY CAMPS

- Capacity limit of no more than 50% of facility occupancy
- Group sizes of 15 participants, unless participants changing weekly
- Water-based activities permitted according to IDPH guidelines
- Continue to encourage outdoor activities as much as possible, especially for activities requiring physical exertion and/or exertion of voice

FILM PRODUCTION

- Capacity limit of no more than 50% of sound stage/location occupancy
- Crowd scenes should be limited to 50 people or fewer
- All individuals should maintain 6 ft. of social distancing unless job duty cannot be performed without proximity (e.g. actors performing, hair, make-up, costumes)
- One-time nasal swab for RT-PCR testing of all cast and crew should be obtained within 48 to 72 hours prior to the start of work on set or location
- Craft services and catering should follow Restaurant and Bar guidelines
- Live audiences permitted in line with Theatre/Performing Arts guidelines

HEALTH AND FITNESS

- Capacity limit of no more than 50% occupancy
- Group fitness classes of up to 50 people with at least 6 ft. social distancing between individuals permitted; multiple groups permitted given facilities have space to appropriately social distance and can limit interaction between groups
- Workout stations and equipment should be 6 ft. apart without barriers or 3 ft. apart with impermeable barriers in between
- For open gym spaces, have 1 employee per every 4,000 sq. ft. to monitor social distancing and sanitize equipment between use
- Sanitize equipment before and after each individual use and sanitize locker rooms and showers at least every hour
- Keep ancillary accommodations (e.g., saunas, hot tubs, steam rooms) closed, though childcare areas are permitted to reopen in line with DHFS childcare guidelines
- Members should wear face covering over their nose and mouth whenever not exercising

INDOOR/OUTDOOR RECREATION

- Reopening select indoor recreation facilities (e.g., bowling alleys, skating rinks); indoor playgrounds and trampoline parks should remain closed
- Indoor recreation to operate at lesser of 50 customers or 50% of facility capacity
- Outdoor recreation allowing group sizes of up to 50, and permitting multiple groups given facilities have space to appropriately social distance and can limit interaction between groups
- Activity stations should be spaced at least 6 ft. apart or limited in number to ensure social distancing
- Shared equipment should be disinfected before and after each use
- Clubhouses and other communal gathering places allowed to reopen
- Concessions permitted with restrictions

MANUFACTURING

- In-person meetings of up to 50 people with social distancing permitted

MEETINGS AND SOCIAL EVENTS

- Limit to the lesser of 50 people or 50% of room capacity
- Multiple groups may meet in the same facility if they are socially distanced and in separate rooms
- Groups should be static for duration of meeting or event. If event includes multiple sessions, participants should remain in one room, and speakers/presenters should rotate between rooms or be digitally displayed (e.g. projected, livestreamed) in multiple rooms
- Dance floors should remain closed
- Food service should follow Restaurant and Bar guidelines

MUSEUMS

- Capacity limit of no more than 25% occupancy
- Guided tours should be limited to 50 or fewer people per group
- Hands-on exhibits and touch screens should be closed or modified to eliminate the hands-on component
- Audio tours are permitted, though equipment should be disinfected before and after individual use
- Museums should have plan to limit congregation via advance ticket sales and timed ticketing
- Concessions permitted with restrictions

PHASE 4 GUIDELINES OVERVIEW



RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

PART OF PHASE IV OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE IV | ISSUED ON JUNE 22, 2020 | EARLIEST EFFECTIVE DATE JUNE 26, 2020

OFFICES

- Continue capacity limit of no more than 50% occupancy
- In-person meetings of up to 50 people with social distancing permitted
- Continue health screenings, though employers may screen office employees via in-person conversation or questionnaire once at their workstation, or using virtual method

RESTAURANTS AND BARS

- Indoor dining and drinking now permitted for parties of up to 10 people
- Seated areas should be arranged so that tables allow for 6 ft. between parties; impermeable barriers may be installed between booths which are less than 6 ft. apart
- Standing areas (in restaurants or bars) should be limited to no more than 25% of standing area capacity
- Buffets and self-service food stations (e.g. hot and cold bars, bulk items, baked goods) should adhere to additional minimum guidelines
- Self-service beverage fountains are permissible with the additional precautions

RETAIL AND SERVICE COUNTER

- Continue capacity limit of no more than 50% occupancy
- Mall food courts may reopen in line with Indoor Dining and Drinking guidelines

PERSONAL CARE

- Continue capacity limit of no more than 50% occupancy
- If services require customer to remove his or her mask, employee must wear both a face mask and eye protection (e.g., face shield, protective glasses)
- No time restrictions on massage or other services

OUTDOOR SEATED SPECTATOR EVENTS

- Outdoor spectator events only; indoor spectator events not permitted at this time
- Tickets events with seating available for all customers permitted; general admission shows and/or events with standing room only are not permitted at this time
- Maximum of 20% of seating capacity for spectators
- Concessions permitted with restrictions

THEATERS AND PERFORMING ARTS

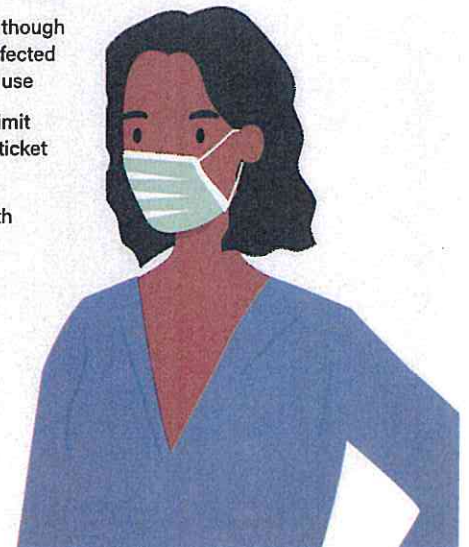
- Seated theaters, cinemas, and performing arts centers for ticketed events with seating available for all customers permitted; general admission shows and/or events with standing room only are not permitted at this time
- Indoor capacity limit of 50 people or less or 50% of space capacity (applies to each screening room); outdoor capacity limited to 20% of overall space capacity
- Patrons should wear face coverings over their nose and mouth, except while seated within a venue (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Concessions permitted with restrictions

YOUTH AND RECREATIONAL SPORTS

- Competitive gameplay and tournaments permitted
- Capacity limit of no more than 50% facility capacity, 20% seating capacity for spectators
- Group sizes limited to 50 participants total (including athletes, coaches, and referees); with multiple groups permitted during practice and competitive games given venues have space to appropriately social distance and can limit interaction between group
- Concessions permitted with restrictions

ZOOS

- Capacity limit of no more than 25% occupancy
- Guided tours should be limited to 50 or fewer people per group
- Hands-on exhibits and touch screens should be closed or modified to eliminate the hands-on component
- Indoor exhibits should be closed
- Audio tours are permitted, though equipment should be disinfected before and after individual use
- Zoos should have plan to limit congregation via advance ticket sales and timed ticketing
- Concessions permitted with restrictions





FILED
INDEX DEPARTMENT

JUL 24 2020

SPRINGFIELD, ILLINOIS

IN THE OFFICE OF
SECRETARY OF STATE

July 24, 2020

Executive Order 2020-48

EXECUTIVE ORDER 2020-48
(COVID-19 EXECUTIVE ORDER NO. 45)

WHEREAS, since early March 2020, Illinois has faced a pandemic that has caused extraordinary sickness and loss of life, infecting over 140,000 and growing, and taking the lives of thousands of residents; and,

WHEREAS, at all times but especially during a public health crisis, protecting the health and safety of Illinoisans is among the most important functions of State government; and,

WHEREAS, as Illinois adapts and responds to the public health disaster caused by Coronavirus Disease 2019 (COVID-19), a novel severe acute respiratory illness that spreads rapidly through respiratory transmissions and that continues to be without an effective treatment or vaccine, the burden on residents, healthcare providers, first responders, and governments throughout the State is unprecedented; and,

WHEREAS, as COVID-19 has spread in Illinois over the course of the Gubernatorial Disaster Proclamations, the circumstances causing a disaster throughout the State have changed and continue to change, making definitive predictions of the course the virus will take over the coming months extremely difficult; and,

WHEREAS, in addition to causing the tragic loss of more than 7,300 Illinoisans and wreaking havoc on the physical health of tens of thousands more, COVID-19 has caused extensive economic loss and continues to threaten the financial welfare of a significant number of individuals and businesses across the nation and the State; and,

WHEREAS, on July 24, 2020, considering the expected continuing spread of COVID-19 and the ongoing health and economic impacts that that will be felt over the coming month by people across the State, I declared all counties in the State of Illinois as a disaster area; and,

WHEREAS, in response to the epidemic emergency and public health emergency described above, I find it necessary to re-issue Executive Orders 2020-03, 2020-04, 2020-07, 2020-08, 2020-09, 2020-11, 2020-12, 2020-13, 2020-15, 2020-16, 2020-17, 2020-20, 2020-21, 2020-22, 2020-23, 2020-24, 2020-25, 2020-26, 2020-27, 2020-28, 2020-29, 2020-30, 2020-31, 2020-34, 2020-35, 2020-36, 2020-42, 2020-43, and 2020-45 and hereby incorporate the WHEREAS clauses of those Executive Orders;

THEREFORE, by the powers vested in me as the Governor of the State of Illinois, pursuant to the Illinois Constitution and Sections 7(1), 7(2), 7(3), 7(8), 7(9), and 7(12) of the Illinois Emergency Management Agency Act, 20 ILCS 3305, and consistent with the powers in public health laws, I hereby order the following, effective July 24, 2020:

Part 1: Re-Issue of Executive Orders.

Executive Orders 2020-03, 2020-04, 2020-07, 2020-08, 2020-09, 2020-11, 2020-12, 2020-13, 2020-15, 2020-16, 2020-17, 2020-20, 2020-21, 2020-22, 2020-23, 2020-24, 2020-25, 2020-26, 2020-27, 2020-28, 2020-29, 2020-30, 2020-31, 2020-34, 2020-35, 2020-36, 2020-42, 2020-43, and 2020-45 hereby are re-issued by this Executive Order 2020-48 as follows:

Executive Order 2020-04 (Closure of James R. Thompson Center; waiver of sick leave requirement for State employees):

Sections 2 and 3 of Executive Order 2020-04 are re-issued and extended through **August 22, 2020**. Nothing in Section 2 precludes the Department of Central Management Services from designating specific points of ingress and egress and controlling traffic flow in the James R. Thompson Center for State employees, members of the public attending to State business, and members of the public patronizing the businesses and food court.

Executive Order 2020-07 (In-person meeting requirements):

Section 6 of Executive Order 2020-07, as amended by Executive Order 2020-33 and Executive Order 2020-44, is re-issued and extended through **August 22, 2020**.

Executive Order 2020-08 (Secretary of State operations):

Sections 2, 3, 4, and 5 of Executive Order 2020-08, as amended by Executive Order 2020-39 and Executive Order 2020-44, are re-issued and extended through **August 22, 2020**.

Executive Order 2020-09 (Telehealth):

Executive Order 2020-09 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-11 (Revisions to prior Executive Orders; Department of Corrections notification period):

Section 4 of Executive Order 2020-11 is re-issued and extended through **August 22, 2020**.

Executive Order 2020-12 (Health care worker background checks; Department of Juvenile Justice notification period):

Sections 1, 2, and 3 of Executive Order 2020-12 are re-issued and extended through **August 22, 2020**, whereafter Section 2 shall be rescinded.

Executive Order 2020-13 (Suspending Illinois Department of Corrections admissions from county jails):

Executive Order 2020-13 is re-issued in its entirety and extended through **August 22, 2020**.

Executive Order 2020-15 (Suspending provisions of the Illinois School Code):

Sections 5, 6, 7, 8, and 9 of Executive Order 2020-15 are re-issued and extended through **August 22, 2020**.

Executive Order 2020-16 (Repossession of vehicles; suspension of classroom training requirement for security services):

Executive Order 2020-16 is re-issued in its entirety and extended through **August 22, 2020**, whereafter Section 1 shall be rescinded.

Executive Orders 2020-03 and 2020-17 (Cannabis deadlines and applications):

Executive Orders 2020-03 and 2020-17, as modified by Executive Order 2020-18, are re-issued and shall remain in effect as specified by Executive Order 2020-18.

Executive Order 2020-20 (Public assistance requirements):

Executive Order 2020-20 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-21 (Furlough of Illinois Department of Corrections inmates):

Executive Order 2020-21 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-22 (Township meetings; Funeral Directors and Embalmers Licensing Code; placements under the Child Care Act of 1969; fingerprint submissions under Health Care Worker Background Check Act):

Sections 4, 5, and the Savings Clause of Executive Order 2020-22 are re-issued and extended through August 22, 2020.

Executive Order 2020-23 (Actions by the Illinois Department of Financial and Professional Regulation for licensed professionals engaged in disaster response):

Executive Order 2020-23 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-24 (Illinois Department of Human Services Forensic Treatment Program; investigations of Illinois Department of Human Services employees):

Executive Order 2020-24 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-25 (Garnishment and wage deductions):

Executive Order 2020-25 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-26 (Hospital capacity):

Executive Order 2020-26 is re-issued in its entirety and extended through August 22, 2020, whereafter Sections 2(a)-(d) and (f)-(h), 3, 4, and 5 shall be rescinded.

Executive Order 2020-27 (Cadavers testing positive for COVID-19):

Executive Order 2020-27 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-28 (Industrial radiography certifications):

Executive Order 2020-28 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-29 (In-person education or exams for professional insurance licenses):

Executive Order 2020-29 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-30 (Filing of residential eviction actions; enforcement of non-residential eviction orders; expired consular identification documents; electronic filings for the Illinois Human Rights Commission):

Executive Order 2020-30, as amended by Executive Order 2020-33 and as further amended and revised below, is re-issued in its entirety and extended through August 22, 2020, whereafter the prohibition on enforcement of orders of eviction for non-residential premises shall be rescinded.

Section 7. The provisions of Section 2 and 3 of Executive Order 2020-30, as amended by Executive Order 2020-33, prohibiting the commencement of residential eviction actions and the enforcement of orders of eviction for residential properties, shall remain in effect to allow the Illinois Housing Development Authority to distribute monetary assistance under the Emergency Rental Assistance and Emergency Mortgage Assistance programs directly to landlords or property owners on behalf of eligible tenants or, for eligible homeowners, directly to the mortgagor's loan servicer.

Executive Order 2020-31 (Educator licensure and student graduation requirements):

Executive Order 2020-31 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-34 (Cannabis requirements):

Executive Order 2020-34 is re-issued in its entirety and extended through August 22, 2020, whereafter Section 2 shall be rescinded.

Executive Order 2020-35 (IDPH regulatory activities):

Sections 1 and 3-17 of Executive Order 2020-35 are re-issued and extended through August 22, 2020, whereafter Sections 1 and 3-13 shall be rescinded.

Executive Order 2020-36 (Marriage licenses):

Executive Order 2020-36 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-42 (State Fairs):

Executive Order 2020-42 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-43 (Phase 4 Community Revitalization Order):

Executive Order 2020-43 is re-issued in its entirety and extended through August 22, 2020.

Executive Order 2020-45 (Cannabis licenses):

Executive Order 2020-45 is re-issued in its entirety and extended through August 22, 2020.

Part 2: Savings Clause. If any provision of this Executive Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Executive Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are declared to be severable.


JB Pritzker, Governor

Issued by the Governor: July 24, 2020
Filed by the Secretary of State: July 24, 2020

FILED
INDEX DEPARTMENT

JUL 24 2020

IN THE OFFICE OF
SECRETARY OF STATE

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

Receive Plan Commission Recommendation – Public Hearing Case 20-09: Consideration of a petition requesting approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to allow for major changes under Section 9-13-4(C)6(a) including certain relief, exceptions and waivers from Title 9 of the Village Code.

AGENDA NO.

7f

AGENDA DATE:

11/09/20

STAFF REVIEW: Ann Choi, Planning Consultant

SIGNATURE: Ann Choi

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

REVIEWED & APPROVED BY COMMITTEE: YES ☐ NO ☐ N/A ☒

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

On September 12, 2016, the Village Board approved Ordinance No. 16-O-40, which granted the following: a special use for a planned unit development including a Final Plat of PUD, certain waivers from the zoning ordinance, certain variations from the Subdivision Regulations, approval of a Final Plat of Subdivision, and other related matters for the Carrington Club, for the construction of twenty-nine (29) new single family homes on over 8 acres. All 29 homes were constructed almost right up to their lot lines, otherwise known as zero lot construction, and certain fixtures such as rear patios, front steps and unenclosed uninhabitable front porches, were allowed to extend over the lots lines and into the common areas as long as approved grading and drainage were not impacted.

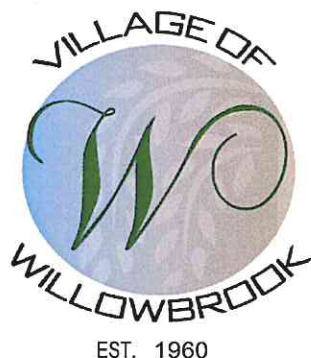
On October 1, 2020, amendments to the existing PUD were initiated by the Village on behalf of the Pulte Home Corporation and the Carrington Club's Homeowner's Association to allow additional fixtures that were never contemplated in the 2016 approval to extend over the lot lines and into the common areas.

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

The purpose of this PUD amendment was to allow window wells, concrete slabs, walkways, air conditioning units, gas generators (permanently affixed, hard-wired and powered by natural gas), and other fixtures to be constructed over the lot lines of Lots 1 through 29 and into the common area provided they do not affect approved grading and/or drainage, and have been reviewed and approved by the Building Official, the Village Engineer and the Homeowner's Association. The Plan Commission conducted a public hearing on this petition at a regular meeting of the Plan Commission at their November 4, 2020 meeting. Chairman Kopp acknowledged that the changes to the Carrington Club PUD appeared reasonable but that the requirement of having the Village Engineer review and approve the installation of additional fixtures might be too burdensome and expensive for the homeowners of Carrington Club. Commissioner Remkus concurred with Chairman Kopp and added that he would like to decrease the amount of bureaucracy within the Village. Chairman Kopp proposed that the primary responsibility for review and approval should rest with the Building Official, and if necessary, the Building Official should consult the Village Engineer in those situations, but that the requirement of the Village Engineer should be eliminated. Chairman Kopp proposed to eliminate the reference to "Village Engineer" and be substituted for "Building Official or his/her designee". The Plan Commission did not express any opposition to the proposed changes.

The Plan Commission voted 7-0 in favor of the proposed PUD amendment, as modified, to forward a positive recommendation to the Village Board.

ACTION PROPOSED: November 9, 2020: Receive Plan Commission Recommendation.



Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Michael Mistele

Gayle Neal

Paul Oggerino

Gregory Ruffolo

Village Administrator

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

MEMORANDUM

MEMO TO: Frank A. Trilla, Mayor
Board of Trustees

MEMO FROM: Dan Kopp, Chairman, Plan Commission

DATE: November 9, 2020

SUBJECT: **Zoning Hearing Case 20-09:** Village of Willowbrook, 835 Midway Drive, Willowbrook, Illinois. Consideration of a petition requesting approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to allow for major changes under Section 9-13-4(C)6(a) including certain relief, exceptions and waivers from Title 9 of the Village Code.

At the regular meeting of the Plan Commission held on November 4, 2020, the above referenced application was discussed and the following motion was made:

MOTION: Made by Remkus and seconded by Soukup that based on the submitted petition and testimony presented, I move that the Plan Commission forward its Findings of Fact for a Special Use and Findings of Fact for a Planned Unit Development referenced in the Staff Report for PC 20-09 prepared for the November 4, 2020 meeting and recommend approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to the Planned Unit Development to allow for a major change under Section 9-13-4(C)6(a)7 to allow for the construction of additional fixtures over the lot lines as presented on pages 5 and 6 of the Staff Report for PC Case Number 20-09, with the exception that the words "or his/her designee" are substituted for the words "Village Engineer".

ROLL CALL: AYES: Chairman Kopp, Vice Chairman Wagner, Commissioners Kaczmarek, Kaucky, Remkus, Soukup, and Walec;
NAYS: None.
ABSENT: None.

MOTION DECLARED CARRIED

Should any member of the Board have any questions regarding this matter, please do not hesitate to contact me.

DK:jp



Proud Member of the
Illinois Route 66 Scenic Byway



Village of Willowbrook

Staff Report to the Village Board

Village Board Receive:	November 9, 2020		
Plan Commission: Hearing Date	November 4, 2020		
Prepared By:	Ann Choi, Planning Consultant		
Case Title:	PC 20-09: Carrington Club PUD Amendment		
Petitioner:	Village of Willowbrook		
Action Requested by Petitioner:	Consideration of a petition requesting approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to allow for major changes under Section 9-13-4(C)6(a) including certain relief, exceptions and waivers from Title 9 of the Village Code.		
Location:	6521 Arabian Circle, 6531 Arabian Circle, 6541 Arabian Circle, 6551 Arabian Circle, 309 Arabian Circle, 315 Arabian Circle, 321 Arabian Circle, 327 Arabian Circle, 333 Arabian Circle, 322 Arabian Circle, 316 Arabian Circle, 310 Arabian Circle, 311 Palomino Trail, 317 Palomino Trail, 323 Palomino Trail, 6550 Arabian Circle, 6540 Arabian Circle, 6530 Arabian Circle, 6520 Arabian Circle, 6510 Arabian Circle, 6500 Arabian Circle, 330 Arabian Circle, 324 Arabian Circle, 318 Arabian Circle, 312 Arabian Circle, 320 Palomino Trail, 314 Palomino Trail, 308 Palomino Trail, 302 Palomino Trail, in Willowbrook IL 60527, and Outlot in Willowbrook IL 60514		
PINs:	09-22-207-025, 09-22-207-026, 09-22-207-027, 09-22-207-028, 09-22-207-029, 09-22-207-030, 09-22-207-031, 09-22-207-032, 09-22-207-033, 09-22-207-034, 09-22-207-035, 09-22-207-036, 09-22-207-037, 09-22-207-038, 09-22-207-039, 09-22-207-040, 09-22-207-041, 09-22-207-042, 09-22-207-043, 09-22-207-044, 09-22-207-045, 09-22-207-046, 09-22-207-047, 09-22-207-048, 09-22-207-049, 09-22-207-050, 09-22-207-051, 09-22-207-052, 09-22-207-053, 09-22-207-054		
Existing Zoning:	R-1 with a Special Use for a Planned Unit Development		
Existing Land Use:	Low Density Residential		
Property Size:	8.32 acres		
Surrounding Land Use:	Use	Zoning	
	North	Single Family Residential	
	South	Single Family Residential	
	East	Nantucket Townhomes	
	West	Single Family Residential	
		R-1 and R-1A	
		Darien	
		R-4 PUD	
		R-1 and R-2	

Necessary Action by Village Board:	Receive Plan Commission Recommendation.
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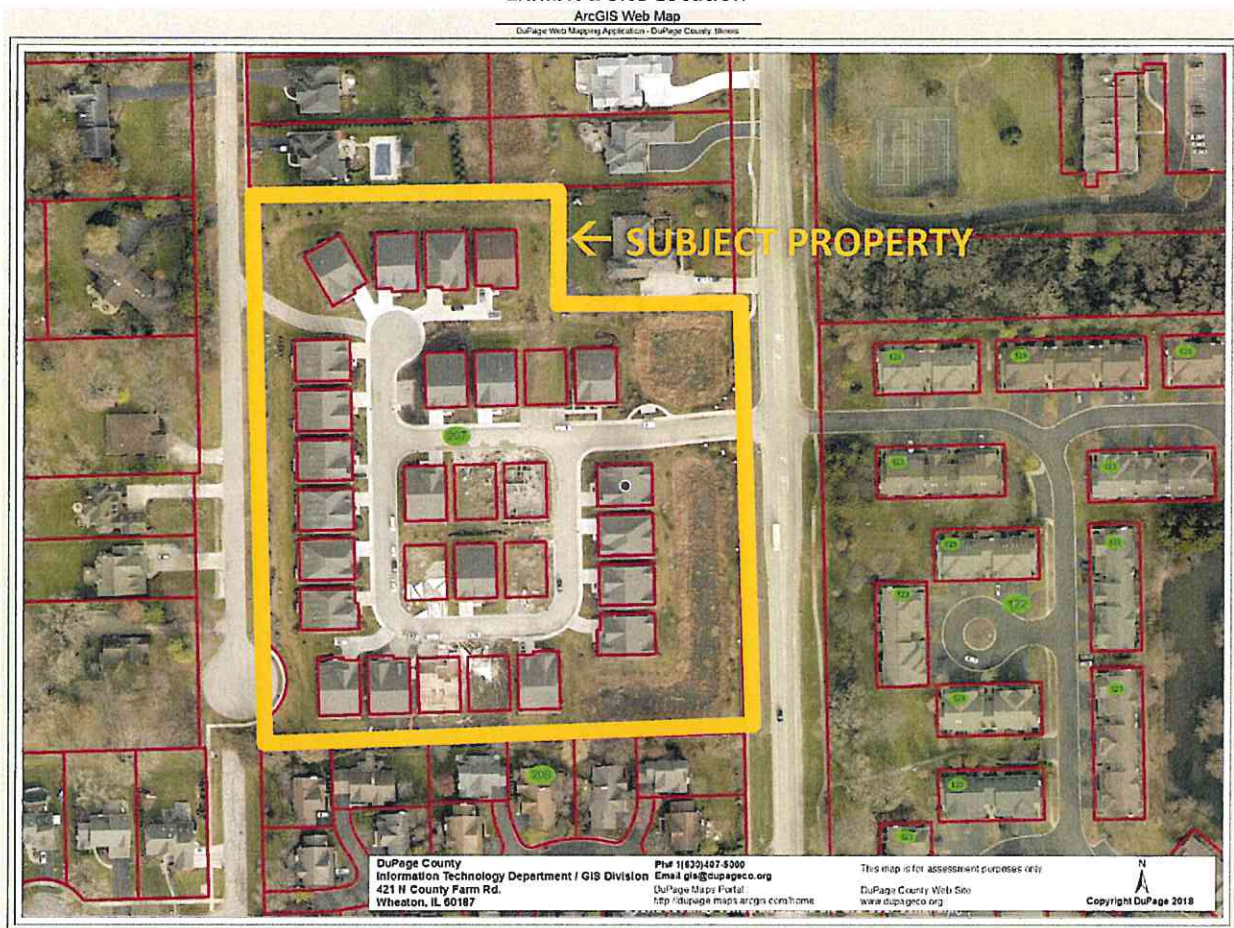
Documents Attached:

- Attachment 1:** Notice of Public Hearing (2 pages)
- Attachment 2:** Findings of Fact, Standards for Special Use
- Attachment 3:** Findings of Fact for Planned Unit Development
- Attachment 4:** Standards for Planned Unit Development
- Attachment 5:** Legal Description
- Attachment 6:** Ordinance No. 16-O-40

Site Description

The subject property contains 8.32 acres and is located on the west side of Clarendon Hills Road, between 63rd and 69th Street. The single family homes to the south are in Darien and part of the "Eagle's Nest" development. There are two single family homes to the north and five single family homes to the west on properties that are in Willowbrook. The property to the east across Clarendon Hills Road is also in Willowbrook and is part of the "Nantucket Homes" development.

Exhibit 1 Site Location



Aerial Source: <https://gis.dupageco.org/parcelviewer/>.

Development Request

On September 12, 2016, the Village Board approved Ordinance No. 16-O-40 granting a special use for a Planned Unit Development, including approval of Final Plat of PUD, granting certain waivers from the Zoning Ordinance, granting certain variations from the Subdivision Regulations, granting approval of a Final Plat of Subdivision, and related matters for the Carrington Club by Pulte (a redevelopment of Arabian Knights Horse Farm).

The Carrington Club Planned Unit Development (PUD) is a subdivision composed of twenty-nine (29) new single family cluster homes on 8.32 acres. All 29 homes have been constructed in close proximity to, but located within the lot lines of, Lots 1 through 29 (zero lot line construction). Since the approval of the original Carrington Club PUD, the Village of Willowbrook has approved several fixtures including, but not limited to, air conditioning units and window wells within the development's common areas. In recent months,



however, new homeowners have requested to add additional fixtures such as gas generators within the common areas between the homes, which are currently not permitted as approved fixtures. The Village of Willowbrook determined that the original PUD should be amended to account for additional fixtures such as window wells, concrete slabs, walkways, air conditioning units, gas generators, and other fixtures that were never contemplated in the original PUD ordinance, provided they do not affect approved grading and/or drainage, and have been reviewed and approved by the Village's building department, the Village Engineer and the Homeowner's Association. The Village is requesting an amendment to their existing PUD approval to allow for increases to the previously approved deviations under Section 9-13-4(C)6(a)7.

Per Section 9-13-4(C)6(a), a major change to a PUD shall require a new application for preliminary and final plat of a planned unit development, unless otherwise restricted by the ordinance granting the special use for the planned unit development.

A major change to a PUD is further classified under this section of the zoning code as any of the following:

- A. A greater than five percent (5%) increase in density, gross floor area or building height.
- B. A greater than five percent (5%) decrease in the number of parking spaces, landscaped area or open space.
- C. Changes in the location of points of ingress or egress.
- D. A greater than twenty foot (20') change in the location of principal buildings, roadways or parking areas.
- E. Changes in the types of permitted land use.
- F. Changes in the approved development schedule.
- G. Increases in the approved deviations.

Staff Analysis

Current Ordinance Language

Ordinance No. 16-O-40 previously approved a waiver to allow certain elements to be constructed over the lot lines of Lots 1 through 29.

The ordinance is included as **Attachment 6** and allows the following under Section F:

- F. That Sections 9-5A-3(D)1, 9-5A-3(D)2, 9-5A-3(D)3, 9-5A-3(D)4, 9-5A-3(E), and 9-5A-3(G) of the Village Code of the Village of Willowbrook establishing minimum front, interior side, exterior side, and rear setbacks, lot coverage and FAR requirements be varied with respect to the SUBJECT REALTY to allow construction of all improvements associated with the homes in close proximity but located within the lot lines of Lots 1 through 29 (zero lot line construction), and that construction over the lot lines of Lots 1 through 29 and into the Common Area for the SUBJECT REALTY may occur only in the following instances:
 - 1. Rear patios only, not exceeding 100 square feet, may be constructed over any rear lot line of Lots 1 through 29 and into the Common Area provided they are not constructed in any easement, do not affect approved grading, and are constructed at grade and utilize only concrete or other similar masonry products. Patio improvements shall not include any permanent vertical "built-in" fixtures such as walls, chimneys or similar improvements.
 - 2. Front steps and unenclosed, non-inhabitable porches only, not extending more than thirty inches (30") from the front wall, nor greater than fifteen feet (15') in width across the front



wall of a home, may be constructed over the front lot line and into the Common Area only on Lots 1 through 3; 6; 7; 10 through 15; 17 through 21; and 26 through 29.

The PUD amendment would additionally allow for the following:

Window wells, concrete slabs, walkways, air conditioning units, gas generators (permanently affixed, hard-wired and powered by natural gas), and other fixtures may be constructed over the lot lines of Lots 1 through 29 and into the Common Area provided they do not affect approved grading and/or drainage, and have been reviewed and approved by the Building Official, the Village Engineer and the Homeowner's Association.

Special Use and Planned Development Standards

State Statutes and local ordinances require findings be made with regard to special use and planned development standards. A list of the standards is provided in **Attachments 2** and **Attachment 3**, along with a "finding" that can be referenced in the Plan Commission's motion. Please note that the "findings" assume acceptance of the required changes and proposed conditions in this report. Modifying a required change or proposed condition may require changing a listed finding.

Standards for Planned Unit Development

Section 9-13-6 of the Willowbrook Zoning Ordinance establishes twelve (12) standards for planned unit developments that must be met. Responses are provided in **Attachment 4** of this report.

Summary of Relief Requested

In order to maintain compliance with the Village Zoning Code, the proposed PUD amendment will require additional relief, exceptions, and waivers as outlined below.

Zoning Ordinance

Pursuant to Section 9-13-6 of the Village Code, the following waivers from the provisions of the Zoning Ordinance include but are not limited to:

- F. That Sections 9-5A-3(D)1, 9-5A-3(D)2, 9-5A-3(D)3, 9-5A-3(D)4, 9-5A-3(E), and 9-5A-3(G) of the Village Code of the Village of Willowbrook establishing minimum front, interior side, exterior side, and rear setbacks, lot coverage and FAR requirements be varied with respect to the SUBJECT REALTY to allow construction of all improvements associated with the homes in close proximity but located within the lot lines of Lots 1 through 29 (zero lot line construction), and that construction over the lot lines of Lots 1 through 29 and into the Common Area for the SUBJECT REALTY may also occur only in the following instances:
 - 1. Rear patios only, not exceeding 100 square feet, may be constructed over any rear lot line of Lots 1 through 29 and into the Common Area provided they are not constructed in any easement, do not affect approved grading, and are constructed at grade and utilize only concrete or other similar masonry products. Patio improvements shall not include any permanent vertical "built-in" fixtures such as walls, chimneys or similar improvements.
 - 2. Front steps and unenclosed, non-inhabitable porches only, not extending more than thirty inches (30") from the front wall, nor greater than fifteen feet (15') in width across the front



3. Window wells, concrete slabs, walkways, air conditioning units, gas generators (permanently affixed, hard-wired and powered by natural gas), and other fixtures may be constructed over the lot lines of Lots 1 through 29 and into the Common Area provided they do not affect approved grading and/or drainage, and have been reviewed and approved by the Building Official, the Village Engineer and the Homeowner's Association.

Staff Recommendation

Staff recommends that the Plan Commission recommend to the President and Village Board adoption of the attached findings and approval of the request for an Amendment to the Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to allow for a major changes under Section 9-13-4(C)6(a)7 Increases in the Approved Deviations, including certain relief, exceptions and waivers from Title 9 of the Village Code.

Public Hearing

The Plan Commission conducted a public hearing on this petition at their November 4, 2020 meeting. The following members were in attendance: Chairman Kopp, Vice Chairman Wagner, Commissioners Kaczmarek, Kaucky, Soukup, Remkus and Walec. There was one member of the public that came forward with public comments/questions.

Chairman Kopp acknowledged that the changes to the Carrington Club Planned Unit Development appear to be reasonable but that the requirement of having the Village Engineer review and approve the installation of additional fixtures within the common areas might be too burdensome and expensive for the homeowners of Carrington Club. Commissioner Remkus concurred with Chairman Kopp and added that he would like to decrease the amount of bureaucracy within the Village.

Roy Giuntoli, the Village's Building Official, explained that the proposed requirement to involve the Village Engineer was to ensure that the installation of fixtures would have no negative effect on the flow of stormwater within the development. Building Official Giuntoli further explained that there are a couple of locations within the development that might be affected with the installation of such fixtures, and that he would not be in a position to approve something beyond his level of training or expertise. In those situations, Building Official Giuntoli would consult with the Village Engineer, and the correspondence could be a simple email or a phone call, without being cost prohibitive to the applicant. Roy added that prior to the applicant submitting a permit application for the installation of a fixture to the Village, the Carrington Club's Homeowner's Association would need to hire their own civil engineer to verify that grading/drainage would not be negatively impacted, and that the Village's Engineer would verify this information. Building Official Giuntoli did not foresee the Village Engineer requiring a full engineering set of drawings or a report to achieve this.

A resident of Carrington Club questioned why a civil engineer would need to get involved if a gas generator would be installed right up against the face of a single-family home, and would likely avoid impacting a drainage swale, in those instances where a generator would be located between two homes. Building Official Giuntoli explained that the size and dimension of gas generators vary, and that gas generators are required to be located a minimum of eighteen inches (18") away from the house, and factoring in the sum of these dimensions could cause the fixture to be located close to a swale.

Chairman Kopp proposed that the primary responsibility for review and approval should rest with the Building Official, and if necessary, the Building Official should consult the Village Engineer in those situations, but that the requirement of the Village Engineer should be eliminated. Chairman Kopp proposed to substitute the proposed language to read:



"Window wells, concrete slabs, walkways, air conditioning units, gas generators (permanently affixed, hard-wired and powered by natural gas), and other fixtures may be constructed over the lot lines of Lots 1 through 29 and into the Common Area provided they do not affect approved grading and/or drainage, and have been reviewed and approved by the Building Official or his/her designee and the Homeowner's Association."

The Plan Commission did not express any opposition to the proposed PUD amendment with the exception of the above-mentioned changes. The Plan Commission voted 7-0 in favor of the proposed changes to forward a positive recommendation to the Village Board.

Motion

The following sample motion was provided in the staff report for the Plan Commission:

Based on the submitted petition and testimony presented, I move that the Plan Commission forward its Findings of Fact for a Special Use and Findings of Fact for a Planned Unit Development referenced in the Staff Report for PC 20-09 prepared for the November 4, 2020 meeting and recommend approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to the Planned Unit Development to allow for a major change under Section 9-13-4(C)6(a)7 to allow for the construction of additional fixtures over the lot lines as presented on pages 5 and 6 of the Staff Report for PC Case Number 20-09.

The following motion made by Remkus was seconded by Soukup and approved unanimous 7-0 roll call vote of the members present:

Based on the submitted petition and testimony presented, I move that the Plan Commission forward its Findings of Fact for a Special Use and Findings of Fact for a Planned Unit Development referenced in the Staff Report for PC 20-09 prepared for the November 4, 2020 meeting and recommend approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to the Planned Unit Development to allow for a major change under Section 9-13-4(C)6(a)7 to allow for the construction of additional fixtures over the lot lines as presented on pages 5 and 6 of the Staff Report for PC Case Number 20-09, with the exception that the words "or his/her designee" are substituted for the words "Village Engineer".



Attachment 1
Notice of Public Hearing
(4 pages)

NOTICE OF PUBLIC HEARING
ZONING HEARING CASE NO. 20-09

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, will conduct a public hearing at a regular meeting of the Plan Commission on the 4th of November, 2020 at the hour of 7:00 P.M. This meeting would typically take place in the Willowbrook Police Department Training Room, 7760 S. Quincy St, Willowbrook, IL 60527. However, due to the current circumstances concerning Covid-19, this meeting will be held virtually. Internet address and access instructions will be provided on the Village of Willowbrook's Plan Commission website once available:

<https://www.willowbrookil.org/Archive.aspx?AMID=44>

The purpose of this public hearing shall be to consider a petition requesting approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to allow for major changes under Section 9-13-4(C)6(a) including certain relief, exceptions and waivers from Title 9 of the Village Code, on property legally described as follows:

ALL LOTS AND OUTLOTS IN CARRINGTON CLUB SUBDIVISION, A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUPAGE COUNTY, ILLINOIS, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 27, 2016 AS DOCUMENT NO. R2016-104256 (CARRINGTON CLUB SUBDIVISION).

PINs: 09-22-207-025, 09-22-207-026, 09-22-207-027, 09-22-207-028, 09-22-207-029, 09-22-207-030, 09-22-207-031, 09-22-207-032, 09-22-207-033, 09-22-207-034, 09-22-207-035, 09-22-207-036, 09-22-207-037, 09-22-207-038, 09-22-207-039, 09-22-207-040, 09-22-207-041, 09-22-207-042, 09-22-207-043, 09-22-207-044, 09-22-207-045, 09-22-207-046, 09-22-207-047, 09-22-207-048, 09-22-207-049, 09-22-207-050, 09-22-207-051, 09-22-207-052, 09-22-207-053, 09-22-207-054

ADDRESS: 6521 Arabian Circle, 6531 Arabian Circle, 6541 Arabian Circle, 6551 Arabian Circle, 309 Arabian Circle, 315 Arabian Circle, 321 Arabian Circle, 327 Arabian Circle, 333 Arabian Circle, 322 Arabian Circle, 316 Arabian Circle, 310 Arabian Circle, 311 Palomino Trail, 317 Palomino Trail, 323 Palomino Trail, 6550 Arabian Circle, 6540 Arabian Circle, 6530 Arabian Circle, 6520 Arabian Circle, 6510 Arabian Circle, 6500 Arabian Circle, 330 Arabian Circle, 324 Arabian Circle, 318 Arabian Circle, 312 Arabian Circle, 320 Palomino Trail, 314 Palomino Trail, 308 Palomino Trail, 302 Palomino Trail, all in Willowbrook IL 60527, and Outlot in Willowbrook IL 60514.

The applicant for this petition is the Village of Willowbrook, 835 Midway Drive, Willowbrook, IL 60527.

A copy of the Village's petition is on file in the Office of the Village Planner, Village of Willowbrook, 835 Midway, Willowbrook, Illinois, and is available for public inspection. Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Ann Choi,

Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (630) 920-2233, Monday through Friday, between 8:30 A.M. and 4:30 P.M.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. Written comments may be submitted up to the hour of 6:00pm on November 4, 2020 to planner@willowbrook.il.us. This hearing may be recessed to another date if not concluded on the evening scheduled.

/s/ Brian Pabst
Village Administrator
(630) 920-2261

Published in the October 19, 2020 edition of *The Chicago Sun Times* Newspaper.

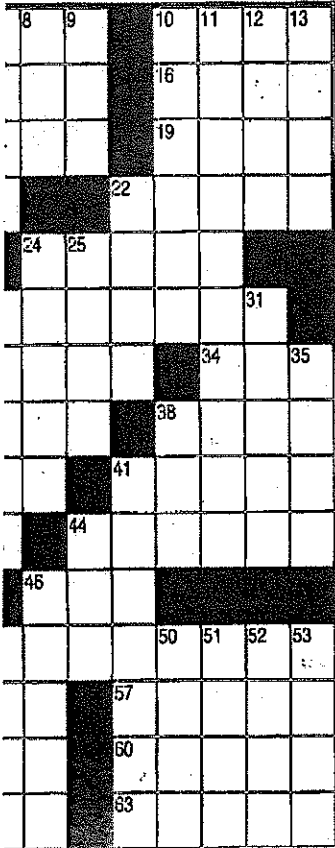
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PREVIOUS PUZZLE SOLVED

UNFIT GYM WHIRL
CAUSE LOA AUDIO
LISTENERS GRINS
ALS OAKS GOODS
SPIN TINTS
LOTTOS NOON
CLOUDY OREGANO
DARN AUK LOOM
FOGHORN PRIMPS
OAFS INVEST
RECUR CASE
DIVAS LEON DAB
AVERT OPPORTUNE
TANGO RES ARENA
ELTON DEE NYLON

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- 26 Foot parts
- 27 Young raptor
- 28 Like a rookie
- 29 Pod content
- 30 Striped antelope
- 31 Battle tactic
- 33 Swipe
- 35 Advance
- 37 Police raid
- 38 Pamplona cry
- 40 Modern-speed unit
- 41 Without a goal
- 43 By leaps and —
- 44 Indentation
- 46 Floated down the river
- 47 Hurt
- 48 Steak cut
- 49 Game die
- 50 By mouth
- 51 Air France destination
- 52 Apply caulking
- 53 Whirlpool
- 55 To's opposite
- 56 Like valleys



Storage - Legal

Extra Space Storage will hold a public auction to sell personal property belonging to those individuals listed below at the location indicated:

#1598 1301 S Harlem Ave. Berwyn, IL 60402 (708)776-3606 on October 27 2020 at 10:00 AM Ira Bay 1126.
#7239 1301 S Cicero Ave. Cicero, IL 60604 (708)328-6313 on October 27 2020 at 11:00 AM Cristhian Orozco 2188
#0728 707 W Harrison St. Chicago, IL 60607 (312)939-0136 on October 27 2020 at 01:00 PM Rakeisha Merritt 3053; Phil Olson 3058;
#0731 1255 S Wabash Ave. Chicago, IL 60605 (312)254-6096 on October 27 2020 at 02:00 PM Tammie Ford 2163; Kathleen White 4006; Shannon Bonner 4088; Mary Maxine Reed 5018; Osama Alamoudi 6003
#1810 801 W Harrison St. Chicago, IL 60607 (312)360-1153 on October 27 2020 at 02:30 PM Craig Atkins 103
#7013 1205 W Jackson Blvd. Chicago, IL 60607 (773)832-7366 on October 27 2020 at 03:00 PM Mikael Thomas 4103
#8433 1242 W Washington Blvd. Chicago, IL 60607 (312)442-2458 on October 27 2020 at 05:00 PM Anton Gratch 110, Cindy Brown 50

The auction will be listed and advertised on www.storageauctions.com. Purchases must be made with cash only and paid at the above referenced facility in order to complete the transaction. Extra Space Storage may refuse any bid and may rescind any purchase up until the winning bidder takes possession of the personal property.
10/12, 10/19/2020 #1114918

Public Hearings

NOTICE OF PUBLIC HEARING ZONING HEARING CASE NO. 20-10

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, will conduct a public hearing at a regular meeting of the Plan Commission on the 4th of November 2020 at the hour of 7:00 P.M. This meeting would typically take place in the Willowbrook Police Department Training Room, 7760 S. Quincy St., Willowbrook, IL 60527. However, due to the current circumstances concerning Covid-19, this meeting will be held virtually. Internet address and access instructions will be provided on the Village of Willowbrook's Plan Commission website once available:

<https://www.willowbrookil.org/Archive.aspx?AMID=44>

The purpose of this public hearing shall be to consider a petition for a text amendment to amend Sections 9-6-1(B) and 9-12-10 of Title 9 - Zoning Title of the Village of the Willowbrook Municipal Code regarding the outdoor display of merchandise.

The applicant for this petition is the Village of Willowbrook, 835 Midway Drive, Willowbrook Illinois 60527.

A copy of the Village's petition is on file in the Office of the Village Planner, Village of Willowbrook, 835 Midway, Willowbrook, Illinois, and is available for public inspection.

Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Ann Choi, Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (630) 920-2233, Monday through Friday, between 8:30 A.M. and 4:30 P.M.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. Written comments may be submitted up to the hour of 6:00pm on November 4, 2020 to planner@willowbrookil.us. This hearing may be recessed to another date if not concluded on the evening scheduled.

/s/ Brian Pabst
Village Administrator
(630) 920-2261

Published in the October 19, 2020 edition of The Chicago Sun Times newspaper.
10/19/2020 #1115490

Public Hearings

NOTICE OF PUBLIC HEARING ZONING HEARING CASE NO. 20-09

NOTICE IS HEREBY GIVEN that the Plan Commission of the Village of Willowbrook, DuPage County, Illinois, will conduct a public hearing at a regular meeting of the Plan Commission on the 4th of November, 2020 at the hour of 7:00 P.M. This meeting would typically take place in the Willowbrook Police Department Training Room, 7760 S. Quincy St., Willowbrook, IL 60527. However, due to the current circumstances concerning Covid-19, this meeting will be held virtually. Internet address and access instructions will be provided on the Village of Willowbrook's Plan Commission website once available:

<https://www.willowbrookil.org/Archive.aspx?AMID=44>

The purpose of this public hearing shall be to consider a petition requesting approval of an Amendment to a Special Use for a Planned Unit Development and Amendment to a Planned Unit Development to allow for major changes under Section 9-13-4(C)(5)(a) including certain relief, exceptions and waivers from Title 9 of the Village Code, on property legally described as follows:

ALL LOTS AND OUTLOTS IN CARRINGTON CLUB SUBDIVISION, A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUPAGE COUNTY, ILLINOIS, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 27, 2016 AS DOCUMENT NO. RZ016-104256 (CARRINGTON CLUB SUBDIVISION).

PINS: 09-22-207-025, 09-22-207-026, 09-22-207-027, 09-22-207-028, 09-22-207-029, 09-22-207-030, 09-22-207-031, 09-22-207-032, 09-22-207-033, 09-22-207-034, 09-22-207-035, 09-22-207-036, 09-22-207-037, 09-22-207-038, 09-22-207-039, 09-22-207-040, 09-22-207-041, 09-22-207-042, 09-22-207-043, 09-22-207-044, 09-22-207-045, 09-22-207-046, 09-22-207-047, 09-22-207-048, 09-22-207-049, 09-22-207-050, 09-22-207-051, 09-22-207-052, 09-22-207-053, 09-22-207-054

ADDRESS: 6521 Arabian Circle, 6531 Arabian Circle, 6541 Arabian Circle, 6551 Arabian Circle, 309 Arabian Circle, 315 Arabian Circle, 321 Arabian Circle, 327 Arabian Circle, 333 Arabian Circle, 322 Arabian Circle, 316 Arabian Circle, 310 Arabian Circle, 311 Palomino Trail, 317 Palomino Trail, 323 Palomino Trail, 6550 Arabian Circle, 6540 Arabian Circle, 6530 Arabian Circle, 6520 Arabian Circle, 6510 Arabian Circle, 6500 Arabian Circle, 330 Arabian Circle, 324 Arabian Circle, 318 Arabian Circle, 312 Arabian Circle, 320 Palomino Trail, 314 Palomino Trail, 308 Palomino Trail, 302 Palomino Trail, all in Willowbrook IL 60527, and Outlot in Willowbrook IL 60514.

The applicant for this petition is the Village of Willowbrook, 835 Midway Drive, Willowbrook, IL 60527.

A copy of the Village's petition is on file in the Office of the Village Planner, Village of Willowbrook, 835 Midway, Willowbrook, Illinois, and is available for public inspection. Any individual with a disability requiring a reasonable accommodation in order to participate in any public meeting held under the authority of the Village of Willowbrook should contact Ann Choi, Village of Willowbrook, 835 Midway, Willowbrook, IL 60527, or call (630) 920-2233, Monday through Friday, between 8:30 A.M. and 4:30 P.M.

All persons desiring to be heard in support or opposition to the application shall be afforded an opportunity and may submit their statements orally, in written form, or both. Written comments may be submitted up to the hour of 6:00pm on November 4, 2020 to planner@willowbrookil.us. This hearing may be recessed to another date if not concluded on the evening scheduled.

/s/ Brian Pabst
Village Administrator
(630) 920-2261

Published in the October 19, 2020 edition of The Chicago Sun Times newspaper.
10/19/2020 #1115371

LEGAL SERVICES

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BANKRUPTCY
Chapter 7 - EZ Payment Plan

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THAVES 10-19

**PUBLIC HEARING
VILLAGE OF WILLBROOK
PC 20-09**

PRESENT ZONING: R-1 WITH SPECIAL USE FOR A PLANNED UNIT DEVELOPMENT

PROPOSED ZONING: R-1 WITH SPECIAL USE FOR A PLANNED UNIT DEVELOPMENT

PUBLIC HEARING DATE: NOVEMBER 4, 2020

PUBLIC HEARING LOCATION: DUE TO COVID-19 PANDEMIC, THE VILLAGE WILL BE UTILIZING A CALL-IN NUMBER. ACCESS INSTRUCTIONS WILL BE PROVIDED ON THE VILLAGE OF WILLBROOK'S PLAN COMMISSION WEBSITE ONCE AVAILABLE THROUGH THE LINK BELOW:

<https://www.willbrookil.org/Archive.aspx?AMID=44>

PUBLIC HEARING TIME: 7:00PM

FOR ADDITIONAL INFORMATION, PLEASE CONTACT BRIAN PASBT, VILLAGE ADMINISTRATOR, 835 MIDWAY DRIVE, WILLOWBROOK, IL. OR CALL 630-920-2261



Attachment 2

Special Use Standards and Findings for PC 20-09 Carrington Club PUD Amendment

Special Use Standards

The Plan Commission shall not recommend and the Board of Trustees shall not grant a Special Use Permit from the regulation of this title unless affirmative findings of fact shall be made as to all of the standards set forth in Section 9-14-5(B), which findings of fact shall be based upon evidence adduced upon the hearing held thereon, that:

- (A) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

Finding: The amendment to the special use for the Carrington Club Planned Unit Development and amendment to the planned unit development will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare of the community. The amendment would allow additional fixtures to extend over the zero lot lines for the existing twenty-nine (29) single family homes and will have minimal to no impacts to the surrounding roadways and the utilities downstream. The size and location of these fixtures shall be reviewed by the Homeowners Association, and the Village of Willowbrook's Building Department and the Village Engineer prior to final approval to ensure that the placement of the fixtures will have no adverse impact to the existing drainage of the development.

- (B) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

Finding: The proposed changes to the Carrington Club development will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood. The proposed development would allow additional fixtures to extend over the zero lot lines for the existing twenty-nine (29) single family homes and will have minimal impact to surrounding properties within the neighborhood.

- (C) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

Finding: The proposed changes to the Carrington Club development will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. The surrounding property is currently developed as single family homes, many of which were constructed relatively recently. The proposed changes are internal to the Carrington Club development and will not affect surrounding properties within the neighborhood.

- (D) That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.

Finding: The Carrington Club development has already been developed and constructed. The subject property is currently improved with adequate utilities, access roads, and drainage to service the site.

- (E) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.



Finding: Ingress and egress to the proposed Carrington Club development is currently provided to and from Clarendon Hills Road. A left turn lane allows vehicles to turn left into the development from Clarendon Hills Road at the proposed entrance to the site and provides safe turning movements for vehicles entering the proposed development. Additionally, this development provides minimal impact to the surrounding roadways as it relates to trip generations, and it replaces a previous use (horse farm) that hosted larger gatherings of people. Adequate measures have been taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets and the proposed changes to the development will not affect these measures.

- (F) That the special use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

Finding: The proposed changes to the Carrington Club development in all other respects conform to the applicable regulations of the district it is located.

- (G) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site. (Ord. 97-O-05, 1-27-1997).

Finding: The Village Board has not denied a special use permit on this property in the last year.

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Attachment 3

Findings of Fact, Planned Unit Development for PC 20-09 Carrington Club PUD Amendment (2 pages)

Planned Unit Development Findings

Section 9-13-7 of the Willowbrook Zoning Ordinance requires that the following seven (7) Findings of Fact must be evaluated by the Plan Commission and the Village board.

- (A) In what respects the proposed plan is consistent with the stated purpose of the planned unit development regulations.

Finding: The PUD amendment provides relief from the 2016 approving ordinance that is required in order to allow some flexibility in what can be constructed into the common areas of the Carrington Club development. The amendment to the PUD would provide environmental design in the development of land that is better than what is possible through the strict application of ordinance requirements.

- (B) The extent to which the proposed plan meets the requirements and standards of the planned unit development regulations.

Finding: For the reasons stated in the Special Use Findings and the Standards for the Planned Unit Development listed in the staff report prepared for the November 4, 2020 meeting, the proposed plan meets the requirements and standards of the Planned Unit Development.

- (C) The extent to which the proposed plan departs from the zoning and subdivision regulations otherwise applicable to the subject property, including, but not limited to, the density, dimension, area, bulk and use, and the reasons why such departures are deemed to be in the public interest.

Finding: The PUD amendment includes exceptions as identified in the Staff Report for the November 4, 2020 Plan Commission meeting. The prior approval documents a detailed list of departures from the zoning regulations. Requests for relief granted in the past in addition to the requested relief contained in this petition will serve the public interest as it will allow the construction of additional fixtures that were never contemplated in the 2016 approving ordinance to continue as the development is nearly complete.

- (D) The method by which the proposed plan makes adequate provision for public services, provides adequate control over vehicular traffic, provides for and protects designated common open space, and furthers the amenities of light and air, recreation and visual enjoyment.

Finding: The Carrington Club development has been constructed to ensure that the improved site is developed with adequate ingress and egress to service the site and minimize traffic congestion in the public streets. The site has been developed to accommodate garbage trucks, emergency vehicles and the maneuvering of large vehicles throughout the site. The site has been designed to accommodate a substantial amount of landscaping and common areas for patrons to provide access to light, air and visual enjoyment.

- (E) The relationship and compatibility of the proposed plan to the adjacent properties and neighborhood.



Finding: The proposed changes to the Carrington Club planned unit development include allowing the construction of additional fixtures within the development's common areas and will not affect the relationship and compatibility to the adjacent properties and neighborhood.

- (F) The desirability of the proposed plan with respect to the physical development, tax base and economic well being of the village.

Finding: The Carrington Club planned unit development has brought opportunities for home ownership to the area with the construction of twenty-nine (29) single family homes which has benefited property values in the area, and strengthened the economic well being of the Village.

- (G) The conformity with the intent and spirit of the current planning objectives of the village.

Finding: The amendment to the PUD conforms to the spirit and intent of the Village's current planning objective if developed as recommended by the Plan Commission.

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Attachment 4
Standards for Planned Unit Development
(3 pages)

The planned unit development must meet the following standards:

- (A) **Comprehensive Plan:** A planned unit development must conform with the intent and spirit of the planning goals and objectives of the Village Comprehensive Plan.

Response: The proposed PUD amendment will not change the intent of the original PUD and will conform with the intent and spirit of the planning goals and objectives of the Village Comprehensive Plan. The PUD Amendment will allow the Village and the homeowners within the Carrington Club to construct additional fixtures within the common areas as approved by the Village and the Homeowners' Association.

- (B) **Size And Ownership:** The site of the planned unit development must be under single ownership and/or unified control and be not less than two (2) acres in area.

Response: The Carrington Club PUD is currently managed by the developer, Pulte Home Corporation. It is anticipated that the developer will turn over the management of the development to an elected governing board of homeowners in December 2020. The Carrington Club is located on a 8.32-acre lot.

- (C) **Compatibility:** The uses permitted in the planned unit development must be of a type and so located as to exercise no undue detrimental influence upon surrounding properties.

Response: All units are detached single family, with setbacks that meet/exceed PUD standards.

- (D) **Stormwater Management:** Adequate facilities, both on site and off site, shall be provided to ensure that all drainage related issues are addressed.

Response: The site has been designed to address all drainage related issues.

- (E) **Space Between Buildings:** The minimum horizontal distance between buildings shall be:

1. Thirty feet (30') between one-story, two-story and two and one-half story buildings or combinations thereof.
2. Equal to the height of the taller buildings in the case of freestanding, unattached buildings other than one-, two- or two and one-half story buildings.

Response: A minimum of 30 feet between buildings is required. However, per Section 9-13-6(L) of the Zoning Ordinance, this standard was modified, and has been approved via Ordinance No. 16-O-40 under Section Three, Subsection (G), to allow a minimum spacing of ten feet (10') between buildings.

- (F) **Yards:** The required yards or setbacks along the periphery of the planned unit development shall be at least equal in width or depth to that of the applicable required yard within the adjacent zoning district. Notwithstanding the foregoing, buildings of more than twenty four feet (24') in height shall



provide a setback from any property line not less than a distance equal to the height of such buildings.

Response: The proposed PUD amendment will not change any existing required yards or setbacks along the periphery of the approved planned unit development.

- (G) Parking Requirements: Adequate parking shall be provided as set forth in other sections of this title.

Response: The proposed PUD amendment will not change the parking provisions of the approved planned unit development.

- (H) Traffic: That adequate provision be made to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Response: The proposed PUD amendment will not change the ingress or egress that was approved as part of the original planned unit development. The proposed project is served by a driveway to Clarendon Hills Road that aligns with Gulf Island Drive (entrance to Nantucket) on the east side of Clarendon Hills Road. A short left turn lane has been provided for north bound traffic into the development. Additional improvements to Clarendon Hills Road include curb and gutter on the west side, and a new sidewalk and parkway trees in compliance with the Subdivision Regulations.

- (I) Preservation Standards: Due regard shall be demonstrated for any existing site conditions worthy of consideration including: desirable trees of a minimum six inch (6") caliper or greater, natural bodies of water, designated wetlands and/or flood hazard areas, etc. All desirable vegetation shall be identified by location, caliper size, type, condition and a method by which preservation efforts will be conducted.

Response: The proposed PUD amendment will not change the preservation efforts that were part of the original planned unit development. There are no wetlands on the site and all perimeter trees were inventoried and certain perimeter trees are preserved where possible.

- (J) Design Standards: The provisions of the Willowbrook subdivision ordinance shall be adhered to, unless a variance is granted by the Village Board.

Response: The proposed PUD amendment is not requesting additional relief from the subdivision ordinance.

- (K) Uses For PUDs Greater Than Five Acres: Any permitted or special use available under any of the various zoning districts classifications, whether singly or in combination, and any other use permitted by law, may be allowed as either a permitted or special use within a planned unit development consisting of more than five (5) acres, but only to the extent specifically approved by the Village Board, after a finding that such use is consistent with the objectives of this chapter.

Response: No other uses are requested as part of the proposed PUD amendment.

- (L) Other Standards: The planned unit development may depart from strict conformance with the required density, dimension, area, height, bulk, and other regulations for the underlying zoning district and other provisions of this title to the extent specified in the preliminary plat and documents authorizing the planned unit development so long as the planned unit development will not be detrimental to or endanger the public health, safety and general welfare. Notwithstanding



the foregoing, every planned unit development must comply with the minimum standards set forth in subsections (A), (B), (C), (D), (H), (I) and (K) of this section. (Ord. 06-O-12, 5-8-2006)

Response: The proposed PUD amendment is not requesting additional relief from the required density, dimension, area, height, bulk, and other regulations for the underlying zoning district and other provisions and will not be detrimental to or endanger the public health, safety and general welfare.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



Attachment 5
Legal Description

ALL LOTS AND OUTLOTS IN CARRINGTON CLUB SUBDIVISION, A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 38 NORTH, RANGE 11 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DUPAGE COUNTY, ILLINOIS, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 27, 2016 AS DOCUMENT NO. R2016-104256 (CARRINGTON CLUB SUBDIVISION).

PINs:

09-22-207-025, 09-22-207-026, 09-22-207-027, 09-22-207-028, 09-22-207-029, 09-22-207-030, 09-22-207-031, 09-22-207-032, 09-22-207-033, 09-22-207-034, 09-22-207-035, 09-22-207-036, 09-22-207-037, 09-22-207-038, 09-22-207-039, 09-22-207-040, 09-22-207-041, 09-22-207-042, 09-22-207-043, 09-22-207-044, 09-22-207-045, 09-22-207-046, 09-22-207-047, 09-22-207-048, 09-22-207-049, 09-22-207-050, 09-22-207-051, 09-22-207-052, 09-22-207-053, 09-22-207-054

ADDRESS:

6521 Arabian Circle, 6531 Arabian Circle, 6541 Arabian Circle, 6551 Arabian Circle, 309 Arabian Circle, 315 Arabian Circle, 321 Arabian Circle, 327 Arabian Circle, 333 Arabian Circle, 322 Arabian Circle, 316 Arabian Circle, 310 Arabian Circle, 311 Palomino Trail, 317 Palomino Trail, 323 Palomino Trail, 6550 Arabian Circle, 6540 Arabian Circle, 6530 Arabian Circle, 6520 Arabian Circle, 6510 Arabian Circle, 6500 Arabian Circle, 330 Arabian Circle, 324 Arabian Circle, 318 Arabian Circle, 312 Arabian Circle, 320 Palomino Trail, 314 Palomino Trail, 308 Palomino Trail, 302 Palomino Trail, in Willowbrook IL 60527, and Outlot in Willowbrook IL 60514



Attachment 6
Ordinance No. 16-O-40
(9 pages)

ORDINANCE NO. 16-0-40

AN ORDINANCE GRANTING A SPECIAL USE FOR A PLANNED UNIT DEVELOPMENT, INCLUDING APPROVAL OF FINAL PLAT OF PUD, GRANTING CERTAIN WAIVERS FROM THE ZONING ORDINANCE, GRANTING CERTAIN VARIATIONS FROM THE SUBDIVISION REGULATIONS, GRANTING APPROVAL OF A FINAL PLAT OF SUBDIVISION, AND RELATED MATTERS - PC 16-04: 6526 CLARENDON HILLS ROAD - CARRINGTON CLUB BY PULTE (REDEVELOPMENT OF ARABIAN KNIGHTS HORSE FARM)

WHEREAS, on or about January 21, 2016, Pulte Home Corporation, as applicant ("APPLICANT"), with permission from Willowbrook Real Estate Investment, LLC (Parcel 1) and North Star Trust Company (Parcel 2), as owners ("OWNER") through agents Michael and Elizabeth Vena, filed an application with the Village of Willowbrook with respect to the property legally described on Exhibit "A", attached hereto and incorporated herein by reference ("SUBJECT REALTY"). Said application requested that the Village grant a special use permit for a Planned Unit Development for the SUBJECT REALTY, grant certain waivers from the requirements of the Zoning Ordinance of the Village, grant certain variations from the requirements of the Subdivision Regulations of the Village, approve a final plat of subdivision with respect to the SUBJECT REALTY, approve a final plat of Planned Unit Development, and related matters; and,

WHEREAS, Notice of Public Hearing on said application was published on or about March 18, 2016, in a newspaper having general circulation within the Village, to-wit, The Suburban Life

newspaper, all as required by the statutes of the State of Illinois and the ordinances of the Village; and,

WHEREAS, pursuant to said Notice, the Plan Commission of the Village of Willowbrook conducted a Public Hearing on or about April 6, 2016, and continued said hearing to May 4, 2016, all as required by the statutes of the State of Illinois and the ordinances of the Village; and,

WHEREAS, at said Public Hearings, the applicant presented testimony in support of said application and all interested parties had an opportunity to be heard; and,

WHEREAS, the Plan Commission forwarded its recommendations, including its Findings of Fact, in a report dated May 6, 2016 to the Mayor and Board of Trustees on or about May 23, 2016, a copy of which is attached hereto as Exhibit "B" which is, by this reference, made a part hereof; and,

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

SECTION ONE: That the Zoning Map of the Village of Willowbrook be amended to reflect the granting of a special use permit on the SUBJECT REALTY pursuant to Section 9-5A-2 of the Zoning Ordinance of the Village of Willowbrook, so as to permit a planned unit development.

SECTION TWO: That the Findings of Fact pursuant to 9-13-6, 9-13-7 and 9-14-5.2 of the Village Code of the Village of Willowbrook made by the Plan Commission in its recommendation attached hereto as Exhibit "B" are hereby adopted by the Mayor and Board of Trustees.

SECTION THREE: That pursuant to Section 9-13-6(L) of the Village Code, the following waivers from the provisions of the Zoning Ordinance be and the same are hereby granted:

- A. That Section 9-5A-3(A)1 of the Village Code of the Village of Willowbrook, establishing a minimum lot area for detached single-family dwellings in the R-1 Residential District, be varied with respect to the SUBJECT REALTY by reducing same from 30,000 square feet to 3,300 square feet for Lots 1 through 3, 6, 7, 10 through, 15, 17 through 21, and 26 through 29.
- B. That Section 9-5A-3(A)1 of the Village Code of the Village of Willowbrook, establishing a minimum lot area for detached single family dwellings in the R-1 Residential District, be varied with respect to the SUBJECT REALTY by reducing same from 30,000 square feet to 3,424 square feet for Lots 4, 5, 8, 9, 16, and 22 through 25.
- C. That Section 9-5A-3(B)2 of the Village Code of The Village of Willowbrook, establishing a minimum lot width in the R-1 Residential District, be varied with respect to the SUBJECT REALTY by reducing same from 100' to 50'.
- D. That Section 9-5A-3(B)3 of the Village Code of the Village of Willowbrook, establishing a minimum corner lot width in the R-1 Residential District, be variety with respect to the SUBJECT REALTY by reducing same from 125' to 50'.
- E. That Section 9-5A-3(C) of the village Code of the Village of willowbrook, establishing a minimum lot depth in the R-1 Residential District, be varied with respect to the SUBJECT REALTY by reducing same from 150' to a minimum of 66'.

F. That Sections 9-5A-3(D)1, 9-5A-3(D)2, 9-5A-3(D)3, 9-5A-3(D)4, 9-5A-3(E), and 9-5A-3(G) of the Village Code of the Village of Willowbrook establishing minimum front, interior side, exterior side, and rear setbacks, lot coverage and FAR requirements be varied with respect to the SUBJECT REALTY to allow construction of all improvements associated with the homes in close proximity but located within the lot lines of Lots 1 through 29 (zero lot line construction), and that construction over the lot lines of Lots 1 through 29 and into the Common Area for the SUBJECT REALTY may occur only in the following instances:

1. Rear patios only, not exceeding 100 square feet, may be constructed over any rear lot line of Lots 1 through 29 and into the Common Area provided they are not constructed in any easement, do not affect approved grading, and are constructed at grade and utilize only concrete or other similar masonry products. Patio improvements shall not include any permanent vertical "built-in" fixtures such as walls, chimneys or similar improvements.
2. Front steps and unenclosed, non-inhabitable porches only, not extending more than thirty inches (30") from the front wall, nor greater than fifteen feet (15') in width across the front wall of a home, may be constructed over the front lot line and into the Common Area only on Lots 1 through 3; 6; 7; 10 through 15; 17 through 21; and 26 through 29.

G. That Section 9-13-6(E)1 of the Village Code of the Village of Willowbrook, establishing a minimum permitted space between buildings in planned unit development, be varied with respect to the SUBJECT REALTY by reducing same from thirty feet (30') to ten feet (10').

H. That Section 9-13-6(J) of the Village Code of the Village of Willowbrook prohibiting planned unit developments from deviating from the requirements of Title 10 of the Village Code in the absence of a variance, be varied with respect to the SUBJECT REALTY so as to permit the variations from said Title 10 detailed in SECTION 4.

SECTION FOUR: That pursuant to Section 10-8-6 of the Village Code, the following variations from the provision of the Subdivision Regulations be and the same are hereby granted:

- A. That Section 10-4-1(B)8(a) of the Village Code of the Village of Willowbrook, establishing a maximum cul-de-sac length for detached single-family residential uses be varied with respect to the SUBJECT REALTY by increasing same from 500' to 600'.
- B. That Section 10-7-2(B)7 of the Village Code of the Village of Willowbrook, establishing a minimum pavement width requirement for all residential cul-de-sac streets, be varied with respect to the private street constructed on the SUBJECT REALTY by reducing same from thirty feet (30') to a minimum of 28'.
- C. That Section 10-7-2(B)7 of the Village Code of the Village of Willowbrook, establishing a minimum pavement radius requirement for residential cul-de-sacs, be varied with respect to the private cul-de-sac construction on the SUBJECT REALTY by reducing same from fifty feet (50') to thirty two feet (32').
- D. That Section 10-7-2(B)7 of the Village Code of the Village of Willowbrook, establishing a minimum pavement radius requirement for residential cul-de-sac streets, be varied with respect to the improvements to the adjoining Tennessee Avenue right-of-way by reducing same from fifty feet (50') to forty-five feet (45').
- E. That Section 10-7-2(B)7 of the Village Code of the Village of Willowbrook, establishing a minimum pavement width requirement for all residential cul-de-sac streets, be varied with respect to the improvements to the adjoining Tennessee Avenue right-of-way by reducing same from thirty feet (30') to 25.1'.
- F. That Section 10-7-2(C) of the Village Code of the Village of Willowbrook, establishing a requirement for curb and gutter, be varied to eliminate the requirement that the applicant construct curbs and gutters for the required street improvements along Tennessee Avenue.
- G. That Section 10-7-4(A) of the Village Code of the Village of Willowbrook, establishing a requirement that sidewalks be provided on both sides of all streets, be varied with respect to the SUBJECT REALTY so as to not require sidewalks on the SUBJECT REALTY in front of Lots 10 through 15.
- H. That Section 10-7-4(A) of the Village Code of the Village of Willowbrook, establishing a requirement that sidewalks be provided on both sides of all streets, be varied with respect to the improvement along Tennessee Avenue so as to not require sidewalks on the west side of Tennessee Avenue.

SECTION FIVE: That passage of this Ordinance shall constitute approval of the Final Plat of Subdivision, pursuant to the "Final Plat of Subdivision of Carrington Club", as prepared by V3, consisting of three (3) sheets and latest revision dated August 31, 2016 and attached hereto as Exhibit "C".

SECTION SIX: That passage of this Ordinance shall constitute approval of the Final Planned Unit Development, pursuant to the "Final P.U.D. Plat of Carrington Club", as prepared by V3, consisting of three (3) sheets and latest revision dated August 31, 2016 and attached hereto as Exhibit "D"

SECTION SEVEN: That the relief granted in Sections One, Two, Three, Five and Six of this Ordinance is expressly conditioned upon the SUBJECT REALTY at all times being constructed, used, operated and maintained in accordance with the following terms, conditions and provisions:

- A. The SUBJECT REALTY shall be in substantial accordance with the following plans and specifications ("APPROVED PLANS) attached hereto as Exhibit "E".
- B. That Lots 1 and 29 shall have key lot side elevations, as shown in Exhibit "E", attached hereto, and that Lots 1,2,3, and 4, shall have key lot rear elevations, as shown in Exhibit "E", attached hereto.
- C. That the demolition and removal of all existing structures on the property in questions be performed in accordance with the regulations of the Village of Willowbrook. No demolition work shall be initiated until a demolition permit has been issued by the Village.
- D. That the SUBJECT REALTY shall be subject to the restrictions and requirements in substantial compliance with the

"Declaration of Covenants for Carrington Club" attached here to as Exhibit "F".

- E. Prior to the issuance of any construction permits, the Owner shall submit an executed Traffic Regulation Agreement substantially in the form attached hereto and incorporated herein as Exhibit "G".
- F. That the Applicant obtain all necessary permits from the authorities having jurisdiction prior to any work being initiated within the right-of-way of Clarendon Hills Road and Tennessee Avenue.
- G. That the applicant pay all required impact fees to the DuPage County Division of Transportation and submit verification of said payment to the Village of Willowbrook prior to the issuance of building permits by the Village.
- H. That all wells, if any, on the SUBJECT REALTY be capped and sealed pursuant to the regulations of the State of Illinois, the DuPage County Health Department and the Village prior to the issuance of building permits by the Village.
- I. That the design of the sanitary sewage system for the SUBJECT REALTY be specifically approved by DuPage County and a permit issued by the Illinois Environmental Protection Agency prior to the issuance of building permits by the Village.
- J. That the design of the water main system for the SUBJECT REALTY in question be in conformance with the Village Code, be specifically approved by the Village and a permit issued by the Illinois Environment Protection Agency prior to the installation of any water mains and prior to the issuance of building permits by the Community development Department.
- K. That construction activities on the SUBJECT REALTY shall be accomplished by vehicles accessing the site only by way of Clarendon Hills Road, except for necessary improvements to or for making connection within the Tennessee Avenue right-of-way as provided in the Approved Final Plans.
- L. That not more than 29 dwelling units shall be constructed on the SUBJECT REALTY.
- M. Prior to the issuance of any construction permits, the Owner shall submit an executed Subdivision Improvement Agreement in substantially the form attached hereto and incorporated

herein as Exhibit "H", and tender the security required by such Agreement.

N. All perimeter fences and landscaped areas shall be constructed and landscape material installed prior to the issuance of any occupancy permit for the SUBJECT REALTY, or such earlier time as is reasonably practical.

SECTION EIGHT: The use of private streets on the SUBJECT REALTY is hereby approved by the Board of Trustees pursuant to Section 10-4-1(A)7 of the Village Code of the Village of Willowbrook.

SECTION NINE: That the Village Clerk is hereby authorized and directed to note the zoning grants made by this Ordinance upon the Official Zoning Map of the Village of Willowbrook.

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

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

PASSED and APPROVED this 12TH day of September, 2016.



APPROVED:

Mayor

John R. Smith

ATTEST:

Larry R. Hansen
Village Clerk

ROLL CALL VOTE:

AYES: *Berglund, Davi, Kelly, Mistele, Neal, D'Agostino*

NAYS:

0

ABSTENTIONS:

0

ABSENT:

0

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A Motion to Dissolve the Hotel/Motel Tax Advisory Committee

AGENDA NO. 7g

AGENDA DATE:
11/09/20

STAFF REVIEW: Michael Mertens, Assistant Village Administrator SIGNATURE: M. S. Mertens

LEGAL REVIEW: Tom Bastian, Village Attorney SIGNATURE: T. Bastian

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

REVIEWED & APPROVED BY COMMITTEE: YES ☐ NO ☐ N/A ☒

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

The Village of Willowbrook has held Hotel / Motel Tax Advisory Committee on the fourth Wednesday in January and October of each year. The Committee is made up of representatives of the four hotels within the community, the Willowbrook/Burr Ridge Chamber of Commerce, a Village Trustee Chair and Village Finance Director as a staff liaison.

Within the FY 2020/21 Budget the Village Board authorized a transfer out of the Hotel / Motel fund to close the fund with the remaining balance going to the General Fund. Budget restrictions due to the COVID-19 pandemic economic shutdown forced the Village to limit marketing activities for the 2020/21 fiscal year. Continual change in the management of the hotels contributed to the lack of participation in the Hotel / Motel Tax Advisory Committee over the years. The October 25, 2017 Committee meeting was the last meeting in which a quorum of members occurred.

STAFF RECOMMENDATION

It is recommended to dissolve the Hotel / Motel Tax Advisory Committee, effective January 2021.

ACTION PROPOSED: Pass the Motion.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION OF THE VILLAGE OF WILLOWBROOK SETTING THE 2021 CALENDAR YEAR SCHEDULE OF REGULAR MEETINGS OF THE MAYOR AND BOARD OF TRUSTEES AND THE SCHEDULE OF REGULAR MEETINGS OF COMMISSIONS AND COMMITTEES OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 7h

**AGENDA DATE:
11/09/20**

STAFF REVIEW: Michael Mertens, Assistant Village Administrator SIGNATURE: *M. Mertens*

LEGAL REVIEW: Tom Bastian, Village Attorney SIGNATURE: *T. Bastian*

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

REVIEWED & APPROVED BY COMMITTEE: YES ☐ NO ☐ N/A ☒

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

The Village Board meetings have been temporary located at the Willowbrook Police Department, 7760 Quincy Street, until the new Council Chambers in the Community Resource Center, 825 Midway Drive, is completed sometime in the future. Design Plans for the Community Resource Center are being finalized. The Village Board will consider the buildout options and timing as part of the FY 2021/2022 Budget Review in March 2021.

STAFF RECOMMENDATION

All Village Board meetings, along with Plan Commission, Board of Police Commissioners, and Public Safety Committee meetings, will be held at the Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois for Calendar Year 2021.

All other Committee and Commission meetings will be held at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, Illinois.

The Finance and Administration Committee and the Law and Ordinance Committee are proposed to be held on the 2nd Monday of each month, while the Public Safety Committee and the Municipal Services Committee are proposed to be held on the 4th Monday of each month, except December. A detail of the Village Board meetings, Plan Commission meetings and Committee meetings is highlighted in Exhibit A.

ACTION PROPOSED: Adopt Resolution.

RESOLUTION NO. 20-R-_____

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK
SETTING THE 2021 CALENDAR YEAR SCHEDULE OF
REGULAR MEETINGS OF THE MAYOR AND BOARD OF TRUSTEES
AND THE SCHEDULE OF REGULAR MEETINGS OF
COMMISSIONS AND COMMITTEES OF THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, section 2.02 of the Illinois Open Meetings Act (5 ILCS 120/2.02) requires that every public body shall give public notice of the schedule of its regular meetings at the beginning of each calendar year and shall state the regular dates, times and places of such meetings; and

WHEREAS, section 2.02 of the Illinois Open Meetings Act further requires that the public body shall supply copies of the notice of its regular meetings, and notice of any special, emergency, rescheduled or reconvened meeting to any news medium that has filed an annual request for such notice; and

WHEREAS, section 2.02 of the Illinois Open Meetings Act further requires that the notice of the annual schedule of meetings of the Village of Willowbrook be posted on the Village website and remain so posted until a new public notice of the schedule of regular meetings is approved.

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

SECTION ONE. That the schedule of regular meetings of the Mayor and Board of Trustees and the schedule of regular meetings of all commissions and committees of the Village of Willowbrook, DuPage County, Illinois for the calendar year 2021, attached hereto as Exhibit "A", and is hereby approved and adopted.

SECTION TWO. The regular meetings of the Mayor and Board of Trustees, unless otherwise noted, for the 2021 calendar year shall take place at 6:30 p.m. at the Village of Willowbrook Police

Department, 7760 Quincy Street, Willowbrook, Illinois 60527, Illinois 60527 subject to current in-effect amendments to the Open Meetings Act regarding remote attendance due to the COVID-19 Pandemic.

SECTION THREE. The Village Clerk or her designee is hereby directed to give notice of the dates, times and places of all such regular meetings of the Village of Willowbrook, as well as any special, emergency, rescheduled or reconvened meeting to any news medium that has filed a request for such notice.

SECTION FOUR. Notice of the scheduled times and place of all regular meetings for the calendar year 2016 shall be further made available to any member of the public and any news medium requesting a schedule of meetings.

PASSED and APPROVED this 9th day of November, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk

VILLAGE OF WILLOWBROOK - REGULAR MEETINGS 2021

(Updated 11/09/2020)

PAGE 1

Please view the Village website, www.willowbrookil.org, for updates.

MAYOR AND BOARD OF TRUSTEES - All meetings of the Mayor and Board of Trustees of the Village of Willowbrook will be held at the Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois

Monday, January 11, 2021 @ 6:30 p.m.
Monday, January 25, 2021 @ 6:30 p.m.
Monday, February 8, 2021 @ 6:30 p.m.
Monday, February 15, 2021 @ 5:30 p.m.
(Joint Committee)
Monday, February 22, 2021 @ 6:30 p.m.
Monday, March 8, 2021 @ 6:30 p.m.
Monday, March 15, 2021 @ 5:30 p.m.
(Budget Workshop)
Monday, March 22, 2021 @ 6:30 p.m.
Monday, April 12, 2021 @ 6:30 p.m.
Monday, April 26, 2021 @ 6:30 p.m.
Monday, May 10, 2021 @ 6:30 p.m.
Tuesday, May 25, 2021 @ 6:30 p.m.

Monday, June 14, 2021 @ 6:30 p.m.
Monday, June 28, 2021 @ 6:30 p.m.
Monday, July 12, 2021 @ 6:30 p.m.
Monday, July 26, 2021 @ 6:30 p.m.
Monday, August 9, 2021 @ 6:30 p.m.
Monday, August 23, 2021 @ 6:30 p.m.
Monday, September 13, 2021 @ 6:30 p.m.
Monday, September 27, 2021 @ 6:30 p.m.
Monday, October 11, 2021 @ 6:30 p.m.
Monday, October 25, 2021 @ 6:30 p.m.
Monday, November 8, 2021 @ 6:30 p.m.
Monday, November 22, 2021 @ 6:30 p.m.
Monday, December 20, 2021 @ 6:30 p.m.

Exceptions:

- Additional meeting on the 3rd Monday in March at 5:30 p.m. (Budget Workshop)
- Second meeting in May will be held on Tuesday, May 25th due to Memorial Day holiday.
- Only one meeting will be held in December on the third Monday.

PLAN COMMISSION - All meetings of the Plan Commission of the Village of Willowbrook will be held at the Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois

Wednesday, January 13, 2021 @ 7:00 p.m.
Wednesday, February 3, 2021 @ 7:00 p.m.
Wednesday, March 3, 2021 @ 7:00 p.m.
Wednesday, April 7, 2021 @ 7:00 p.m.
Wednesday, May 5, 2021 @ 7:00 p.m.
Wednesday, June 2, 2021 @ 7:00 p.m.
Wednesday, July 14, 2021 @ 7:00 p.m.
Wednesday, August 4, 2021 @ 7:00 p.m.
Wednesday, September 1, 2021 @ 7:00 p.m.
Wednesday, October 6, 2021 @ 7:00 p.m.
Wednesday, November 3, 2021 @ 7:00 p.m.
Wednesday, December 1, 2021 @ 7:00 p.m.

Exceptions:

Meetings in January and July will be held on the second Wednesday

VILLAGE OF WILLOWBROOK - REGULAR MEETINGS 2020

(Updated 11/09/2020)

PAGE 2

The following meetings will be held at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, Illinois:

FINANCE/ADMINISTRATION COMMITTEE

2nd Monday of every month - 5:30 p.m.

Exception - no meeting in December

LAWS & ORDINANCES COMMITTEE

2nd Monday of every month - 5:30 p.m.

Exception - no meeting in December

MUNICIPAL SERVICES COMMITTEE

4th Monday of every month - 5:30 p.m.

Exception - no meeting in December

PARKS AND RECREATION COMMISSION

1st Tuesday of every month - 7:00 p.m.

Exceptions:

- Meetings in June, July and August will begin at 7:00 p.m. to accommodate for park tours.

The following meetings will be held at the Willowbrook Police Department, 7760 Quincy Street, Willowbrook, Illinois:

BOARD OF POLICE COMMISSIONERS

3rd Friday of every month - 8:00 a.m.

Exception - no meeting in December

POLICE PENSION FUND-BOARD OF TRUSTEES

January, April, July and October

PUBLIC SAFETY COMMITTEE

4th Monday of every month - 5:30 p.m.

Exception - no meeting in December

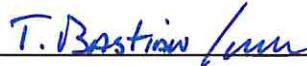
NOTE: Please view the Village website for updates or changes on meeting locations, www.willowbrookil.org.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

MOTION TO APPROVE BRIAN PABST, VILLAGE ADMINISTRATOR, AS
PRINCIPAL AUTHORITY ON ALL VILLAGE OF WILLOWBROOK ILLINOIS FUNDS
BANK ACCOUNTS

AGENDA NO.**7i****AGENDA DATE:** 11/9/2020**STAFF REVIEW:** Carrie Dittman, Director of Finance**SIGNATURE:****LEGAL REVIEW:** Thomas Bastian, Village Attorney**SIGNATURE:****RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:****REVIEWED & APPROVED BY COMMITTEE:** YES ☐NO ☐N/A ☒**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER PERTINENT HISTORY)**

As a result of the recent departure of our Village Clerk, LeRoy Hansen, staff contacted our banks to remove former Clerk Hansen and to update the authorized signers on the accounts. For the Illinois Funds, it was determined that Village Administrator Brian Pabst was not previously added as the Illinois Funds principal authority to replace former Village Administrator Timothy Halik, who retired. The Illinois Funds requires that the new principal authority must be noted in the official signed meeting minutes.

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

n/a

ACTION PROPOSED:

APPROVE THE MOTION

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A Resolution Approving a Professional Services Agreement with Halock Security Labs, Inc., to Perform External Network, Internal Network and Social Engineering Penetration Testing at a Cost No To Exceed \$11,750 and Authorize the Mayor to Execute Said Agreement on Behalf of the Village of Willowbrook, DuPage County, Illinois

AGENDA NO.

8

AGENDA DATE: 11/09/2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: *M. Mertens*

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: *T. Bastian / mm*

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: *B. Pabst*

REVIEWED & APPROVED BY COMMISSION: YES ☐ NO ☐ N/A ☒

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

On or about the morning of Friday, March 6, 2020, the Village of Willowbrook's municipal computer systems were on the receiving end of what appears to be a ransomware attack. Staff immediately took steps to minimize the impact and investigate the cause and effect. This has included working closely with United States Secret Service officials to fully understand the attack's scope and origin. The forensic investigation is ongoing. It has not yet been determined whether or what information may have been implicated. Importantly, the Village's critical operations and public services are unaffected and have continued without interruption.

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

As a result of a ransomware attack, it is recommended that the Village of Willowbrook approve and execute a services engagement agreement with Halock Security Labs, Inc. to provide IT security services to the Village of Willowbrook in connection with the response and remediation of a potential data security incident. Our legal council is recommending that the Village consider additional information security services as part of our ongoing security due diligence. Specifically, the proposed scope of service is an enhanced penetration tests that are focused on exploiting weaknesses with the intent of gaining access to the environment. A measure of the operational effectiveness of security controls, penetration testing demonstrates what a malicious individual could accomplish. Detailed findings and recommendations would allow the Village to proactively implement countermeasures to prevent real world exploitation of identified vulnerabilities. A summary of the testing methods are as follows:

External network penetration test differs from automated vulnerability scans in that comprehensive testing efforts are performed, focusing on exploiting weaknesses with the intent of gaining access to the environment. They are performed remote to the environment to simulate an external attack, targeting responding internet facing hosts and services. The external penetration test fee is \$1,000.

Internal network penetration test differs from automated vulnerability scans in that comprehensive testing efforts are performed, focusing on exploiting weaknesses with the intent of gaining access to assets positioned within the

private network. They are performed internal to the environment to simulate insider threats, targeting networks, hosts, and responding services. The internal penetration test fee is \$4,500.

Social engineering penetration tests validate the effectiveness of user security awareness, incident response, and network security controls such as malware defenses, local permissions, and egress protections. Performed under controlled conditions, testing involves issuing carefully crafted emails to lure users to fictitious “malicious” websites, attempts to compromise these users, escalate privileges, and penetrate the internal environment. The social engineering penetration test fee is \$6,250.

The total program for all three-penetration test is \$11,750.

ACTION PROPOSED: Adopt the Resolution.

RESOLUTION NO. 20 R-_____

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH HALOCK SECURITY LABS, INC. TO PERFORM
EXTERNAL NETWORK, INTERNAL NETWORK AND SOCIAL
ENGINEERING PENETRATION TESTING AT A COST NOT TO
EXCEED \$11,750.00 AND AUTHORIZING THE MAYOR TO EXECUTE
THE AGREEMENT ON BEHALF OF THE VILLAGE OF
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the corporate authorities of the Village of Willowbrook have determined that is necessary, proper and in the best interest of the Village to approve and execute a Professional Services Agreement with Halock Security Labs, Inc. to perform external network, internal network and social engineering penetration testing for the Village.

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

SECTION 1: The facts and statements contained in the preambles to this resolution are found to be true and correct and are hereby adopted as part of this resolution.

SECTION 2: It is hereby determined that is advisable, necessary and in the public interest that the Village enter into a Professional Services Agreement with Halock Security Labs, Inc. to perform penetration testing for the Village upon the terms and conditions set forth in that certain Penetration Testing Proposal for Services attached hereto as Exhibit "A" and made a part hereof at a cost not to exceed \$11,750.00.

SECTION 3: The Mayor is hereby authorized and directed to execute, on behalf of the Village, the attached Penetration Testing Proposal for Services, which Proposal is hereby approved.

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SECTION 4: This resolution shall take effect upon its passage and approval in the manner provided by law.

ADOPTED AND APPROVED this 9th day of November, 2020.

ROLL CALL VOTE: AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk

EXHIBIT "A"

**HALOCK SECURITY LABS, INC. PENETRATION
TESTING PROPOSAL FOR SERVICES**

PROPOSAL FOR SERVICES

Penetration Test

Presented to

Village of Willowbrook

On October 29th 2020 by:



HALOCKSecurityLabs

1834 Walden Office Square, Suite 200

Schaumburg, IL 60173

847.221.0200

www.halock.com

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INTRODUCTION

BACKGROUND

Willowbrook is a village in DuPage County, Illinois with a population of 8,540 as of the 2010 census. For more information, please refer to <https://www.willowbrookil.org/>.

On June 2, 2020, HALOCK met with Willowbrook to define the scope and requirements for a penetration test. This information exchange was critical to fully understand Willowbrook objectives and expected results, ensuring a successful engagement. Willowbrook is seeking assistance from HALOCK Security Labs ("HALOCK") to perform a penetration test as part of their ongoing security due diligence.

Penetration tests differ from automated vulnerability scans in that efforts are focused on exploiting weaknesses with the intent of gaining access to the environment. A measure of the operational effectiveness of security controls, penetration testing demonstrates what a malicious individual could accomplish. Detailed findings and recommendations allow Willowbrook to proactively implement countermeasures to prevent real world exploitation of identified vulnerabilities.

HALOCK appreciates the opportunity to present this proposal and looks forward to meeting with the Willowbrook team to answer any questions and provide additional details.




ABOUT HALOCK SECURITY LABS

Established in 1996, HALOCK Security Labs is an information security professional services firm based in Schaumburg, IL. HALOCK's Penetration Testing Team has conducted thousands of penetration tests for mid-size companies to Fortune 100 Corporations, building a solid reputation of excellence. Guided by its *Purpose Driven Security* services philosophy, HALOCK provides penetration testing, risk management, compliance management, incident response handling, and engineering remediation to healthcare, banking, insurance, retail, cloud providers, and professional services organizations. For more information about HALOCK, refer to the supplemental content later in this proposal or visit <http://www.halock.com>.

PROJECT BACKGROUND

SUMMARY OF WORK EFFORTS

As discussed in preliminary meetings between HALOCK and Willowbrook, this proposal for services incorporates the following testing methods:

Testing Method	Description
 External Network Penetration Test	External penetration tests differ from automated vulnerability scans in that comprehensive testing efforts are performed, focusing on exploiting weaknesses with the intent of gaining access to the environment. They are performed remote to the environment to simulate an external attack, targeting responding internet facing hosts and services.
 Internal Network Penetration Test	Internal penetration tests differ from automated vulnerability scans in that comprehensive testing efforts are performed, focusing on exploiting weaknesses with the intent of gaining access to assets positioned within the private network. They are performed internal to the environment to simulate insider threats, targeting networks, hosts, and responding services.
 Social Engineering Penetration Test	Social Engineering Penetration Tests validate the effectiveness of user security awareness, incident response, and network security controls such as malware defenses, local permissions, and egress protections. Performed under controlled conditions, testing involves issuing carefully crafted emails to lure users to fictitious "malicious" websites, attempts to compromise these users, escalate privileges, and penetrate the internal environment.

DELIVERABLES

Prior to testing, HALOCK will develop a project plan detailing the specific plan, timing, and related considerations. Following the conclusion of testing, HALOCK will develop and issue a comprehensive report. This report contains a *Summary of Findings* section to provide a general overview of identified vulnerabilities. This is suitable for internal consumption by audiences seeking an overview of the results.

Summary of key deficiencies requiring priority attention

SUMMARY OF FINDINGS

The list below summarizes the general results of the penetration test, as permitted by the scope of review, and should not be viewed as a comprehensive evaluation of all organizational controls. For additional details, recommendations, and supporting evidence, please refer to the *Detailed Findings* section of this report.

PASSWORD STRENGTH

Password strength is a measure of the effectiveness of a password in resisting guessing and brute-force attacks. HALOCK performed controlled tests for vendor default and weak passwords, where such testing could be performed in a safe manner. Services were identified on the internet facing environment that accept authentication, including Telnet network device management consoles and a browser based administration console for the CompanyXYZ blog.

- Two of the Telnet consoles utilized a trivial password comprised of common dictionary word.
- A third Telnet console required no password at all.
- The web console utilized a vendor default password documented in the installation guide.

The Telnet passwords allowed HALOCK to gain full administrative access to CompanyXYZ's perimeter network. Once connected, HALOCK identified one of the affected devices was a multi-homed firewall, which also provided HALOCK with internal network access. This weakness ultimately allowed HALOCK to

Following the *Summary of Findings*, the *Detailed Findings* section documents the specific vulnerabilities identified, their impact, recommendations for remediation, evidence, supporting information, and demonstrations of exploits where applicable. This is suitable for internal consumption by technical audiences, such as those involved in remediation or validating compliance results.

DETAILED FINDINGS

Each detailed finding in this report is assigned an overall severity rating of High, Medium, or Low. This rating is determined based on a variety of technical considerations including the severity, ease of exploit, or access obtained. The ratings and recommendations should be used as an indicator of prioritization when determining remediation efforts; however factors beyond pure technical considerations may warrant a revised prioritization as determined appropriate by CompanyXYZ's risk assessment and risk management procedures.

HIGH SEVERITY FINDINGS

High severity findings are those perceived to present an immediate threat to the confidentiality, integrity, or availability of CompanyXYZ information assets. Immediate corrective action is required to minimize the risk an attacker could gain unauthorized access to the environment. CompanyXYZ should remediate high severity findings and have the assessment repeated within three months to validate they have been eliminated from the environment. When remediation is not possible due to organizational or technical constraints, CompanyXYZ should evaluate compensating controls or methods to reduce the impact of the vulnerability to tolerable levels, as defined by CompanyXYZ's risk acceptance criteria.

H1. SQL Injection

FINDING

SQL Injection is a code injection technique that exploits a security vulnerability occurring in the database layer of an application. The vulnerability is present when user input is either incorrectly filtered for string literal escape characters embedded in SQL statements or user input is not strongly typed and thereby unexpectedly executed.

SQL Injection was identified in the search form on the home page of the www.domain.com application. The application does not filter or strip several characters used for database queries, specifically the ampersand, apostrophe, and percent symbols. For example, the following example returns a list of usernames:

```
Input: SELECT * FROM users WHERE name = "' or '1'='1"
Interpreted as: SELECT * FROM users WHERE name = "' or '1'='1"
```

An attacker can issue similar SQL SELECT statements against any table in the DB_XYZ SQL Database and retrieve database results, compromising the confidentiality of CompanyXYZ data. Information is limited read only

Step by step walkthroughs demonstrate the methods used to gain access.

An example prioritized detailed finding detailing observations and perceived risks to the organization.

REMEDIATION

could filter out known unsafe characters such as <, >, ", etc. An even better alternative would be their code check for known secure, safe input.

ing hosts are affected:

IP	URL
160.200	https://www.acmecorp.com/TestFolder/hndlogin.asp
160.202	https://demo.acmecorp.com/TestFolder/members/new_user.asp
160.208	https://pns.acmecorp.com/TestFolder/members/new_user.asp

ing walkthrough demonstrates exploiting Cross Site Scripting on MyTestWebApp:

this application was vulnerable to cross site scripting the attacker was able to pass the fields of the form using the browser. The attacker tried each field until one was successful. In field six ('Method') returned a successful exploit indicating that this form is vulnerable to an

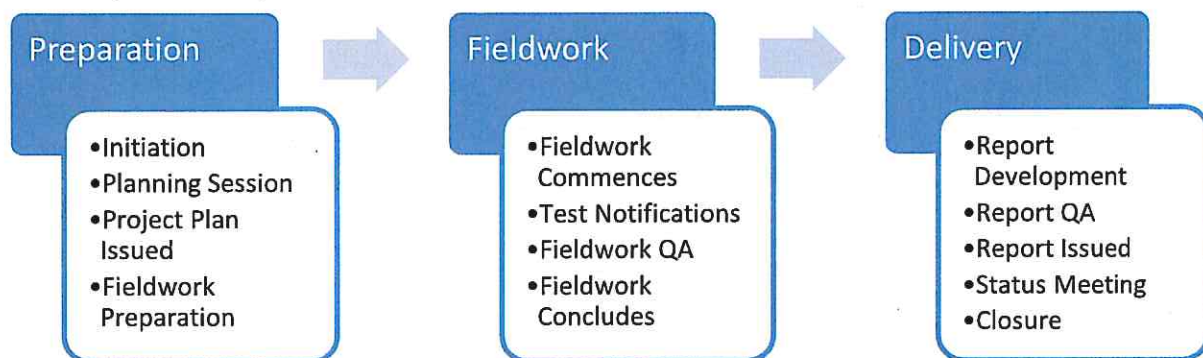
```
&#15;Pass=1&Type=81&Method=111"><script>alert('Hallock!');</script><"&#15;HelpID=1
```

Please refer to the supplemental content in this proposal for additional sample deliverables.

PROJECT DETAIL

PROJECT ACTIVITIES

This penetration test is being performed as a “point in time” engagement, and incorporates preparation, fieldwork, and delivery activities:



Several factors can impact the specific timeline and schedule of this project, including availability of the target environment, timely return of information requests, the date this proposal is executed, and other considerations. Specific dates confirmed by both parties during the planning session as outlined below.

PREPARATION

Preparing for a penetration test requires careful planning and collaboration between HALOCK and Willowbrook. This begins with Initiation and involves several activities:

- **Initiation:** Initiation occurs upon receipt of the executed proposal from Willowbrook with any other required documents issued following scoping meeting(s). Upon initiation, HALOCK contacts the Willowbrook sponsor, typically within one business day, to acknowledge receipt, coordinate the planning session date and time, and issue invitations to stakeholders Willowbrook wishes to include in planning.
- **Planning Session:** The planning session is conducted as scheduled. Led by the assigned HALOCK project manager, the scope of services is reviewed, technical requirements are discussed, and other planning considerations are discussed. A test schedule is set by Willowbrook and HALOCK to ensure testing does not conflict with Willowbrook commitments such as scheduled change freezes. Time is reserved during the planning session for other questions or considerations Willowbrook stakeholders may have.
- **Project Plan Issued:** Following the conclusion of the initial planning session, HALOCK develops a project plan containing the specifics discussed during the planning session. The project plan is issued to Willowbrook, accompanied with a summary of open items. Note this plan may be reissued following the completion of open items, when applicable.
- **Fieldwork Preparation:** Additional preparation tasks may also be executed, where required by the scope of review. For example, if certain connectivity requirements were identified during planning, these are validated in advance of fieldwork. Lab equipment or similar dependencies may also be prepared.

FIELDWORK

Fieldwork involves executing the testing, as scheduled in the project plan, and includes several activities:

- **Fieldwork Commences:** The first test shift begins as scheduled. Refer to the Methodology later in this proposal for more information on the test methods utilized during fieldwork.
- **Testing Notifications:** A test start notification is issued at the start of each testing shift. A test stop notification is issued at the completion of each shift. These notifications continue for each subsequent test shift as scheduled.
- **Fieldwork QA:** Throughout testing, regular internal reviews are performed to verify the test scope and schedule are on track for completion as planned.
- **Fieldwork Concludes:** All testing concludes as scheduled and delivery efforts begin.



DELIVERY


Following the conclusion of fieldwork, HALOCK compiles the complete results of the penetration test in the penetration test report. The following activities are performed:

- **Report Development:** Findings, recommendations, and supporting evidence are documented and compiled. The report is assembled and submitted to QA.
- **Report Quality Assurance:** The report is subjected to HALOCK's internal QA process.
- **Report Issued:** The report is issued to Willowbrook for review. HALOCK will also offer Willowbrook options to schedule a status meeting.
- **Status Meeting:** During the status meeting, HALOCK and Willowbrook will discuss key findings, answer questions, discuss remediation approaches, and review next steps.
- **Closure:** The penetration test is complete. Willowbrook begins post assessment activities.

SCOPE AND BOUNDARIES

To meet Willowbrook objectives, the work efforts detailed in this proposal will be performed as they pertain to the scope and boundaries defined below.

Method	Scope of Review
 External Network Penetration Test	<ul style="list-style-type: none"> - HALOCK will perform network discovery and port scanning of external (internet accessible) IP range not to exceed (1) of /29 or equivalent size. - Following discovery, HALOCK will include responding hosts as initial targets for penetration testing. Sampling will not be implemented. - Testing will be performed remotely from HALOCK's penetration test lab. Willowbrook will ensure the target environment is accessible from HALOCK's source IP addresses as detailed in the project plan.
 Internal Network Penetration Test	<ul style="list-style-type: none"> - HALOCK will perform network discovery and port scanning of internal (private) IP range not to exceed (1) of /24 or equivalent size. - Following discovery, HALOCK will select up to (20) IP addresses as initial targets for penetration testing. Targets will be sampled, selected by HALOCK based on perceived opportunity. - Additional targets may be incorporated into the initial target group, where necessary to pursue exploits, provided the targets are not beyond the permitted target ranges. - Testing will be performed remotely, facilitated by the deployment of (1) penetration test appliance. Willowbrook will be responsible for deploying the appliance and permitting the necessary access with HALOCK's penetration test lab. HALOCK will be responsible for configuring the appliance once connectivity is established. - Testing will be performed from a single point of origin. Remote sites, if applicable, will be tested utilizing the wide area network connecting the sites. Any target network ranges inaccessible from the source locations will be removed from the scope of network discovery.

Method	Scope of Review
 Social Engineering Penetration Test	<ul style="list-style-type: none">- HALOCK will configure and deploy (1) remote spear phishing campaign comprised of fictitious website content and supporting infrastructure.- HALOCK will utilize one or more prepared scenarios as the basis for the customized content to be leveraged as opportunity presents during testing.- Willowbrook will provide a list of approved target employees during project planning, estimated to contain approximately (35) individuals.- HALOCK will issue the email campaign to targets in controlled batches over a period of (1) week. Following expiration of the test window, the site will be decommissioned to prevent continued contact.- HALOCK will pursue exploits on compromised endpoints and lateral hosts, based on perceived opportunity, utilizing penetration testing methods.- Willowbrook may elect to abort continued contact earlier than the scheduled window if circumstances warrant, such as when employees report the suspicious activity to incident response personnel, however pursuit of existing compromised endpoints will continue as scheduled.

FINANCIAL INVESTMENT

FEES

HALOCK Security Labs agrees to perform this engagement for a fixed fee, including all tool costs and testing efforts:

Effort	Fees
External Network Penetration Test	\$1,000
Internal Network Penetration Test	\$4,500
Social Engineering Penetration Test	\$6,250
Total	\$11,750

PAYMENT

Payment for services is aligned with key milestones and will be invoiced with net terms according to the Master Services Agreement, as follows:

#	Invoice Description	Amount
1	Project Initiation	20%
2	Issuance of penetration test report	80%

TERMS AND CONDITIONS

This Proposal is subject to and hereby incorporates the terms and conditions set forth in the Master Services Agreement by and between Willowbrook and HALOCK. Acceptance of this proposal indicates that Willowbrook agrees with the following terms and conditions:

PLANNING AND COORDINATION

- HALOCK and Willowbrook agree to participate in an initial planning session prior to testing to collaboratively prepare for the penetration test.
- Willowbrook agrees to assist HALOCK with the coordination, scheduling, and gathering of details necessary to complete the project plan and will provide complete and accurate information requested at least ten business days prior to scheduled testing unless otherwise noted in the scope of review. HALOCK reserves the right to reschedule testing efforts at its sole discretion if Willowbrook does not provide accurate and complete planning details within this timeframe.
- Willowbrook will provide the necessary access and accommodations for HALOCK to perform testing of in scope systems during the agreed upon testing dates. HALOCK will provide required technical details specific to testing to facilitate Willowbrook access provisioning.
- Willowbrook will accommodate testing sessions of at least 9 consecutive hours arranged in consecutive calendar dates between the hours of 7:00 AM and 7:00 PM CST. This scope of review does not include an option to perform overnight or weekend testing.
- Testing will be performed without interference of active shunning mechanisms, such as IPS and WAF devices. Scope components not available during scheduled testing windows due to shunning or interference may be removed from the scope of review at HALOCK's sole discretion.

PRICING ADJUSTMENTS

Scope increases or changes to this agreement require a documented "Change Order". Change Order agreements will be authored by HALOCK and do not take effect unless mutually agreed upon in writing by both Willowbrook and HALOCK. Adjustments to fees and payment schedules, if applicable, will be documented in the Change Order agreement.

RETURN OF EQUIPMENT

HALOCK will supply physical appliances, if required for testing. Equipment will be issued at no cost, however must be returned to HALOCK within 15 days following the final day of the testing activities requiring the equipment. If not returned within 15 days, returned in damaged condition, or returned with missing components, Willowbrook will be charged \$2,000. All appliance related fees will be due with net-30 payment terms.

DELAYS

Following acceptance of this proposal, an initial planning session will be conducted between Willowbrook and HALOCK. Specific dates for testing will be discussed, agreed upon, and scheduled. Scheduled efforts may be rescheduled by Willowbrook with ten business days' notice. If Willowbrook does not provide HALOCK the required notice, Willowbrook will be charged a fee equal to \$1,500 per scheduled resource times the total days rescheduled. Willowbrook will still be responsible for the payment of invoice milestones as detailed on the *Financial Investment* page of this proposal. Rescheduling fees will be invoiced with net 30 payment terms. HALOCK will make all reasonable efforts

to reschedule the affected resources to avoid Delays fees, however HALOCK makes no guarantee rescheduling attempts will be successful.

ACCEPTANCE

Acceptance of Proposal for Services | Penetration Test
Presented to Village of Willowbrook on October 29th 2020
Total Fixed Fee Amount: \$11,750

If Village of Willowbrook agrees to all information as presented in this proposal and wishes to proceed, please sign below and return to lwelch@halock.com.

Village of Willowbrook acceptance:

All invoices will be addressed to:

Signed: _____

Village of Willowbrook

Printed: _____

Attention: _____

Title: _____

Address: _____

Date: ____/____/20__

HALOCK Security Labs agrees to honor this proposal for 60 days. Upon execution, Village of Willowbrook hereby commits to initiate this project within 90 days.

HALOCK acceptance:

Signed: 

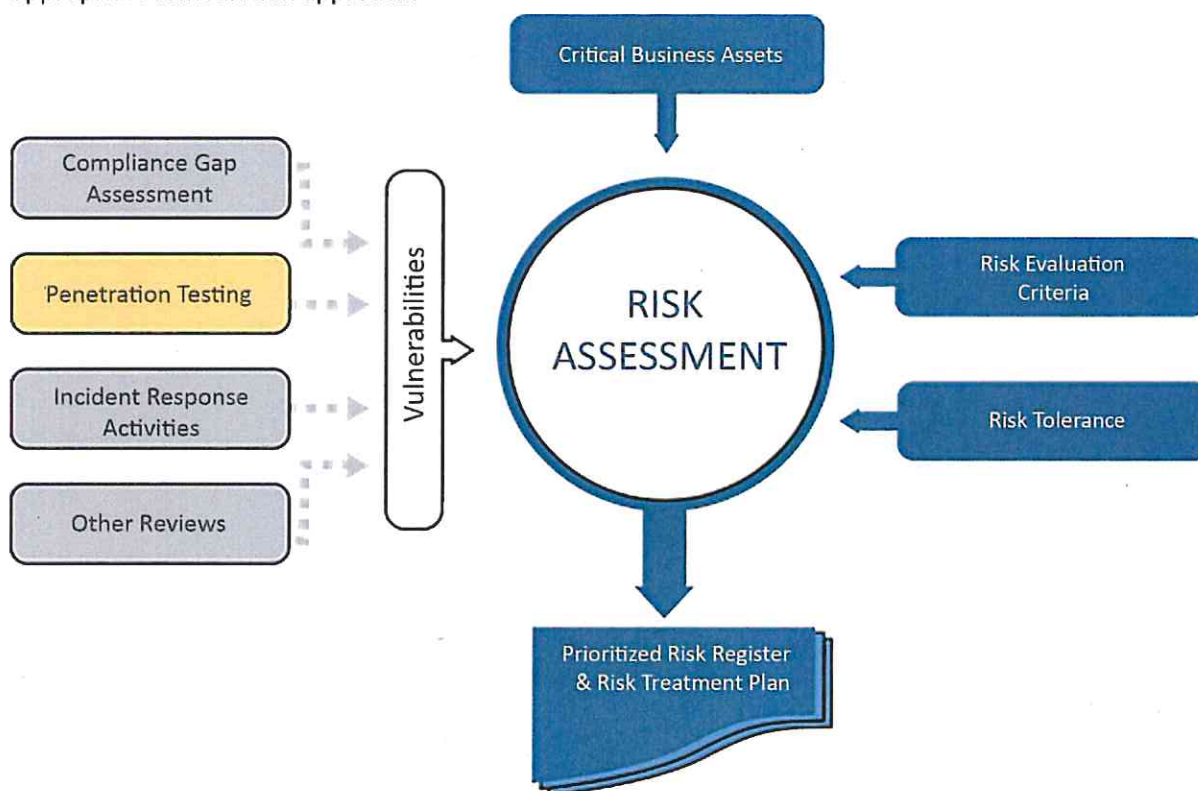
Printed: Terry Kurzynski

Title: Senior Partner, HALOCK Security Labs

Date: 10/29/2020

RELATIONSHIP TO RISK MANAGEMENT AND COMPLIANCE VALIDATION

Penetration testing is a process undertaken to identify weaknesses in security and determine if they could be exploited by an attacker. A penetration test does not exclusively determine the overall risk of a given event, but rather assumes that the presence of a security weakness alone is of concern. In the context of a broader risk management framework, the risk of each vulnerability should be evaluated by Willowbrook against additional considerations, such as the financial, operational, or reputational impact of the successful exploit of each vulnerability. Applicable threats to Willowbrook, the probability of occurrence, the costs associated with remediation, Willowbrook tolerance for potential risks, and other factors specific to Willowbrook should also be considered. Each finding can and should be incorporated into the Willowbrook Risk Assessment and Risk Management processes when determining an appropriate remediation approach.



Penetration testing is also a key component of the compliance validation process. Certain vulnerabilities identified through penetration testing not only identify the impact to security, but may impact compliance requirements as well. A penetration test cannot validate all control objectives are in place, but rather identifies security controls not operating effectively. The results provide the basis for a remediation approach to either remediate the vulnerability or provide guidance that can support compensating controls designed to meet the intent of a given compliance requirement.

PENETRATION TEST METHODOLOGY

Penetration testing is not a linear approach, but rather an interactive process. As HALOCK progresses through each phase of testing, additional information is gathered, knowledge of the environment is gained, and new attack scenarios are identified. Information gathered through each phase of testing is fed back into the reconnaissance phase for additional analysis and to pursue exploits.

The methodology provided below is an overview of the most common activities utilized. The specific actions taken and exploits pursued are chosen based on perceived opportunity and are often augmented with additional approaches as the testing proceeds. Testing primarily focuses on the most critical vulnerabilities, however less critical vulnerabilities may also be pursued where necessary to support related exploits. When vulnerabilities are successfully exploited, detailed walkthroughs are included in the report to document the steps required to demonstrate the path a malicious user could use to gain access.

EXTERNAL NETWORK PENETRATION TEST



OVERVIEW

External penetration tests are different from automated vulnerability scans in that penetration tests are comprehensive, attempt to exploit identified vulnerabilities, and follow manual practices used by hackers to take advantage of weak security systems or processes. External network penetration testing, as detailed in the scope section earlier in this proposal, is performed remotely to simulate an external attack.

HALOCK will attempt to exploit vulnerabilities identified on networks, systems, and responding services to gain access to sensitive information assets using any appropriate means at their disposal. Testing is performed under controlled conditions to minimize the risk for system or network disruption. The test provides comprehensive detail regarding security weaknesses that are present in the environment. HALOCK's approach to Penetration Testing locates target hosts and services, evaluates the security of those targets utilizing penetration test tools and methods, attempts to gain access to the target hosts, and finally escalates privileges throughout the environment.

Multiple factors influence whether an attacker can gain access to the environment from an external perspective. There may be numerous methods to approach gaining access and exploit identified issues, but an attacker only needs to be successful in linking one path into the environment.

Penetration testing is an iterative process. Each stage in the process may yield additional information that warrants revisiting earlier phases, equipped with new information. For example, passwords cracked resulting in the exploit of a domain controller later in the process may be fed back into earlier reconnaissance stages to determine if additional hosts can be accessed as a result.

HALOCK's approach to External Network Penetration Testing provide a flexible framework for comprehensively identifying and evaluating technical vulnerabilities. The following phases are typically incorporated into the penetration test, as they apply to the target environment:

RECONNAISSANCE

An attacker first must discover the target environment, beginning on the perimeter. To gain knowledge about the target environment and develop a list of potential targets, the attacker performs a series of initial reconnaissance activities. There are over 130,000 possible services on a single IP address that could potentially be assigned. To focus effort where most productive and minimize the impact of

discovery, reconnaissance is typically performed in stages. The stages of reconnaissance begin broad, at the network, narrow to specific hosts, and finally services exposed within those hosts.

- **Network Discovery:** Each target ISP range included in the scope of review contains both assigned and unassigned IP addresses. To determine which of these IP addresses represent potential targets, network discovery is performed. Network Discovery consists of performing limited port scanning, network mapping, ICMP requests, DNS queries, and similar probes. At this stage, comprehensive discovery is not necessary as a single response is sufficient to consider an IP address a potential target.
- **Host Discovery:** The subset of IP addresses that responded to discovery are then subjected to more comprehensive discovery to identify the services exposed on a given IP address. This involves subjecting live IP addresses to additional port scanning. This port scanning sends up to 1,000 requests to commonly utilized TCP and UDP ports. The number of ports probed varies based on network stability, response times, and other factors.
- **Service Discovery:** While TCP and UDP ports are typically associated to standard service, such as TCP80 for HTTP or UDP53 for DNS, they may also be assigned to nonstandard port numbers. Service Discovery is leveraged to increase confidence in the host discovery results. TCP/IP stack fingerprinting, OS fingerprinting on redirected ports, NetBIOS queries, banner requests, and similar methods can provide an attacker with details such as the specific software build version of a web hosting platform, if an SMTP service accepts relay, or if an FTP service is anonymous versus restricted to authenticated users.

The results of these activities are parsed and compiled into the initial target list. This list serves as the basis for later activities and is updated as additional information is obtained in later stages of the penetration test.

TARGET PLANNING

Using the results of the reconnaissance stage, a list of primary targets is selected. These “targets of interest” represent those the attacker perceives as potential high return entry points into the environment.

The total number selected is defined by the scope of review and may include sampling. When sampling is utilized, targets are chosen based on perceived opportunity, with consideration of establishing a representative view of varying technologies, geographies, or other unique factors.

Hosts initially excluded may later be reconsidered as targets, such as when an exploit involves the interaction between multiple hosts within the environment.

VULNERABILITY ENUMERATION

There are over 100,000 known (published) vulnerabilities documented on public sources such as CVE, Vendor References, Bugtraq, and other repositories. Many of these can be excluded using the results of the reconnaissance stage, such as when a given vulnerability check applies to a technology not located in the environment. Further, an attacker is primarily focused on vulnerabilities with associated exploits that present an opportunity to either gain entry, or provide useful information that may help refine related exploits.

Vulnerability enumeration involves the use of automated scanners configured to search for specific published vulnerabilities with known associated exploits. Manual vulnerability tests are performed to identify vulnerabilities scanners are not well suited to identify, such as unpublished (zero day) vulnerabilities, network layer weaknesses, vulnerabilities on services unique to the environment (such as custom web applications), or when environments are observed to be unstable.

Tests are run using minimal bandwidth and limit the number of hosts and services tested in parallel to minimize risk for disruption. The enumeration and detection process runs in an iterative fashion for each target. All vulnerabilities detected are considered “potential”, and considered for the exploit phases.

VULNERABILITY VALIDATION

Any vulnerabilities identified are viewed as potential at this stage. Additional testing is required to (a) confirm the vulnerability is valid or (b) confirm it is a false positive. The methods utilized vary greatly based on the vulnerability being subjected to validation. Validation may involve the use of secondary purpose build scanning tools, manual tests to reproduce scanner results, or the development and execution of scripted methods when no known methods are available to validate.

Vulnerabilities confirmed to be applicable to the service being tested are also subjected to single stage exploits, where such tests can be performed under safe and controlled conditions. These tests are performed to attempt to establish an initial level of access, obtain configuration details, or yield other useful information to support exploit scenarios. The goal of this stage is to eliminate attack scenarios perceived as low value or otherwise nonproductive, identify hosts that may not be stable or suitable to targeting, and establish as many entry points as feasible.

ATTACK PLANNING

At this stage of the penetration test, the attacker has a much more detailed understanding of the components in the target environment, higher confidence in which services are likely to present opportunity to gain access, if payloads are available or require development, which exploits can and cannot be pursued under safe and controlled conditions, if expanded sampling is needed (such as when the initial targets yield little opportunity for exploit), and which exploits are likely to yield the greatest potential for gaining access.

EXPLOIT EXECUTION

The primary goal for the exploit stage is to establish command and control, ideally with persistence, of one or more hosts within the environment, pursued under controlled conditions. The attacker pursues and documents each step of an exploit to demonstrate the steps required to compromise the host or service being targeted. These exploits may include the use of publicly available tools and methods, or an approach developed by the attacker in real time. The latter is common when zero-day vulnerabilities are identified and exploited.

Each exploit targeting a host, service, network, application, or other asset is initially focused on compromising that specific asset, however may also yield opportunity to incorporate additional components in the environment. Defense evasion tactics are utilized to avoid or bypass controls as observed in the environment.

- **Host Exploits:** The specific tests performed vary greatly based on the services detected, but typically leverage server misconfigurations, missing patches, or other weaknesses.
- **Web Application Exploits:** In the event web applications are detected during discovery, additional application layer tests may be performed. These tests are performed without authentication unless authenticated access is achieved as a direct result of an identified vulnerability. Tests are performed targeting most common or critical vulnerabilities as applicable, but may include other checks specific to the application function or technology. Comprehensive web application testing is not performed during a network penetration test, however any web application perceived as a potential entry point may be targeted to gain access.

- **Network Exploits:** Numerous protocols and network traffic traverse the public internet using clear text or otherwise insecure methods. HALOCK will perform tests to monitor, intercept, and record communications. The tests may vary based on the design of the infrastructure and types of network devices in place.

Exploits perceived to provide opportunity to pivot laterally within a network, across networks, escalate privileges, or yield more information are advanced to the next stage of the penetration test.

PRIVILEGE ESCALATION AND LATERAL MOVEMENT

When access to a given host or service is achieved, additional post exploit actions may allow an attacker to gain additional access, potentially allowing the attacker to penetrate the internal environment. These attacks involve both privilege escalation on the target host as well as attempts to escalate privileges laterally throughout the environment. This often involves leveraging information obtained at other stages of the penetration tests.

- When attempts to access a host results in limited privileges, passwords obtained from other hosts compromised may be utilized to elevate to a more privileged role.
- Configuration weaknesses on a compromised host may allow the attacker to identify additional derivative vulnerabilities, each of which may provide additional opportunity to bypass security controls and elevate access.
- Compromised services running under a more privileged context than the attacker possesses may be leveraged as an intermediary to perform actions on the behalf of the attacker.
- Integration considerations, such as centralized authentication or shared services, may allow an attacker to obtain sensitive information that could be used to access otherwise secured hosts. For example, compromising an edge network device that is also used as a VPN endpoint may provide an attacker an opportunity to subsequently compromise peer devices bridging remote networks.

When a compromised host is determined to share a common internal (private) network, other hosts either not exploited or otherwise not previously visible become potential targets. Attempts to utilize the compromised host as an intermediary may allow an attacker to move laterally throughout the environment. These exploit scenarios are explored as opportunity presents and may result in the identification of additional targets, derivative vulnerabilities, and exploits. Testing at this stage is highly iterative and often involves some or all the stages listed above.

Additional evidence, information, and examples are gathered to facilitate development of findings (which discuss impact) or exploit walkthroughs (which depict impact).

DATA EXFILTRATION

Among the many threats security controls are designed to protect against, unauthorized access to protected information is key. A common target for attackers is this protected information. When access to a given host or service is achieved, searches are conducted to attempt to locate sensitive information. Examples are cited where observed to demonstrate impact.

While an actual attacker would likely attempt to exfiltrate large volumes of bulk data for offline review, this is not necessary during a controlled penetration test. To validate if exfiltration is possible, the most common approach is to transfer a non-sensitive test file out of the organization (egress) to demonstrate the methods in which the observed live data could have been exfiltrated.

INTERNAL NETWORK PENETRATION TEST



OVERVIEW

Internal penetration tests are different from automated vulnerability scans in that penetration tests are more manual, attempt to exploit identified vulnerabilities, and follow practices used by hackers to take advantage of weak security systems or processes. Internal network penetration testing, as detailed in the scope section earlier in this proposal, is performed remotely to simulate an attack performed from within the private network. This simulates conditions such as when an attacker is a malicious individual internal to the organization, when an external attacker has achieved internal access by compromising an internal endpoint, or has achieved entry point through an external host.

HALOCK will attempt to exploit vulnerabilities identified on networks, systems, and responding services to gain access to sensitive information assets using any appropriate means at their disposal. Testing is performed under controlled conditions to minimize the risk for system or network disruption. The test provides comprehensive detail regarding security weaknesses that are present in the environment. HALOCK's approach to Penetration Testing locates target hosts and services, evaluates the security of those targets utilizing penetration test tools and methods, attempts to gain access to the target hosts, and finally escalates privileges throughout the environment.

Multiple factors influence whether an attacker can elevate access to the environment while positioned from an internal perspective. There may be numerous methods to approach gaining access and exploit identified issues, but an attacker only needs to be successful in linking one path into the environment.

Penetration testing is an iterative process. Each stage in the process may yield additional information that warrants revisiting earlier phases, equipped with new information. For example, passwords cracked resulting in the exploit of a domain controller later in the process may be fed back into earlier reconnaissance stages to determine if additional hosts can be accessed as a result.

HALOCK's approach to Internal Network Penetration Testing provide a flexible framework for comprehensively identifying and evaluating technical vulnerabilities across an enterprise network. The following phases are typically incorporated into the penetration test, as they apply to the target environment:

RECONNAISSANCE

An attacker first must discover the target environment. To gain knowledge about the target environment and develop a list of potential targets, the attacker performs a series of initial reconnaissance activities. When the scope of review defines multiple points of origin within an internal network, discovery is repeated from these perspectives to better understand not only what an attacker may target, but from where they may do so. There are over 130,000 possible services on a single IP address that could potentially be assigned. To focus effort where most productive and minimize the impact of discovery, reconnaissance is typically performed in stages. The stages of reconnaissance begin broad, at the network, narrow to specific hosts, and finally services exposed within those hosts.

- **Network Discovery:** Each target ISP range included in the scope of review contains both assigned and unassigned IP addresses. To determine which of these IP addresses represent potential targets, network discovery is performed. Network Discovery consists of performing limited port scanning, network mapping, ICMP requests, DNS queries, and similar probes. At this stage, comprehensive discovery is not necessary as a single response is sufficient to consider an IP address a potential target.

- **Host Discovery:** The subset of IP addresses that responded to discovery are then subjected to more comprehensive discovery to identify the services exposed on a given IP address. This involves subjecting live IP addresses to additional port scanning. This port scanning sends up to 1,000 requests to commonly utilized TCP and UDP ports. The number of ports probed varies based on network stability, response times, and other factors.
- **Service Discovery:** While TCP and UDP ports are typically associated to standard service, such as TCP80 for HTTP or UDP53 for DNS, they may also be assigned to nonstandard port numbers. Service Discovery is leveraged to increase confidence in the host discovery results. TCP/IP stack fingerprinting, OS fingerprinting on redirected ports, NetBIOS queries, banner requests, and similar methods can provide an attacker with details such as the specific software build version of a web hosting platform, if an SMTP service accepts relay, or if an FTP service is anonymous versus restricted to authenticated users.

The results of these activities are parsed and compiled into the initial target list. This list serves as the basis for later activities and is updated as additional information is obtained in later stages of the penetration test.

TARGET PLANNING

Using the results of the reconnaissance stage, a list of primary targets is selected. These “targets of interest” represent those the attacker perceives as potential high return entry points into the environment. The total number selected is defined by the scope of review and may include sampling. When sampling is utilized, targets are chosen based on perceived opportunity, with consideration of establishing a representative view of varying technologies, geographies, or other unique factors. Hosts initially excluded may later be reconsidered as targets, such as when an exploit involves the interaction between multiple hosts within the environment.

VULNERABILITY ENUMERATION

There are over 100,000 known (published) vulnerabilities documented on public sources such as CVE, Vendor References, Bugtraq, and other repositories. Many of these can be excluded using the results of the reconnaissance stage, such as when a given vulnerability check applies to a technology not located in the environment. Further, an attacker is primarily focused on vulnerabilities with associated exploits that present an opportunity to either gain entry, or provide useful information that may help refine related exploits.

Vulnerability enumeration involves the use of automated scanners configured to search for specific published vulnerabilities with known associated exploits. Manual vulnerability tests are performed to identify vulnerabilities scanners are not well suited to identify, such as unpublished (zero day) vulnerabilities, network layer weaknesses, vulnerabilities on services unique to the environment (such as custom web applications), or when environments are observed to be unstable.

Tests are run using minimal bandwidth and limit the number of hosts and services tested in parallel to minimize risk for disruption. The enumeration and detection process runs in an iterative fashion for each target. All vulnerabilities detected are considered “potential”, and considered for the exploit phases.

VULNERABILITY VALIDATION

Any vulnerabilities identified are viewed as potential at this stage. Additional testing is required to (a) confirm the vulnerability is valid or (b) confirm it is a false positive. The methods utilized vary greatly based on the vulnerability being subjected to validation. Validation may involve the use of secondary

purpose build scanning tools, manual tests to reproduce scanner results, or the development and execution of scripted methods when no known methods are available to validate.

Vulnerabilities confirmed to be applicable to the service being tested are also subjected to single stage exploits, where such tests can be performed under safe and controlled conditions. These tests are performed to attempt to establish an initial level of access, obtain configuration details, or yield other useful information to support exploit scenarios. The goal of this stage is to eliminate attack scenarios perceived as low value or otherwise nonproductive, identify hosts that may not be stable or suitable to targeting, and establish as many entry points as feasible.

ATTACK PLANNING

At this stage of the penetration test, the attacker has a much more detailed understanding of the components in the target environment, higher confidence in which services are likely to present opportunity to gain access, if payloads are available or require development, which exploits can and cannot be pursued under safe and controlled conditions, if expanded sampling is needed (such as when the initial targets yield little opportunity for exploit), and which exploits are likely to yield the greatest potential for gaining access.

EXPLOIT EXECUTION

The primary goal for the exploit stage is to establish command and control, ideally with persistence, of one or more hosts within the environment, pursued under controlled conditions. The attacker pursues and documents each step of an exploit to demonstrate the steps required to compromise the host or service being targeted. These exploits may include the use of publicly available tools and methods, or an approach developed by the attacker in real time. The latter is common when zero-day vulnerabilities are identified and exploited.

Each exploit targeting a host, service, network, application, or other asset is initially focused on compromising that specific asset, however may also yield opportunity to incorporate additional components in the environment. Defense evasion tactics are utilized to avoid or bypass controls as observed in the environment.

- **Host Exploits:** The specific tests performed vary greatly based on the services detected, but typically leverage server misconfigurations, missing patches, or other weaknesses.
- **Web Application Exploits:** In the event web applications are detected during discovery, additional application layer tests may be performed. These tests are performed without authentication unless authenticated access is achieved as a direct result of an identified vulnerability. Tests are performed targeting most common or critical vulnerabilities as applicable, but may include other checks specific to the application function or technology. Comprehensive web application testing is not performed during a network penetration test, however any web application perceived as a potential entry point may be targeted to gain access.
- **Network Exploits:** Numerous protocols and network traffic traverse the public internet using clear text or otherwise insecure methods. HALOCK will perform tests to monitor, intercept, and record communications. The tests may vary based on the design of the infrastructure and types of network devices in place. If traffic interception and / or redirection can be performed without disruption, man-in-the-middle attacks may be performed or otherwise simulated to determine if the potential exists.

Exploits perceived to provide opportunity to pivot laterally within a network, across networks, escalate privileges, or yield more information are advanced to the next stage of the penetration test.

PRIVILEGE ESCALATION AND LATERAL MOVEMENT

When access to a given host or service is achieved, additional post exploit actions may allow an attacker to gain additional access. These attacks involve both privilege escalation on the target host as well as attempts to escalate privileges laterally throughout the environment. This often involves leveraging information obtained at other stages of the penetration tests.

- When attempts to access a host results in limited privileges, passwords obtained from other hosts compromised may be utilized to elevate to a more privileged role.
- Configuration weaknesses on a compromised host may allow the attacker to identify additional derivative vulnerabilities, each of which may provide additional opportunity to bypass security controls and elevate access.
- Compromised services running under a more privileged context than the attacker possesses may be leveraged as an intermediary to perform actions on the behalf of the attacker.
- Integration considerations, such as centralized authentication or shared services, may allow an attacker to obtain sensitive information that could be used to access otherwise secured hosts. For example, compromising an edge network device that is also used as a VPN endpoint may provide an attacker an opportunity to subsequently compromise peer devices bridging remote networks.

When a compromised host is determined to share a common internal (private) network, other hosts either not exploited or otherwise not previously visible become potential targets. Attempts to utilize the compromised host as an intermediary may allow an attacker to move laterally throughout the environment. These exploit scenarios are explored as opportunity presents and may result in the identification of additional targets, derivative vulnerabilities, and exploits. Testing at this stage is highly iterative and often involves some or all the stages listed above.

Additional evidence, information, and examples are gathered to facilitate development of findings (which discuss impact) or exploit walkthroughs (which depict impact).

DATA EXFILTRATION

Among the many threats security controls are designed to protect against, unauthorized access to protected information is key. A common target for attackers is this protected information. When access to a given host or service is achieved, searches are conducted to attempt to locate sensitive information. Examples are cited where observed to demonstrate impact.

While an actual attacker would likely attempt to exfiltrate large volumes of bulk data for offline review, this is not necessary during a controlled penetration test. To validate if exfiltration is possible, the most common approach is to transfer a non-sensitive test file out of the organization (egress) to demonstrate the methods in which the observed live data could have been exfiltrated.

SOCIAL ENGINEERING PENETRATION TEST



OVERVIEW

Social Engineering Penetration Tests are performed under controlled conditions to validate the effectiveness of user security awareness and incident response processes. Testing involves issuing carefully crafted emails to lure users to fictitious “malicious” websites. Attempts to compromise these users, escalate privileges, and penetrate the internal environment evaluate the effectiveness of preventative controls such as malware defenses, local permissions, and egress protections.

Social Engineering Penetration Tests involve several stages, first by targeting employees with carefully crafted email messages, establishing a foothold on compromised systems, and escalating privileges to access information or lateral systems within the environment. These stages of testing provide visibility into the effectiveness of security awareness, incident response, malware defenses, perimeter security controls, data loss prevention, and related controls relied upon to protect the environment.

HALOCK has developed numerous fictitious websites, designed to mimic legitimate organizations, that are leveraged to gain initial access through spear phishing attacks via email. Each site has a specific purpose, such as collecting login credentials, establishing remote command and control, or harvesting information.

INFORMATION GATHERING

Prior to beginning testing, a list of authorized contacts is provided. This ensures only the intended individuals are directly targeted and that resources outside the scope of the engagement are not. The targets may contain employees of a common role with similar responsibilities or may contain a diverse group of roles spanning different working groups, organizational units, or geographies. Using this list, initial reconnaissance activities are performed to gather the necessary information to prepare suitable and credible messaging. The information gathered to prepare varies, but commonly includes attempts to locate information such as:

- Services the target organization offers
- Relationships between varying business units or divisions
- Registered domains and subdomains that may reveal lines of business the organization is engaged in
- Published documents, document metadata, and information that could potentially aide in refining attacks
- Employee or corporate specific information on social media sites such as photographs, or internal company information
- Configuration data, information exposed to search engines or public websites, or other externally exposed details that provide insights into the inner workings of the organization
- Technologies used by the organization that may influence the methods selected for content and payload delivery

INFRASTRUCTURE PREPARATION

Executing spear phishing campaigns are complex and require a variety of supporting components. At a minimum, systems to transport email, track responses and activity, and host content are needed. Additional systems are required to leverage the activity of users to establish access, escalate privileges, and pursue exploit scenarios. To support the campaigns, common components deployed include:

- Domains and name resolution, with suitable domain names, are registered and configured to support services needed to conduct spear phishing attacks.
- Email servers and relays require compliant configurations to ensure messages can be validated by receiving listeners performing reverse lookups, name resolution requests, or spam compliance checks.
- Content servers hosting the websites or receiving content a target is presented with when they visit a link provided in an email, track click through activity, or establish perceived legitimacy as a sending organization.
- Payload servers both host the simulated malware payload binaries for delivery as well as the necessary underlying services required to respond to execute actions.
- Command and control systems establish the necessary functionality to receive call backs, establish access, and provide a means for the attacker to interact with compromised endpoints.
- Supporting infrastructure components, such as servers, network devices, and related components necessary for the components above to function.

Prior to use, these services are tested in a controlled environment to identify and resolve issues prior to launching campaigns.

CAMPAIGN PREPARATION

To maximize the likelihood of establishing access, the targets lists are grouped and sequenced to avoid concentrating phishing messages in any one area of the organization or to attack the attention of security personnel. The campaign batches are configured and scheduled to begin covertly, with reduced volume, but gradually increase the frequency and intensity of the attack over the course of testing. These batches include both primary targets, suspected based on perceived opportunity, as well as secondary targets that may be targeted in the event the primary target list is exhausted. Past engagements are also reviewed, when applicable, to minimize the potential for repeating previously utilized methods.

CAMPAIGN LAUNCH

Initial test messages are issued to identify delivery issues or other response behavior that might warrant revising the planned approach. Successive messages are issued, adjusting as appropriate, while continuing to monitor response activity.

INITIAL EXPLOITS

HALOCK's spear phishing capabilities are diverse and comprehensive, including:

- Credential Phishing Payloads
- HTA Payloads
- OLE / DDE Office Document payloads
- Macro-Enabled Office Document payloads
- Scripted payloads
- Unsigned browser plugins
- Fictitious software update alerts
- Custom developed executables and DLLs

The level of access achieved resulting from the victim action can vary greatly based on network or system security controls encountered, technologies in use by the organization, employee behavior, and related considerations. Further, to ensure conducting social engineering can be performed under safe and controlled conditions, the simulated malware or payloads issued do not persist. A simple reboot is

typically sufficient to kill the access. These factors often result in temporary or unreliable connection states.

While performing a comprehensive internal network penetration test of the full environment is beyond the intent or scope of review of Social Engineering Penetration Testing, targeted tests are pursued where appropriate to determine impact and provide examples of how an attacker could leverage the access achieved. The focus is to identify as many opportunities to improve security controls as possible, given the conditions available. Many activities performed at the exploit stage provide insights into not only security awareness, but the effectiveness of technical controls that are designed to limit or halt a spear phishing attack.

A prioritized approach is utilized to gather evidence and pursue further exploits. The attacker adapts based on the conditions, but typically prioritizes as follows:

- Gather basic supporting evidence, where necessary, to correlate the compromised system to a targeted user. This commonly involves running basic commands native to the operating system, under the context of the compromised user, to establish key details such as hostname, IP address, running services, or other activities necessary to identify the system.
- Enumerate the local environment for details such as service state, patch levels, recent command usage, installed software, or other system specific details.
- Pursue interactive methods to gather additional local information to aid reconnaissance, to increase chances of success with subsequent targets. This may include the use of key loggers, searching for password files, or locating other local resources that may be of value to the attacker.
- Identify potential secondary lateral targets on the network, determining the purpose of those hosts, and attempting to identify lateral services that may be of value to the attacker.
- If the target is determined to be viable, connections are stabilized with one to one persistent access between the compromised host and the attacker command and control system.

SECONDARY EXPLOITS

When stable and persistent access is achieved, the focus of the attack shifts to maximizing the use of the compromised system and determine if there is opportunity to increase a presence throughout the connected environment. These secondary exploits typically focus first on privilege escalation on the direct host the attacker has access to. Common activities include:

- Bypassing user access controls, such as UAC
- Identifying misconfigurations, vulnerable software, or other security weaknesses present on the system that can be leveraged to escalate privileges
- Leveraging excessive user rights to obtain local power user or administrative rights
- Leverage the rights of the compromised user to access systems the user/system is granted rights to. For example, if the compromised user is a member of IT, they may already possess elevated rights the attacker can leverage to access other systems using standard user methods.
- Capture and exfiltrate the contents of information in memory contents, such as cached credentials.
- Additional methods to target nearby systems, utilizing the compromised host as a proxy.

EXFILTRATION

As the system being accessed is unlocked by the victim user, whole disk encryption has already been bypassed. Compromised systems often present a wealth of information to an attacker. When the duration of access permits, HALOCK attempts to identify local data repositories that would be of value to an attacker. These often include locally stored files, local databases, mapped drives, and file sync

folders. Examples of these locations are logged, with descriptions, however attempts to bulk transfer this data is not performed.

Disengaging

Disengaging from a target or targets occurs most commonly when:

- Access is lost or the connection otherwise becomes unusable
- Sufficient visibility has been explored and additional targets await evaluation
- The scheduled test window closes

As HALOCK disengages from each host and, ultimately, from all hosts, information is organized sequentially to facilitate the development of exploit walkthroughs, findings and recommendations, and related supporting information required to produce the penetration test report.

Services provisioned during preparation are decommissioned, listeners are closed to prevent continued contact, and any remaining sessions are exited.

SUPPLEMENTAL CONTENT

COMPANY OVERVIEW

HALOCK has built a reputation for excellence with our clients and the entire information security community since 1996. HALOCK is a hybrid security services firm synthesizing the business and technical aspects of information security into each engagement. HALOCK's Purpose-Driven philosophy ensures security programs are customized for each client and their distinctive business requirements. To properly implement a strong security framework, clients typically engage with multiple practice areas including:

- Governance & Compliance – Develops, implements, and conducts risk management frameworks, vendor risk management, policy libraries, information security management systems, PCI compliance services, HIPAA Security Rule Compliance, ISO27001 Certification, and CISO Advisory Services
- Penetration Testing – Conducts network penetration tests, web application penetration tests, wireless penetration testing, and social engineering exercises.
- Incident Response and Forensics - Incident Response Readiness, Incident Response, Forensic Examination, Crisis Management
- Product Solutions and Engineering – Implements web application firewalls, encryption, identity and access management, SIEM, DLP, web filtering, file integrity monitoring, and performs related security engineering services.

REFERENCES

HALOCK has over 500 active clients ranging from mid-size companies to Fortune 100 Corporations, and performs hundreds of customized engagements per year. HALOCK's clients span a variety of industries including financial services, healthcare, legal, education, energy, SaaS, enterprise retail, and many others. Reference contact information is available upon request.

CONTACT INFORMATION

REGISTERED CORPORATE NAME, DBA, AND INCORPORATION

Remington Associates, LTD. d/b/a HALOCK Security Labs
Incorporated October 1996

DUN & BRADSTREET NUMBER & FEDERAL TAX ID

Federal Tax ID: 36-4111248
D&B #: 00-211-8219

PRIMARY AND SECONDARY SIC NUMBERS

SIC Number: 73 89

ADDRESS, PHONE, AND FACSIMILE

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HALOCK'S PENETRATION TEST TEAM

EXPERIENCE AND TRAINING

HALOCK's Penetration Testing Team conducts hundreds of tests every year for mid-size companies to Fortune 100 Corporations. The team performed its first engagement in 1998 and since then, has conducted thousands of tests, building a solid reputation of excellence along the way. The testing engagements consist of internal and external network penetration testing, web application penetration testing, wireless penetration testing, and social engineering. The penetration test team includes individuals with in-depth experience across multiple technologies including client/server infrastructures, web application development, and networking.

Specialized training, combined with HALOCK's leading penetration testing methodologies, ensures each test is performed by highly qualified resources and delivers the intended results. All project managers have a minimum of 10+ years' experience. For more complex engagements, the Practice Director typically performs the project management function.

INDUSTRY CREDENTIALS

The individuals on the team hold valid certifications relevant to their role such as Project Management Professional (PMP), Certified Ethical Hacker (CEH), Certified Information Systems Security Professional (CISSP), EC-Council Certified Ethical Hacker (CEH) and Certified Instructor (CEI), as well as numerous other applicable security-related certifications.

COMPLIANCE AND REGULATORY KNOWLEDGE

When a network penetration test is being performed to comply with a regulatory requirement, additional experience or certification is made available to ensure the approach is appropriate and the results are presented in the correct context. For example, a network penetration test performed to validate compliance with the Payment Card Industry Data Security Standard (PCI DSS) requirement 11.3 is best performed with the involvement of individuals trained on the Data Security Standard and hold current PCI QSA credentials.

TEAM SUPPORT AND COORDINATION

HALOCK's penetration testing approach includes a dedicated project manager, a skilled and experienced test team, resource coordinator(s), and a point of escalation. Dependent on the scope of review, a mix of application and network penetration testers are assigned, onsite, remote, or both. The most senior penetration tester is the designated team lead and assumes additional quality assurance roles. The project manager has final approval on deliverables throughout the QA process. Resource coordinator(s) may be involved with projects requiring complex logistics, such as geographically dispersed engagements. For less complex logistics, this is performed by the project manager.

SAMPLE DELIVERABLES

EXECUTIVE SUMMARY

The Executive Summary section of the detailed report contains categorical information and summarized documentation of each detailed finding in the report. This report is suitable for internal consumption and correlates the results of each penetration test performed. The Executive Summary provides statistical content, strategic approaches to remediating systemic or core issues, and other pertinent information that provides the audience the "bottom line".

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Assessment Report | Penetration Test

EXECUTIVE SUMMARY

INTRODUCTION

CompanyXYZ ("CompanyXYZ") is a provider of Widgets, small electronic devices with blinking lights and beeps that are designed to increase productivity in the retail industry.

To assess and validate the security of the www.domain.com web application used by retailers to obtain the most current blinks and beeps on demand, CompanyXYZ sought assistance from a security partner in performing an external penetration test of the web application and the supporting infrastructure.

Penetration tests differ from automated vulnerability scans in that efforts are focused on actually exploiting weaknesses with the intent of gaining access to the environment. They are performed remote to the environment and include testing of internet accessible networks, hosts, and responding services.

A measure of the operational effectiveness of security controls, penetration testing ensures deeper level testing of the environment to demonstrate what a malicious individual could accomplish. Detailed recommendations for improvements allow CompanyXYZ to proactively implement countermeasures to prevent real world exploitation of identified vulnerabilities.

For details on the specific scope and methodology observed for this assessment appendix of this report.

Recap of the project background and primary objectives

TESTING TIMEFRAME

This engagement was initiated and delivered as follows:

- On January 1, 2014, HALOCK Security Labs ("HALOCK") met with CompanyXYZ and scope of the assessment.
- HALOCK and CompanyXYZ conducted a detailed planning session on January 10.
- HALOCK performed the initial penetration test beginning on February 2, 2014, February 16, 2014.
- The draft report was delivered to CompanyXYZ on February 23, 2014.
- HALOCK and CompanyXYZ met on February 25, 2014 to review the results, approaches, and determine the timeline for next steps.
- Following CompanyXYZ remediation, HALOCK performed a remediation verification on April 4, 2014 and concluding on April 5, 2014. This test focused on validation activities were effective in reducing or eliminating the risks findings.
- Following this assessment, HALOCK incorporated clarifications and revisions, all report on April 9, 2014.
- This engagement was performed as part of a recurring penetration testing penetration test is currently scheduled to be performed beginning on May 16, 2014.

Timeline of all project related activities, from planning through final delivery

SUMMARY OF FINDINGS

The list below summarizes the general results of the penetration test, as permitted by the scope of review, and should not be viewed as a comprehensive evaluation of all organizational controls. For additional details, recommendations, and supporting evidence, please refer to the *Detailed Findings* section of this report.

PASSWORD STRENGTH

Password strength is a measure of the effectiveness of a password in resisting guessing and brute-force attacks. HALOCK performed controlled tests for vendor default and weak passwords, where such testing could be performed in a safe manner. Services were identified on the internet facing environment that accept authentication, including Telnet network device management consoles and a browser based administration console for the CompanyXYZ blog.

- Two of the Telnet consoles utilized a trivial password comprised of common dictionary word.
- A third Telnet console required no password at all.
- The web console utilized a vendor default password documented in the installation guide.

The Telnet passwords allowed HALOCK to gain full administrative access to CompanyXYZ's perimeter network. Once connected, HALOCK identified one of the affected devices was a multi-homed firewall, which also provided HALOCK with internal network access. This weakness ultimately allowed HALOCK to establish a direct route into the internal connected network.

The web console password allowed HALOCK to gain root level control of the web application, which in turn was connected to CompanyXYZ's internal database cluster containing credit card numbers, customer information, and passwords of the end users of the web application.

CompanyXYZ should immediately change all passwords on the affected systems. Following this short term fix, CompanyXYZ should review conduct a thorough review of past account usage activities to identify potential past breaches of the environment. Finally, CompanyXYZ should audit all existing password policies and technical standards to determine why these systems were deployed with weak password controls. CompanyXYZ should alter the process to ensure no new systems are deployed in an insecure state.

APPLICATION INPUT VALIDATION

Failure to properly validate user input is the most common web application security weakness. Application input validation issues were identified on several web applications, including the ApplicationX and ApplicationY web applications. These issues included SQL injection, which were leveraged to gain full control of the remote database server. Access was escalated to the operating system of the affected database server and eventually results in a complete compromise of the Active Directory Domain Controller.

All user input submitted to a web application should be inspected prior to acceptance. Malicious or otherwise unacceptable input should be modified or rejected, preventing an attacker from altering the intended behavior of the application form. Detailed recommendations pertaining to input validation best practices are provided later in this report. If the development recommendations cannot be achieved, CompanyXYZ should consider situations where altering the source code is not possible, CompanyXYZ should consider implementing an application layer firewall to block requests that attempt to pass values or variables not absolutely required by the application. Additionally, CompanyXYZ should have a comprehensive,

Summary of high severity vulnerabilities requiring immediate attention

DETAILED FINDINGS

The detailed findings section of the detailed report contains the detailed findings of each identified issue and is intended for remediation teams that require specific information to resolve vulnerabilities.

An example detailed finding, depicting the title, overall risk, and a narrative of the observed vulnerability

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DETAILED FINDINGS

Each detailed finding in this report is assigned an overall severity rating of High, Medium, or Low. This rating is determined based on a variety of technical considerations including the severity, ease of exploit, or access obtained. The ratings and recommendations should be used as an indicator of prioritization when determining remediation efforts; however factors beyond pure technical considerations may warrant a revised prioritization as determined appropriate by CompanyXYZ's risk assessment and risk management procedures.

HIGH SEVERITY FINDINGS

High severity findings are those perceived to present an immediate threat to the confidentiality, integrity, or availability of CompanyXYZ information assets. Immediate corrective action is required to minimize the risk an attacker could gain unauthorized access to the environment. CompanyXYZ should remediate high severity findings and have the assessment repeated within three months to validate they have been eliminated from the environment. When remediation is not possible due to organizational or technical constraints, CompanyXYZ should evaluate compensating controls or methods to reduce the impact of the vulnerability to tolerable levels, as defined by CompanyXYZ's risk acceptance criteria.

H1. SQL Injection

FINDING

SQL Injection is a code injection technique that exploits a security vulnerability occurring in the database layer of an application. The vulnerability is present when user input is either incorrectly filtered for string literal escape characters embedded in SQL statements or user input is not strongly typed and thereby unexpectedly executed.

SQL Injection was identified in the search form on the home page of the www.domain.com application. The application does not filter or strip several characters used for database queries, specifically the ampersand, apostrophe, and percent symbols. For example, the following example returns a list of usernames:

```
Input: SELECT * FROM users WHERE name = '' + username + "' OR '1'='1';
Interpreted As: SELECT * FROM users WHERE name = '' OR '1'='1';
```

An attacker can issue similar SQL SELECT statements against any table in the DB_XYZ SQL Database and retrieve database results, compromising the confidentiality of CompanyXYZ data. Information successfully queried included sensitive company financial data. The application's limited read only access to the database prevents an attacker from issuing UPDATE, DROP, or other potentially destructive statements.

Refer to the Exploit Walkthrough provided below for a step by step demonstration of how this can be exploited to gain access to database results.

RECOMMENDATION

CompanyXYZ should implement input validation checks on the varSearch field prior to acceptance by the server. As the search form is utilized to search case records consisting of the case number and revision letter, the input validation should strip all non-alphanumeric characters. The regular expression provided below is commonly used to match a string for alphanumeric characters:

```
^[a-zA-Z0-9_]*$
```

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EVIDENCE

The following hosts are affected.

IP Address	Host Name	Service	Affected Component
1.1.1.1	www.domain.com	TCP443	/search.aspx (varStri /contactus.aspx (var
1.1.1.2	www.domain2.org	TCP8443	/login.asp (varUser a

EXPLOIT WALKTHROUGH 1 (/SEARCH.ASPX FORM)

The following walkthrough is an example of exploiting SQL Injecti
www.domain.com web application.

The first step is to identify if the form is potentially vulnerable. This
quote in the search form, as depicted below:

Figure 1. Simple Testing for Potential SQL Injection



When submitted, the web application returns an "HTTP 500" error mes
server error. The error message is verbose and contains the SQL Server
details about the database accessed as part of the failed search entry:

Figure 2. Verbose Error Message



With the potential for SQL Injection identified, the attacker pursues the vulnerability. SQL Injection is an
iterative exploit, meaning each successful level of access obtained provides information that is in turn
used to develop the next step. To illustrate this process, the next several steps involve the construction
of more targeted SQL queries designed to actually exploit the vulnerability. To begin this process,
HALOCK first constructed a simple SELECT statement to confirm the presence of SQL Injection.

HALOCKSecurityLabs

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Detailed finding, continued, displaying step by step overview of how the vulnerability was exploited to gain access to the environment. The risk and recommendations for remediating the issue are detailed.

SUPPLEMENTAL CONTENT

The detailed report also contains supplemental content, including additional supporting information including the scope of the penetration test, methodology, and related information for reference.

CompanyXYZ | CONFIDENTIAL

Assessment Report | Penetration Test

SUPPLEMENTAL CONTENT

APPENDIX A: SCOPE AND METHODOLOGY

The following section is a summary of the methodology utilized when testing the aspects of CompanyXYZ's environment noted in the scope of review section. To review the complete detail, refer to the *Proposal for Services*, dated January 5, 2014.

NETWORK PENETRATION TEST

SCOPING

During initial scoping sessions, HALOCK and CompanyXYZ identified the high level scope and boundaries for the penetration test. This scope was documented in the *Proposal for Services* and was the basis for subsequent detailed planning activities.

PLANNING

Prior to initiating testing efforts, a planning session was conducted to define and document specific target IP addresses, permitted testing dates and times, status reporting and notifications, and other logistics necessary to minimize the risk of disruption. All planning specifics were documented and presented to CompanyXYZ in the form of a Project Plan.

INTRUSION PREVENTION CONFIGURATION

As penetration testing is performed to validate multiple layers of security and is not limited to only verifying the IPS is effective, CompanyXYZ whitelisted HALOCK's source IP addresses during the test window to prevent shunning. The IPS effectively operated as a passive monitoring system for activity originating from HALOCK's penetration test lab source IP addresses.

HOST DISCOVERY

The first step performed during the penetration test was host discovery. Host discovery was performed from the beginning to the end of each authorized in-scope range to identify IP addresses that are in use or otherwise respond to requests. This step involves running a series of checks to determine if a host is utilizing the IP address and if it accepts or rejects connections. A host is determined to be alive if it responds to ICMP requests or at least one TCP or UDP port. The following ranges were included in host discovery:

Target Range	Description
1.1.1.1/23	Primary Hosting range at SiteX
1.1.1.1/23	Secondary Hosting range at SiteX
1.1.1.1/23	DR IP range at SiteY

SERVICE DISCOVERY

Using the *Network Discovery Results* as a basis, hosts were selectively chosen as test targets. Each target was subjected to comprehensive port scanning and service enumeration to determine which TCP or UDP ports accept connections. Additional tests were conducted to determine the specific service versions were performed such as banner detection, NetBIOS queries, OS fingerprinting, or other checks

Detailed listings of each in-scope network range, wireless networks tested, in-scope applications, and primary targets

VILLAGE OF WILLOWBROOK

BOARD MEETING
AGENDA ITEM - HISTORY/COMMENTARY

A Resolution Approving a Professional Services Agreement with Halock Security Labs, Inc., to Perform a Security Architecture Review at a Cost Not-To-Exceed \$12,500 and Authorize the Mayor to Execute Said Agreement on Behalf of the Village of Willowbrook, DuPage County, Illinois

AGENDA NO. 9

AGENDA DATE: 11/09/2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: M. Mertens

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

REVIEWED & APPROVED BY COMMISSION: YES ☐ NO ☐ N/A ☒

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

On or about the morning of Friday, March 6, 2020, the Village of Willowbrook's municipal computer systems were on the receiving end of what appears to be a ransomware attack. Staff immediately took steps to minimize the impact and investigate the cause and effect. This has included working closely with United States Secret Service officials to fully understand the attack's scope and origin. The forensic investigation is ongoing. It has not yet been determined whether or what information may have been implicated. Importantly, the Village's critical operations and public services are unaffected and have continued without interruption.

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

As a result of a ransomware attack, it is recommended that the Village of Willowbrook approve and execute a legal services engagement agreement with Halock Security Labs, Inc. to provide IT security services to the Village of Willowbrook in connection with the remediation of a potential data security incident. Our legal council is recommending that the Village consider additional information security services as part of our ongoing security due diligence. Specifically, the proposed scope of service is to perform a security architecture review to discover, analyze, and assess the currently deployed security processes and technical controls that would identify, prevent, contain, and remediate a cyberattack.

The proposal includes an interview-based security assessment of the Village's security processes and technical controls utilizing the security best practices recommendation for the Center for Internet Security. The critical security controls evaluated are as follows:

Critical Security Controls Evaluated

BASIC

- 1 Inventory and Control of Hardware Assets
- 2 Inventory and Control of Software Assets
- 3 Continuous Vulnerability Management
- 4 Controlled Use of Administrative Privileges
- 5 Secure Configuration for Hardware and Software on Mobile Devices, Laptops, Workstations and Servers
- 6 Maintenance, Monitoring and Analysis of Audit Log

FOUNDATIONAL

- 7 Email and Web Browser Protections
- 8 Malware Defenses
- 9 Limitation and Control of Network Ports, Protocols and Services
- 10 Data Recovery Capabilities
- 11 Secure Configuration for Network Devices, such as Firewalls, Routers and Switches
- 12 Boundary Defense
- 13 Data Protection
- 14 Controlled Access Based on the Need to Know
- 15 Wireless Access Control
- 16 Account Monitoring and Control

ORGANIZATIONAL

- 17 Implement a Security Awareness and Training Program
- 18 Application Software Security
- 19 Incident Response and Management
- 20 Penetration Tests and Red Team Exercises

What is the deliverable?

The deliverables for the program is a written report that includes:

- Findings from the interview(s).
- A maturity ranking of each of the security control domains.
- Recommendations from HALOCK on identified areas of improvements and/or security gaps.
- Priority of recommendations (high, medium, low).
- A report to discuss next steps related to the recommendations in the report.

The security architect review has a not-to-exceed cost of \$12,500.

ACTION PROPOSED: Adopt the Resolution.

RESOLUTION NO. 20 R-_____

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES
AGREEMENT WITH HALOCK SECURITY LABS, INC., TO PERFORM
A SECURITY ARCHITECTURAL REVIEW AT A COST NOT TO
EXCEED \$12,500.00 AND AUTHORIZING THE MAYOR TO EXECUTE
SAID AGREEMENT ON BEHALF OF THE VILLAGE OF
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the corporate authorities of the Village of Willowbrook have determined that is necessary, proper and in the best interest of the Village to approve and execute a professional services agreement with Halock Security Labs, Inc. to provide security architectural review services to the Village of Willowbrook related to its resent security controls and operations.

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

SECTION 1: The facts and statements contained in the preambles to this resolution are found to be true and correct and are hereby adopted as part of this resolution.

SECTION 2: It is hereby determined that is advisable, necessary and in the public interest that the Village enter into a Professional Services Agreement with Halock Security Labs, Inc. to perform security architectural review services for the Village with respect to the Village's present security controls and operations all as set forth in the Proposal and Agreement attached hereto as Exhibit "A" and made a part hereof.

SECTION 3: The Mayor is hereby authorized and directed to execute, on behalf of the Village, the attached Professional Services Agreement, which Agreement is hereby approved at a cost not to exceed \$12,500.00.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION 4: This resolution shall take effect upon its passage and approval in the manner provided by law.

ADOPTED AND APPROVED this 9th day of November, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk

EXHIBIT “A”

**HALOCK SECURITY LABS, INC. AGREEMENT FOR
SECURITY ARCHITECTURE REVIEW**

PROPOSAL FOR SECURITY SERVICES

Security Architecture Review

Presented To

Village of Willowbrook

On October 27th, 2020



**1834 Walden Office Square, Suite 200
Schaumburg, IL 60173
847.221.0200
www.halock.com**

Terry Kurzynski
CISSP, CISA, QSA, ISO 27001 Auditor
847.221.0212
terryk@halock.com

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High-Level Project Approach, Deliverables, and Duration 5

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 Activities and Deliverables 5

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EXECUTIVE SUMMARY

PROJECT BACKGROUND

The Village of Willowbrook has requested that HALOCK Security Labs (“HALOCK”) perform a security architecture review of the present security controls and operations. The scope of the security architecture review will include the following:

- Security review of existing network diagrams and network flows;
- Interactive, interview-based security controls review based upon the [CIS Controls Version 7 \(“CIS Controls”\)](#); and
- Formalized report of findings; comprehensive, prioritized recommendations to help the Village of Willowbrook enhance its organizational security posture.

ABOUT HALOCK SECURITY LABS

HALOCK has built a reputation for excellence with our clients and the entire information security community since 1996. HALOCK’s Purpose-Driven philosophy ensures security programs are customized for each client and their distinctive business requirements. Services include:

- **Governance and Compliance** – Conduct risk assessments, vendor risk management, policy development, information security management systems, PCI compliance services, HIPAA Compliance, ISO 27001, security awareness training, and other CISO Advisory Services.
- **Penetration Testing** – Conducts network penetration tests, web application penetration tests, wireless penetration testing, and social engineering assessments.
- **Incident Response and Forensics** – Provides Incident Response Readiness, Incident Response, Forensic Examination, and Crisis Management services.
- **Product Solutions and Engineering** – Resell and implement security solutions as well as security deployment and configuration services.

This proposal is subject to the Master Services Agreement between HALOCK and the Village of Willowbrook.

HIGH-LEVEL PROJECT APPROACH, DELIVERABLES, AND DURATION

PROJECT APPROACH

The goal of a security architecture review is to evaluate operating configurations, processes, and controls of key infrastructure components and operating systems against published, proven and accepted industry best practices. This goal is achieved through conducting interviews of appropriate personnel, identifying perceived deficiencies and opportunities for improvements, and identifying minor-to-severe vulnerabilities.

ACTIVITIES AND DELIVERABLES

Security Architecture Review

Typically, two to three business weeks are required to complete a security architecture review. Note that several factors can impact the specific timeline and schedule of this project, including availability of the Village of Willowbrook's resources, timely return of information, configuration, and data requests, the date this proposal is executed, and other considerations. Specific dates associated with the execution of the security architecture review will be confirmed by both the Village of Willowbrook and HALOCK during the planning session as noted below.

- **Initiation:** HALOCK's resource coordinator will contact the Village of Willowbrook sponsor to acknowledge receipt of an executed proposal and initiate the security architecture review engagement. A kick-off meeting will be arranged with the Village of Willowbrook sponsor, the HALOCK project manager, and other stakeholders and project participants as identified by the Village of Willowbrook.
- **Interviews:** HALOCK will conduct interview sessions that typically span a period of 1 to 2 days to discover and document tools, processes, and technical security controls that have been instituted within the Village of Willowbrook's infrastructure and overarching business operations.
- **Reporting:** Based upon interviews, compiled information and documentation, and provided configurations, HALOCK will document identified findings and corresponding recommendations.
- **Report Delivery and Review:** HALOCK will deliver a complete report to the Village of Willowbrook and schedule a session in order to review the report.
- **Project/Phase Closure:** Following the application of required revisions, the draft report will be transitioned to a final official release report and submitted accordingly to the Village of Willowbrook.

SECURITY ASSESSMENT

A sample Security Assessment Table of Contents (see figure 1) is provided below (please note that actual findings will vary with each environment and the scope of the engagement):

<CustomerName> CONFIDENTIAL		Security Architecture Review Report
Table of Contents		
Executive Summary		5
Introduction		5
Engagement Timeframe		5
Relationship to Risk Assessment		6
Summary of Findings		7
Detailed Findings		12
High Severity Findings		12
H1. Missing Critical Cisco IOS Patches		12
Medium Severity Findings		18
M1. Inventory of Authorized and Unauthorized Devices		18
M2. Inventory of Authorized and Unauthorized Software		20
M4. Continuous Vulnerability Assessment and Remediation		22
M5. Malware Defenses		23
M6. Application Software Security		24
M7. Data Recovery Capability		25
M8. Security Skills Assessment and Appropriate Training to Fill Gaps		26
M9. Secure Configurations for Network Devices such as Firewalls, Routers, and Switches		27
M10. Limitation and Control of Network Ports, Protocols, and Services		28
M11. Controlled Use of Administrative Privileges		29
M12. Maintenance, Monitoring, and Analysis of Audit Logs		30
M13. Controlled Access Based on the Need to Know		31
M14. Data Protection		32
M15. Incident Response and Management		33
M16. Inadequate Network Access Control Restrictions		34
M17. Clear-Text Services Permitted		36
M18. Rules Allow Access To Administrative Services		38
M19. Administrative Session Timeout Setting		40
M20. Weak SSL Ciphers Supported		41
M21. SSH Protocol Version 1 Supported		43
M22. VPN Configured With Aggressive Mode		44
M23. Syslog Logging Not Enabled		45
Low Severity Findings		46
L1. Unicast RPF Verification Disabled		46
L2. No NAT Embryonic Connection Limit		47
L3. No Console Connection Timeout		48
L4. No Time Synchronization Configured		49
L5. Weak SSH Service Network Access Restrictions		50
Informational Observations		52
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Appendix A: Scope and Methodology		53
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Figure 1 – Sample table of contents

For the controls that are present, the report will include more granular maturity ratings linked to detailed findings (see figures 2 and 3)

1. **Initial/ Informal** – Process is unpredictable, poorly controlled, and reactive. The process is typically managed in an ad-hoc fashion, producing inconsistent results.
2. **Documented/ Managed** – Basic process is identified and is generally repeatable but not standardized. Work groups often handle work load as a secondary, lower priority duty.
3. **Defined/ Integrated** – Process is clearly defined and standardized across the organization. Process is proactive and sufficiently & effectively aligned with business objectives.
4. **Strategic/ Quantitatively Managed** – Process is measured and controlled at the organizational level. Employee compliance is often mandated and process data is used to aid decision making.
5. **Optimized** – Process is measured and controlled, adjustments are made to increase program performance and effectiveness. Focus on process improvement and program growth and success.

Figure 2 - Maturity ranking criteria

CIS Controls V. 7	Maturity Rating	Detailed Findings
Inventory and Control of Hardware Assets	5	<u>L1</u>
Inventory and Control of Software Assets	3	<u>M1</u>
Continuous Vulnerability Management	3	<u>M2</u>
Controlled Use of Administrative Privileges	5	<u>L2</u>
Secure Configuration for Hardware and Software on Mobile Devices, Laptops, Workstations and Servers	4	<u>L3</u>
Maintenance, Monitoring, and Analysis of Audit Logs	2	<u>H1</u>
E-Mail and Web Browser Protection	3	<u>L4</u>
Malware Defenses	3	<u>M3</u>
Limitation and Control of Network Ports, Protocols, and Services	3	<u>M10</u>
Data Recovery Capabilities	5	<u>L5</u>
Secure Configurations for Network Devices such as Firewalls, Routers, and Switches	3	<u>L8</u>
Boundary Defense	3	<u>M4</u>
Data Protection	3	<u>M5</u>

Controlled Access Based on the Need to Know	4	<u>L6</u>
Wireless Access Control	1	<u>H2</u>
Account Monitoring and Control	3	<u>M6</u>
Implement a Security Awareness and Training Program	1	<u>H3</u>
Application Software Security	3	<u>M7</u>
Incident Response and Management	3	<u>M8</u>
Penetration Tests and Red Team Exercises	5	<u>L7</u>

Figure 3 - Maturity rankings linked to detailed findings

SCOPE OF WORK

Additional specifics regarding the scope of work involved in performing the security architecture review are presented below:

- CIS Controls-based interviews and security posture analysis.
- Report deliverable to include:
 - Organization-specific CIS Controls maturity rankings, including compensating control analysis;
 - Documented recommended remediation action items for identified findings; and
 - IT personnel skill and knowledge-gap assessment, if applicable.

Performing this security architecture review will explicitly **not** consist of the following:

- Remediation of any of the perceived deficiencies identified and documented in the report deliverable;
- Certifying to any standard, regulation, or contractual obligation;
- PCI – or similar – compliance, remediation, or validation efforts; and
- Any other activities not directly related to the activities and deliverables detailed in this proposal.

Additional efforts / scope of work requested by the Village of Willowbrook that are not included in the scope of services contained in this proposal will be discussed, estimated, and authorized by the Village of Willowbrook before proceeding.

FINANCIAL INVESTMENT

FEES

HALOCK will perform the security architecture review for a fixed-fee:

Effort/Description	Fixed Fee
Security architecture review	\$12,500
Total	\$12,500

PAYMENT

Fees for each of the components will be paid according to the following payment schedule:

#	Milestone/Date	% Fees
1	Due to initiate security architecture review	50%
2	Due upon issuance of security architecture review	50%

Payments are due net 30 days.

TERMS & CONDITIONS

PLANNING

Acceptance of this proposal indicates that the Village of Willowbrook agrees to adhere to the following:

- Abide by task-specific terms as defined in the *High-Level Project Approach, Deliverables, and Duration* section of this proposal.
- Promptly provide the necessary network diagrams, network device configurations, and requested information to equip HALOCK with what is required to complete the security architecture review within the prescribed schedule.
- Ensure the personnel, site, and components within the scope of the activities detailed in the proposal are ready and available during the agreed upon dates. Any individuals, sites, systems, or scope components not available during scheduled windows will be removed from the scope of the security architecture review.

DELAYS

Following acceptance of this proposal, kick-off meeting will be conducted. Among topics to be discussed during the kick-off meeting will be the schedule within which the security architecture review will be performed; the delivery schedule will be confirmed and documented accordingly. Should the Village of Willowbrook require an activity be rescheduled due to unforeseen events, they may do so without penalty provided a 14-day notice is given. Requests to reschedule efforts with less than a 14-day notice will be rescheduled or cancelled at the sole discretion of HALOCK, based on existing commitments and

availability. Requests by the Village of Willowbrook to postpone or otherwise delay an effort without the required notice will be considered a cancellation without notice of that effort.

TRAVEL AND EXPENSES

Travel expenses are not anticipated to be incurred by HALOCK in support of delivering the security architecture review. However, should travel expenses become necessary, prior written approval will be obtained from the Village of Willowbrook before any expenses will be incurred.

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ACCEPTANCE

Acceptance of Proposal for Professional Services | Security Architecture Review
Presented to Village of Willowbrook
October 27th, 2020

If you agree to the information presented in the proposal and wish to proceed, please sign and return to Lisa Welch at lwelch@halock.com. We look forward to the engagement.

X Security Architecture Review (\$12,500)

Village of Willowbrook acceptance:

Signed: _____

Printed: _____

Title: _____

Date: ____/____/2020

All invoices will be addressed to:


Village of Willowbrook

Attention: _____

Address: _____

HALOCK Security Labs agrees to honor this proposal for 60 days. Upon execution, Village of Willowbrook hereby commits to initiate this project within 90 days.

HALOCK acceptance:

Signed: 

Printed: Terry Kurzynski

Title: Partner, HALOCK Security Labs

Date: 10/27/2020

APPENDIX – REPORT SAMPLE

The following is an excerpt from a Security Architecture Review report. Note that findings are unique to each engagement.

CIS Controls Summary

The objective of the Critical Security Controls for Cyber Defense is to protect critical assets, infrastructure, and information by assessing and potentially strengthening security posture. Continuous automated protection and monitoring of sensitive IT infrastructure will reduce the likelihood of compromises, minimize the need for recovery efforts, and will lower associated costs.

The current state of infrastructure was evaluated against each listed CIS security control and given a corresponding maturity. The **Maturity Rating** is a numeric ranking of the assessed maturity of the existing control against the critical control HALOCK encountered and evaluated while the security architecture review effort was conducted.

1. **Initial/ Informal** – Process is unpredictable, poorly controlled, and reactive. The process is typically managed in an ad-hoc fashion, producing inconsistent results.
2. **Documented/ Managed** – Basic process is identified and is generally repeatable but not standardized. Work groups often handle work load as a secondary, lower priority duty.
3. **Defined/ Integrated** – Process is clearly defined and standardized across the organization. Process is proactive and sufficiently and effectively aligned with business objectives.
4. **Strategic/ Quantitatively Managed** – Process is measured and controlled at the organizational level. Employee compliance is often mandated and process data is used to aid decision making.
5. **Optimized** – Process is measured and controlled, adjustments are made to increase program performance and effectiveness. Focus on process improvement and program growth and success.

The **Detailed Findings** column references the section of the report that contains further information on the current state and associated risk rating.

Table 1 – “CIS Controls Evaluation Dashboard” –summarizes the current state of network architecture and infrastructure as measured against the CIS Critical Controls. Each security control included in Table 1 is arranged from the most critical control (beginning at the top of the table) to least critical control.

CIS Controls V. 7	Maturity Rating	Maturity assessed according to defined maturity	Findings
Inventory and Control of Hardware Assets	2	L1	
Inventory and Control of Software Assets	1	M1	Hyperlink to the detailed finding
Continuous Vulnerability Management	1	H1	
Controlled Use of Administrative Privileges	1	M2	
Secure Configuration for Hardware and Software on Mobile Devices, Laptops, Workstations and Servers	1	L2	
Maintenance, Monitoring, and Analysis of Audit Logs	1	H2	
E-Mail and Web Browser Protection	2	L3	
Malware Defenses	2	M3	
Limitation and Control of Network Ports, Protocols, and Services	2	M10	
Data Recovery Capabilities	5	L4	
Secure Configurations for Network Devices such as Firewalls, Routers, and Switches	1	L5	
Boundary Defense	3	M4	
Data Protection	2	M5	
Controlled Access Based on the Need to Know	2	L6	
Wireless Access Control	1	H3	
Account Monitoring and Control	1	M6	
Implement a Security Awareness and Training Program	1	H4	
Application Software Security	1	M7	
Incident Response and Management	2	M8	
Penetration Tests and Red Team Exercises	1	L7	

Table 1 - CIS Controls Evaluation Dashboard

H1 – CSC#3 - Continuous Vulnerability Assessment and Remediation

Description

CIS CSC#3: Continuously acquire, assess, and take action on new information in order to identify vulnerabilities, remediate, and minimize the window of opportunity for attackers.

Cyber defenders must operate in a constant stream of new information: software updates, patches, security advisories, threat bulletins, etc. Understanding and managing vulnerabilities has become a continuous activity, requiring significant time, attention, and resources.

Attackers have access to the same information, and can take advantage of gaps between the appearance of new knowledge and remediation. For example, when new vulnerabilities are reported by researchers, a race starts among all parties, including: attackers (to "weaponize", deploy an attack, exploit); vendors (to develop, deploy patches or signatures and updates), and defenders (to assess risk, regression-test patches, install).

Organizations that do not scan for vulnerabilities and proactively address discovered flaws face a significant likelihood of having their computer systems compromised. Defenders face particular challenges in scaling remediation across an entire enterprise, and prioritizing actions with conflicting priorities, and sometimes uncertain side effects.

Findings

- For locations with local assets and cloud assets managed by the customer, there is no formal documented process to perform vulnerability scanning. It is assumed that the cloud providers utilized (such as GSuite and NetSuite) are assumed to be performing their own internal scanning of assets scanning but should be verified.
- Windows update is utilized where possible for patching of endpoints automatically in location1 and location2.
- Vendor controls all patching on a bi-weekly schedule through Kaseya. This process is part of the vendor checklist of activities performed on a recurring basis. Patching status and vulnerability remediation is tracked through Kaseya.
- Location 2 and Location 3 push application patches (non-OS related) through Meraki. These are done on an ad-hoc basis, there is no formalized or documented process.

Recommendation

- Implement a formally documented vulnerability management program for all locations. While the approaches for identifying and managing vulnerabilities may vary depending on location of assets and access to the infrastructure, all scanning results should be consolidated into one tracking mechanism for easy determination of vulnerabilities and patching deficiencies.
- Request periodic evidence of scanning and remediation for SaaS based providers.
- To location 1 and location 2. formalize the process for patching on a schedule. Document and track remediation progress.
- When executing vulnerability scans, these best practices should be followed.
 - Correlate event logs with information from vulnerability scans to verify that the activity of the regular vulnerability scanning.

- Perform vulnerability scanning in authenticated mode either with agents running locally on each end system to analyze the security configuration or with remote scanners that are given administrative rights on the system being tested.
- Use a dedicated account for authenticated vulnerability scans, which should not be used for any other administrative activities and should be tied to specific machines at specific IP addresses.
- Ensure that the vulnerability scanning tools you use are regularly updated with all relevant important security vulnerabilities.
- Establish a process to risk-rate vulnerabilities based on the exploitability and potential impact of the vulnerability, and segmented by appropriate groups of assets (example, DMZ servers, internal network servers, desktops, laptops). Apply patches for the riskiest vulnerabilities first. A phased rollout can be used to minimize the impact to the organization. Establish expected patching timelines based on the risk rating level.

[Back to the CIS Controls Summary](#)

References

Source	Link
CIS Critical Controls for Effective Cyber Defense	www.cisecurity.org/controls/

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH N.J. RYAN TREE & LANDSCAPING, LLC TO PROVIDE SNOW REMOVAL AND SALTING SERVICES FOR THE 2020/2021 WINTER SEASON IN THE VILLAGE OF WILLOWBROOK

AGENDA NO 10

AGENDA DATE:
11/09/20

STAFF REVIEW: AJ Passero, Public Works Foreman

SIGNATURE: AJ Passero /um

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /um

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

REVIEWED & APPROVED BY COMMITTEE: YES ☒ NO ☐ N/A ☐

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

The Village is looking to hire a contractor to help with 2020/21 snow season. The Village has always had a contractor to help with the removal of snow due to the limited staff size of four (4). The Village has solicited contractors for pricing for snow removal service for the 2020/21 snow season. The following is a summary of equipment and prices from three (3) different vendors.

NJ Ryan	H&R Construction	Falco's Landscaping
Pickup truck with plow \$115 per hour	Pickup truck with plow \$125 per hour	Pickup truck with plow \$120 per hour
Bobcat with pusher box \$140 per hour	Case with pusher box \$155 per hour	Bobcat with pusher box \$140 per hour
6-wheel dump truck \$85 per hour	Mack dump truck \$125 per hour	hour
Combo Loader \$75 per hour	CAT loader \$155 per hour	1-ton dump truck \$120 per hour
Dump truck with salt spreader \$145 per hour	H&R does not have equipment to spread salt	Bobcat loader \$140 per hour
Laborer \$75 per hour	Laborer \$75 per hour	1-ton pickup with salt box \$140 per hour
Staffing up to 15	Staffing up to 6	hour
		Laborer \$75 per hour
		Staffing up to 5

The equipment listed above is comparable even though the type of equipment from each vendor are different. The price per vehicle includes a driver. The separate laborer charge is utilized if the Village requires hand work such as snow removal on sidewalks at public buildings. This is something that occasionally happens if the Public Works staff is on the streets doing the plow routes and time does not allow them to get to the public buildings to shovel the sidewalks. It is at the discretion of the Public Works staff as to when to call out the contractor. On smaller events, the Public Works staff may be able to handle the snow removal in-house. The Village requires the contractor to be on-site within one (1) hour of a call in for snow removal service. The Village would supply salt to the contractor to use in town with the understanding that whatever salt is not used be returned to the Public Works facility before the contractor leaves town.

STAFF RECOMMENDATION

The Village has utilized NJ Ryan during the 2019/20 snow season without issue. It was the first year in 25+ years that a different contractor was used. Their ability to spread salt while plowing was effective and cut back on man hours during the tail end of the storms. The Village has budgeted \$70,000 for the 2020/21 snow season. The Village spent \$74,365 during the 2019/20 season.

Staff recommends using NJ Ryan based on their ability to spread salt, their staff size and providing the most competitive hourly rates.

ACTION PROPOSED: Adopt Resolution.

RESOLUTION NO. 20-R-_____

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH N.J. RYAN TREE & LANDSCAPE, LLC TO PROVIDE SNOW REMOVAL AND SALTING SERVICES FOR THE 2020/2021 WINTER SEASON IN THE VILLAGE OF WILLOWBROOK

WHEREAS, the Village has, from time to time, contracted with contractors to assist the Village Public Works Department with snow removal and street salting services on an as-needed basis; and

WHEREAS, the Village sought requests for proposals for snow removal and street salting services for the 2020/2021 winter season; and

WHEREAS, upon review of all three (3) proposals received, the Village has determined N.J. Ryan Tree & Landscape, LLC to be the lowest proposal responder and the Village has further determined that it is in the best interest of the Village to enter into an agreement with N.J. Ryan Tree & Landscape, LLC for snow removal and street salting services for the 2020/2021 winter season at the cost and utilizing the equipment all as set forth in N.J. Ryan Tree and Landscape, LLC's proposal dated September 1, 2020 attached hereto and expressly made a part hereof.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Mayor and Village Clerk be and the same are hereby authorized and directed to execute an Agreement with N.J. Ryan Tree & Landscape, LLC, for snow removal and street salting services for the 2020/2021 winter season, on a time and material basis, at an estimated cost of Seventy Thousand and 00/100 Dollars (\$70,000.00), in substantially the same form as in the Agreement attached hereto as Exhibit "A" and made a part hereof, which Agreement is hereby approved.

ADOPTED and APPROVED this 9th day of November, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk

EXHIBIT "A"

**Agreement for Snow Removal and Ice Control Services Between N.J. Ryan Tree and
Landscape, LLC and the Village of Willowbrook**

**AGREEMENT FOR SNOW REMOVAL AND ICE CONTROL SERVICES
AGREEMENT BETWEEN N.J. RYAN TREE & LANDSCAPE, LLC AND
THE VILLAGE OF WILLOWBROOK**

This Agreement, dated this ____ day of November, 2020, by and between N.J. Ryan Tree & Landscape, LLC (the "CONTRACTOR"), and the VILLAGE OF WILLOWBROOK (the "VILLAGE") and in consideration of the mutual covenants contained herein, agree as follows:

RECITALS

WHEREAS, the VILLAGE may require assistance from an outside contractor for snow and ice control services for the 2020/2021 winter season for the VILLAGE roads and streets as set forth in this Agreement;

WHEREAS, Contractor has submitted a proposal acceptable to the VILLAGE; and

WHEREAS, the VILLAGE desires to contract with CONTRACTOR and CONTRACTOR desires to contract with the Village for the purpose of providing said snow and ice control services for the 2020/2021 winter season on an as-needed basis.

NOW THEREFORE, in consideration of the promises and the mutual covenants herein set forth, and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, it is agreed as follows:

1. DEFINITIONS

"VILLAGE" shall mean the Village of Willowbrook, DuPage County, Illinois.

2. DURATION OF AGREEMENT

CONTRACTOR agrees to furnish and provide all labor and equipment designated necessary to provide snow removal and ice control measures for municipal roads and streets in the VILLAGE commencing on November 15, 2020 and ending April 30, 2021.

3. WINTER ROAD CONTRACTOR CHARGE

The VILLAGE shall pay CONTRACTOR an hourly rate as set forth on Exhibit "A", attached hereto and made a part hereof, for all work performed and equipment used. The per-hour rate includes the cost of equipment provided by CONTRACTOR and the cost of the equipment used by operator or driver. Labor charges for hand-shoveling of snow will be billed separately at the "Laborer" rate.

Snow removal, whether by plowing or hand-shoveling, shall be billed separately. Salting operations, which are done concurrently with snow plowing, must be

separately indicated as such on invoices. Salt shall be provided by VILLAGE.

4. STANDARDS FOR SNOW REMOVAL AND SALTING

- A. CONTRACTOR shall report and be on-site and ready to commence snow removal and salting operations within one (1) hour of notification by the Village Public Works Department. CONTRACTOR shall not undertake any snow removal or salting operations without express direction of the Village Public Works Department.
- B. VILLAGE shall provide CONTRACTOR with a schedule of streets, sidewalks and other areas for snow removal and/or salting.
- C. Within twenty-four (24) hours after completion of snow plowing, snow removal and/or salting operations, CONTRACTOR shall contact the Village Public Works Department, at a telephone number to be provided by the VILLAGE, to report the equipment employed and the starting time and ending time of the manpower and equipment used in services provided.
- D. Snowplow blades must be capable of removing snow to within approximately one-quarter (1/4) inch of the paved surface. A "bare pavement" policy will not be used.
- E. CONTRACTOR shall provide the Village Public Works Department with a twenty-four (24) hour a day access telephone number to contact CONTRACTOR or its designated supervisor throughout the duration of the Agreement.

5. SALTING

- A. If and when salting is required, salt shall be supplied by the VILLAGE and shall be applied by CONTRACTOR to streets and other areas designated by the Village Public Works Department when authorized by the Village Public Works Department. As salt is so detrimental to the VILLAGE streets and sidewalks and causes road replacement earlier than necessary, all efforts will be made to limit salt use. CONTRACTOR will clear salt mounds in excess of even distribution within four (4) hours after receiving notice that such a condition exists.
- B. Salting operations, when requested, must commence immediately after the final snowplow pass has been made or as directed by the Village Public Works Department. Salting operations should be applied at a rate and ratio to be determined to by the Village Public Works Department and may be adjusted by the Village Public Works Department, depending on conditions.

All trucks should be equipped with controls to adjust the volume and rate of the salt spreading.

- C. Any questions as to the meaning or intent of any of the above provisions should be directed to the Village Public Works Department.

6. INDEMNIFICATION

- A. To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless the VILLAGE, its officers, officials, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from the services to be provided by CONTRACTOR to the VILLAGE, as detailed herein, provided that such claim damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, but only to the extent caused by negligent or willful acts or omissions of CONTRACTOR, or anyone directly or indirectly employed or contracted by CONTRACTOR. Such obligation shall not be constructed to negate, abridge, or reduce other rights or obligations to indemnify which would otherwise exist as to a party or person described in this paragraph. Sickness or injury to employees of CONTRACTOR that arise out of and in the course of the employee's employment shall be subject to the provisions of the Illinois Workers' Compensation Act and Occupational Diseases Act.
- B. In claims against any person or entity indemnified under this paragraph by an employee or agent of CONTRACTOR or subcontractor, or anyone directly or indirectly employed by the CONTRACTOR or subcontractor, the indemnification obligation under this paragraph shall not be limited by a limitation on amount of type of damages, compensation or benefits payable by or for CONTRACTOR under the Workers' Compensation Act, disability benefits acts or other employee benefit acts.
- C. CONTRACTOR understands and agrees that any insurance policies required by this Agreement, or otherwise provided by CONTRACTOR, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the VILLAGE, its officers, officials, agents, volunteers, and employees as herein provided.

7. INSURANCE

CONTRACTOR shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of snow removal services by

CONTRACTOR, its assents, representatives, employees or subcontractors.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Series Offices Commercial General Liability occurrence from CG 0001 (ED>11/85)
2. Insurance Service Office from CA (Ed. 1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA 0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms-Insured Contract; and
3. Worker's Compensation as required by the Labor Code of the State of Illinois and Employers' Liability Insurance.

B. MINIMUM LIMITS OF INSURANCE

CONTRACTOR shall maintain limits no less than:

1. Commercial General Liability:
\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Minimum General Aggregate shall be no less than \$2,000,000 per person per aggregate;
2. Excess Liability Insurance:
\$10,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Minimum Aggregate shall be no less than \$10,000,000 per person aggregate;
3. Automobile Liability:
\$1,000,000 combined single limit per accident for bodily injury and property damage and;
4. Workers' Compensation and Employers' Liability:
Workers' Compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability Limits of \$500,000 per accident.

C. DEDUCTIBLE AN SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the VILLAGE.

D. OTHER INSURANCE PROVISIONS

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

1. Commercial General Liability and Automobile Liability Coverages:

- a. The VILLAGE, its officers, officials, agents, volunteers, and employees are to be covered as additional insureds as respects: liability arising out of work performed by or on behalf of CONTRACTOR as well as equipment procured, owned, leased, hired or borrowed by CONTRACTOR. The coverage shall contain no special limits on the scope of the protection afforded to the VILLAGE, its officers, officials, agents, volunteers, or employees;
- b. CONTRACTOR'S insurance coverage shall be primary insurance as respects the VILLAGE, its officers, officials, agents, volunteers, and employees. Any insurance or self-insurance maintained by the VILLAGE, its officers, officials, agents, volunteers, or employees shall be in excess of CONTRACTOR'S insurance and shall not contribute with it;
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the VILLAGE, its officers, officials, agents, volunteers or employees; and
- d. Coverage shall state that CONTRACTOR'S insurance shall apply separately to each insured against whom a claim or suit is brought, except with respect to the limits or the insurer's liability.

2. Workers' Compensation and Employers' Liability Coverage:

The insurer shall agree to waive all rights of subrogation against the VILLAGE, its officers, officials, agents, volunteers, and employers and for losses arising from work performed by the CONTRACTOR for the Village.

3. All Coverages:

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

8. EMPLOYMENT PRACTICES

A. During the performance of the services contemplated by the Agreement, CONTRACTOR hereby agrees as follows:

1. CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap, unrelated to ability, or unfavorable discharge from military service; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. If CONTRACTOR hires additional employees in order to perform this Agreement or any portion hereof, CONTRACTOR will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. In all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be affected equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
4. CONTRACTOR shall send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of CONTRACTOR'S obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with and comply with such Act and Rules and Regulations, CONTRACTOR will promptly so notify the Illinois Department of Human Rights and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
5. CONTRACTOR shall submit reports as required by the Illinois Department of Human Rights, Rules and Regulations, and furnish all relevant information as may from time to time be requested by the department or contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rule and Regulations.

6. CONTRACTOR shall not maintain or provide for its employees segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this section, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, location custom, or otherwise.

9. DAMAGE TO PROPERTY

CONTRACTOR shall promptly repair and/or replace, at its sole cost and expense, all private or public property damage caused or resulting from its willful or negligent actions while performing any work under this Agreement. In addition, CONTRACTOR shall be responsible for the full value of replacing mailboxes that are knocked down due to CONTRACTOR's wilful or negligent act (i.e. driving off the road into the mailbox or backing into the mailbox).

Damaged mailboxes shall have immediate, temporary repair to assure mail delivery pending permanent repair.

CONTRACTOR shall repair or replace damaged property within ten (10) days of oral or written notification from the VILLAGE, except damage to turf areas, which repairs are not to start earlier than May 10, 2021 and shall be completed no later than June 1, 2021. Turf damage is to be repaired with topsoil and seed.

In the event CONTRACTOR fails to make any repairs in a timely manner, the VILLAGE shall have the right to have any damage corrected and deduct the cost of same from any payments due and owing CONTRACTOR under the terms of this Agreement.

10. DRUG FREE WORKPLACE

CONTRACTOR shall provide a drug-free workplace by:

A. Publishing a statement:

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in CONTRACTOR'S workplace.

2. Specifying the actions that will be taken against employees for violations of such prohibition.
 3. Notifying the employee that, as a condition of employment on this Agreement, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- B. Establishing a drug-free awareness program to inform employees about:
1. The dangers of drug abuse in the workplace;
 2. CONTRACTOR'S policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance program; and
 4. The penalties that may be imposed upon employees for drug violation.
- A. Making it a requirement to give a copy of the statement required by Subparagraph 11 (A) to each employee engaged in the performance of the Agreement, and to post the statement in a prominent place in the workplace.
- B. Notifying the VILLAGE within ten (10) days after receiving notice under Subparagraph 12 (A) 3 (b) from an employee or otherwise receiving actual notice of such conviction.
- C. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted, as required by 30 ILCS 580/5.
- D. Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that trained referral team is in place.
- E. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

11. CERTIFICATIONS

A. CONTRACTOR shall submit to the VILLAGE a certification that:

1. CONTRACTOR is not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
2. CONTRACTOR is not barred from contracting as a result of a violation of either section 33D-3 (bid-rigging) or 33E-4 (bid-totaling) of the Criminal Code of 1961 (720 ILCS 5/33 E-3 and 5/33 E-4);
3. CONTRACTOR maintains and will maintain a drug free workplace in accordance with the Drug Free Workplace Act (30 ILCS 580/1 et seq.)
4. CONTRACTOR provides equal employment opportunities in accordance with the Illinois Human Rights Act (775 ILCS 580/1 et seq.); and

12. NONPERFORMANCE

In the event CONTRACTOR breaches any term of this Agreement or fails to perform its obligations under the terms of this Agreement in a timely and good workman-like manner, the VILLAGE reserves the right to receive the services of or replacement contractor and N.J. Ryan Tree & Landscape, LLC shall be liable to the VILLAGE for any and all increased costs for snow removal and salting services in excess of the rates set forth on Exhibit "A", attached hereto and made part hereof.

13. NOTICE

Any notice or statement by any party shall be deemed to be sufficiently given (unless otherwise stated) if delivered in person, sent by United States registered or certified mail, postage prepaid, return receipt requested, or sent by overnight delivery service (e.g. Federal Express) to the notified party at its address as set forth herein:

If to Village: Village of Willowbrook
 835 Midway Drive
 Willowbrook, Illinois 60527
 Attn: Village Administrator

If to Contractor: N.J. Ryan Tree & Landscape, LLC
 17271 IL Route 23
 DeKalb, Illinois 60115
 Attn: Richard Weber

These addresses shall remain in effect unless another address is substituted by written notice.

14. SOLE AGREEMENT

This Agreement and any exhibits or attachments hereto shall constitute the sole agreement of the parties relating to snow removal in the VILLAGE. Neither party will be bound by any statements, warranties, or promises, oral or written, unless such statements, warranties, or promises are set forth specially in this Agreement.

15. SEVERABILITY

This Agreement shall be governed in all respects by the laws of the State of Illinois. If any word, clause, phrase, provision, or portion of this Agreement or the application thereof to any person or circumstances shall be invalid or enforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement nor any other clause, phrase, provision, or portion hereof to other persons or circumstances.

16. WAIVER OF BREACH

No term of this Agreement shall be deemed waived, nor shall any breach be deemed excused unless the waiver is in writing and signed by the party claimed to have waived. Furthermore, any consent to or waiver of a breach will not constitute consent to or waiver of or excuse of any other different or subsequent breach.

17. ENFORCEMENT

The parties expressly agree that any action brought to enforce the terms of this Agreement or arising out of the parties' relationship shall be brought in the Circuit Court of DuPage County, Illinois, and hereby waive any arguments concerning jurisdiction or forum non-convenience.

18. ASSIGNMENT

This Agreement shall be binding on the parties and their respective successors and assigns. Neither party shall assign this Agreement without the prior written consent of the other party.

19. AMENDMENT

This Agreement shall not be amended or modified other than in writing signed by

both parties.

20. SECTION HEADINGS

The section headings contained in this Agreement are for reference purposes only and do not in any way affect the meaning or interpretation of this Agreement.

21. EFFECTIVE DATE

For purposes of this Agreement, the effective date shall be the date this Agreement is executed by the VILLAGE.

ACCEPTED:
N.J. RYAN TREE & LANDSCAPE, LLC.

ACCEPTED:
VILLAGE OF WILLOWBROOK

By: _____
Richard Weber, Contract Administrator

By: _____
Frank A. Trilla, Mayor

Date: _____

Date: _____

EXECUTED by CONTRACTOR in
presence of:

ATTEST:

Witness: _____

Deborah A. Hahn, Village Clerk

EXHIBIT “A”

PROPOSAL

NJ RYAN TREE & LANDSCAPE LLC

17271 IL ROUTE 23

DEKALB, IL 60115

Estimate

Date	Estimate #
9/1/2020	136

Name / Address
Village of Willowbrook

			Project
Description	Qty	Cost	Total
Snow removal 2020-2021 Price quote as requested		0.00	0.00
Pickup truck wit 9' v-plow \$ 115 per hour			
Bobcat with bucket or pusher \$ 140 per hour			
6 Wheeler \$ 85 per hour			
Combo loader \$ 160 per hour			
Laborer \$ 75 per hour			
Dump truck with plow & salt spreader \$ 145 per hour			
Equipment list			
(4) 2018 S 650 Bobcat			
(2) 2016 S 850 Bobcat			
(2) 2017 International Roll off			
(2) 2012 Tandem Roll off			
(2) 2017 F250 Plow trucks			
(4) 2017 F450/550 Dump trucks with plow & spreader			
(2) 2019 S 650 Bobcat			
(2) 2018 John Deere F1435 with plow			
(1) 2018 V519 Telly Bobcat			
(2) 2016 John Deere 244K Loader			
		Total	\$0.00

Customer Signature _____

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

An Ordinance Amending Section 3-12-5 Entitled "Classifications," of Chapter 12 Entitled "Liquor," of Title 3 Entitled "Business" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois

AGENDA NO. 11

AGENDA DATE: 11/09/20

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: Mike Mertens

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst

REVIEWED & APPROVED BY COMMITTEE: YES ☐ NO ☐ N/A ☒

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

As the Village Board members are aware the Village will soon be issuing a certificate of occupancy for the Compass Arena. Due to the unique nature of this recreational / hospitality venue the Village finds it is proper and in the best interest of the Village to add a Class B-3 liquor license classification for the retail sale of alcoholic liquor. Specifically, this ordinance would create a new liquor category, B-3, to allow for retail – on premise consumption for a restaurant with a separate service area. The proposed B-3 classification would be added to the existing list of liquor licenses as summarized below:

3-12-5: CLASSIFICATIONS:

Class A - Retail - no consumption. The annual fee is \$2,500.00.

Class B - Entertainment, dancing, and consumption. The annual fee is \$2,500.00.

Class B-1 - Retail - no consumption – restaurant. The annual fee is \$500.00.

Class B-2 - Retail - consumption on and off premises - coffee/sandwich shop. The annual fee is \$1,500.00.

Class C - One day license. The annual fee is \$250.00.

Class D - Hotel, motel type of class. The annual fee is \$3,500.00.

Class E - Retail - no consumption - grocery stores. The annual fee is \$2,500.00.

Class F - Recreational facility – consumption. The annual fee is \$2,500.00.

Class G - Private recreational facility – consumption. The annual fee is \$250.00.

Class H – Catering. The annual fee is \$250.00.

Class I - Indoor/outdoor commercial recreational facility. The annual fee is \$2,500.00.

Class J - Homeowners' association. The annual fee is \$250.00.

Class K - Retail consumption on and off premises - grocery store over 30,000 square feet of retail floor area. The annual fee is \$3,000.00.

Class L - Retail consumption on and off premises of a brewpub or Class I brewer. The annual fee is \$2,500.00.

Class M - Retail - no consumption - gas stations. The annual fee is \$2,500.00.

Class N - Retail - on premises consumption - hair and nail salon. The annual fee is \$1,500.00.

Class O - Video gaming cafes. The annual fee is \$5,000.00.

Class P – Restaurants with video gaming. The annual fee is \$5,000.00.

STAFF RECOMMENDATION

The proposed Class B-3 license shall authorize the retail sale on the specified premises of alcoholic liquor for consumption of said premises when the primary business conducted upon said premises is that of a

restaurant where not less than seventy five percent (75%) of the retail floor area is devoted to the service of complete sit-down meals from a menu and not more than twenty five percent (25%) of the retail restaurant floor area is devoted to lounge or bar purposes. A Class B-3 license shall also permit the on-premises consumption of alcoholic liquor from a service bar or lounge separate from the restaurant facility and located on the mezzanine level of the specified premises. Any person holding any Class B license shall have the privilege of providing upon the licensed premises an orchestra and permitting dancing by patrons therein, provided, however, that no such dancing by patrons shall be permitted unless there is provided in the licensed premises a compact, clear, and open area containing not less than four hundred (400) square feet for such dancing; and provided further, that no entertainers other than members of the orchestra shall be engaged or permitted to perform therein.

The annual license fee for a Class B-3 license shall be Two Thousand Seven Hundred Dollars (\$2,700.00). The maximum number of Class B-3 licenses shall be one (1)."

ACTION PROPOSED:

Pass the Ordinance

ORDINANCE NO. 20-O-__

**AN ORDINANCE AMENDING SECTION 3-12-5 ENTITLED "CLASSIFICATIONS,"
OF CHAPTER 12 ENTITLED "LIQUOR," OF TITLE 3 ENTITLED "BUSINESS"
OF THE VILLAGE CODE OF ORDINANCES OF
THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the corporate authorities of the Village of Willowbrook, are expressly authorized, pursuant to section 4-1 of the Illinois Liquor Control Act (235 ILCS 5/4-1), to regulate the number, classification and license fees authorizing the retail sale of alcoholic liquor in the Village; and

WHEREAS, the corporate authorities of the Village of Willowbrook, have determined that it is proper and in the best interest of the Village to add a Class B-3 liquor license classification for the retail sale of alcoholic liquor in the Village of Willowbrook.

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

SECTION ONE: Section 3-12-5 entitled: "Classifications," of Chapter 12 entitled "Liquor," of Title 3 entitled "Business" of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is hereby further amended by adding subsection 3-12-5(B)(3) to subsection 3-12-5(B) to read as follows:

B-3	Retail – On Premise Consumption – Restaurant and separate service.
-----	--

"[B-3] Class B-3: Class B-3 license shall authorize the retail sale on the specified premises of alcoholic liquor for consumption of said premises, when the primary business conducted upon said premises is that of a restaurant where not less than seventy five percent (75%) of the retail floor area is devoted to the service of complete sit down meals

from a menu and not more than twenty five percent (25%) of the retail restaurant floor area is devoted to lounge or bar purposes. A Class B-3 license shall also permit the on premise consumption of alcoholic liquor from a service bar or lounge separate from the restaurant facility and located on the mezzanine level of the specified premises. Any person holding any Class B license shall have the privilege of providing upon the licensed premises an orchestra and permitting dancing by patrons therein; provided, however, that no such dancing by patrons shall be permitted unless there is provided in the licensed premises a compact, clear and open area containing not less than four hundred (400) square feet for such dancing; and provided further, that no entertainers other than members of the orchestra shall be engaged or permitted to perform therein.

The annual license fee for a Class B-3 license shall be Two Thousand Seven Hundred Dollars (\$2,700.00). The maximum number of Class B-3 licenses shall be one (1).”

SECTION TWO: The remaining provisions of section 3-12-5 shall remain in full force and effect and unamended by this ordinance.

SECTION THREE: Any ordinance or portion of any ordinance in conflict with the provisions of this Ordinance is hereby repealed solely to the extent of said conflict.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SECTION FOUR: This Ordinance shall be in full force and effect from and after its passage and approval and publication in the manner provided by law.

PASSED and **APPROVED** this 9th day of November, 2020 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Deborah A. Hahn, Village Clerk