

## 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, OCTOBER 11, 2021, 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 ZOOM WEBINAR. MEMBERS OF THE PUBLIC CAN ATTEND THE MEETING VIA ZOOM WEBINAR BY VIDEO OR AUDIO. IF A MEMBER IS USING ZOOM, PLEASE EITHER USE YOUR PHONE OR COMPUTER, NOT BOTH.**

**THE PUBLIC CAN UTILIZE THE FOLLOWING CALL-IN NUMBER:**

**Dial-in Phone Number:        312-626-6799**

**Meeting ID:                      899 5736 1394**

**Written Public Comments Can Be Submitted By 6:15 P.M. on October 11, 2021, to [shalloran@willowbrook.il.us](mailto:shalloran@willowbrook.il.us)**

1.        CALL TO ORDER
2.        ROLL CALL
3.        PLEDGE OF ALLEGIANCE
4.        VISITORS' BUSINESS - Public Comment is Limited to Three Minutes Per Person
5.        OMNIBUS VOTE AGENDA:
  - a.       Waive Reading of Minutes (APPROVE)
  - b.       [Minutes - Special Board Meeting - September 27, 2021](#) (APPROVE)
  - c.       [Minutes - Regular Board Meeting - September 27, 2021](#) (APPROVE)
  - d.       [Warrants - \\$337,312.92](#)
  - e.       [September 2021 Monthly Financial Report](#)
  - f.       [RESOLUTION NO.                      - A Resolution To Approve And Authorize The Execution Of An Intergovernmental License Agreement Between DuPage Public Safety Communications \(Du-Comm\) And The Village Of Willowbrook, Illinois](#) (ADOPT)

- g. ORDINANCE NO. \_\_\_\_\_ - An Ordinance Amending The Village Of Willowbrook Employee Personnel Manual By Adding To Article VII, Section 7.17, Entitled "Employee Work From Home Policy - Non-Union" (PASS)
- h. RESOLUTION NO. \_\_\_\_\_ - A Resolution Of The Village Of Willowbrook For Initial And Final Acceptance Of Public Improvements In The Village Of Willowbrook, DuPage County, Illinois (ADOPT)
- i. MOTION - A MOTION TO APPROVE A CHANGE ORDER OF \$44,750.87 FOR THE 2021 MFT ROAD PROJECT CONTRACT WITH M&J ASPHALT (APPROVE) (Note: No documentation included for this motion.)

NEW BUSINESS

- 6. MOTION - MOTION TO APPROVE THE FISCAL YEAR 2020/21 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT LETTER (APPROVE)
- 7. RESOLUTIONS PERTAINING TO THE SHERIDAN ROAD PROJECT:
  - a. RESOLUTION NO. \_\_\_\_\_ - A Resolution Of The Village Of Willowbrook Under The Provisions Of The Illinois Highway Code Appropriating The Additional Sum Of \$100,445.00 Of Motor Fuel Tax Funds (ADOPT)
  - b. RESOLUTION NO. \_\_\_\_\_ - A Resolution Of The Village Of Willowbrook Determining The Lowest Responsible Bidder And Awarding A Contract To M&J Asphalt Paving Company, Inc. For Phase 2 Of The 2021 Road Maintenance Program (ADOPT)
- 8. Discussion Of Liquor License Fees, Business Licenses Fees And Video Gaming Fees

9.        [RESOLUTION NO.                      - A Resolution Creating Set  
Hours For Halloween Solicitation In The Village  
Of Willowbrook](#)

PRIOR BUSINESS

10.       TRUSTEE REPORTS
11.       ATTORNEY'S REPORT
12.       CLERK'S REPORT
13.       ADMINISTRATOR'S REPORT
14.       MAYOR'S REPORT
15.       EXECUTIVE SESSION  
            The Appointment, Employment, Compensation, Discipline,  
            Performances or Dismissal of Specific Village Employees  
            Authorized by 5 ILCS 120/2(c)(1)
16.       ADJOURNMENT

MINUTES OF THE SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 27, 2021, AT 5:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

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

1. CALL TO ORDER

The meeting was called to order at 5:30 P.M. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Village Clerk Deborah Hahn, Village Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Greg Ruffolo, Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Clerk Christine Mardegan and Director of Municipal Services AJ Passero.

Present via conference call, due to the COVID-19 pandemic, were, Trustee Paul Oggerino and Building Official Roy Giuntoli.

Absent: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented and no written comments were received.

NEW BUSINESS

4. DISCUSSION: WATER METER REPLACEMENT PROGRAM

Director of Municipal Services AJ Passero presented the details of the program:

At the September 13, 2021, Municipal Services Committee, staff discussed the possibility of implementing a residential water meter replacement program over the next three years, starting in FY '22. The details and nuances of the plan have not been finalized, nor have the costs been finalized. The 5/8" water meters were installed in the early 90s and need replacement. Most of the current water meters are past their expected service life. They have lost accuracy as the internal mechanical parts have degraded and slowed, leading to under registering water consumption. The older the water meter is, the more water passes through without registering.

Village staff is reviewing the **installation of "smart" water meter technology** that will utilize a remote wireless meter reading process and recommend a company that works with the



current software. Any type of water meter must be reliable, accurate, and provide longevity. This technology will provide better customer service, reduce operation costs, and provide greater data accuracy. To help minimize water loss, it is recommended we replace the meters. The new meters will be expected to be accurate for the entirety of their 20-year life expectancy. The new meters will have the ability to provide on-demand readings and leak alerts, which makes early identification of leaks more likely than with traditional meters and a drive-by reading system.

Moving forward, if the Board approves the direction, below would be the proposed timeline:

- Winter 2021 - Staff will seek proposals from highly qualified vendors.
- Spring 2022 - The Board will approve a vendor.
- Summer 2022 - The selected vendor will begin the first section of the water replacement program.
- Summer 2023 - The selected vendor will begin the second section of the water replacement program.

Summer 2024 - The selected vendor will begin the final section of the water replacement program.

Director Passero concluded by indicating that this replacement was for the actual water meter as the reader had been replaced in 2014. He also indicated that a software upgrade later this year, 2021, would allow communication directly with the meters. The purpose of the changes, upgrades, etc. is to minimize water loss.

Mayor Trilla asked for questions. Trustee Berglund questioned whether this applied to the condominium complexes in the Village as she believed they had only recently been replaced. Director Passero agreed that, yes, they had been recently replaced and that this program would apply to residential, single-family homes only.

Trustee Neal asked what the battery life is. Director Passero responded that it is 12-15 years, still within its current lifespan.

CONSENSUS: The discussion was for informational purposes only and Public Works will proceed with the replacement program as planned.

## 5. DISCUSSION: COMMUNITY RESOURCE CENTER UPDATE

Mayor Trilla asked Village Administrator Pabst to present the information regarding the Community Resource Center.

Administrator Pabst identified that in a review of the preliminary design, the Village architect, Nick Batistich, Owner's Representative, Ed Kalina, and Village staff were made aware of a possible issue with the existing design location of the pillar marking the main entrance of the building.

By placing the pillar as proposed, staff has found a safety hazard for pedestrians (limited visibility), compliance issues with the Americans with Disabilities Act (ADA) (ramp installation), and underground utilities (water main and sanitary clean-out service to the building) that cannot be moved.

Two options have been proposed to resolve the issue. The staff would like the Board's input as to whether to: 1. Remove the pillar design completely, or 2. Relocate the pillar to the northwest corner of the building on Midway Drive.

The discussion center on several main points:

- o Maintaining pillar for design consistency with the other buildings on the Municipal Campus, but relocating to the northwest corner of the building (Midway Drive)
- o If pillar relocated, maintaining a covered entrance way
- o Ensuring compliance of the entrance way with all ADA requirements
- o Additional costs of keeping the pillar design feature as opposed to no pillar (simplicity, cost effectiveness)

The discussion was primarily split between keeping the relocated pillar to maintain the cohesion of the Municipal Campus and the added cost of redesigning the location for the pillar.

The Board requests the Village Administrator to meet with the architect to review the redesign and estimates the proposed costs for relocating the pillar.

CONCENSUS: Although no consensus was reached, the Board agreed to revisit the issue after reworked cost estimates are received.

## 6. DISCUSSION: REMOTE WORK FROM HOME POLICY

Administrator Pabst indicated the intention was to have a policy for remote work in place in the event it is needed in the case of

future closures. The policy presented has been reviewed by the lawyer and is legally stable with built in flexibility.

Assistant Administrator Halloran continued by presenting the key points of the policy:

After a review of neighboring municipalities policies and internal discussion, the proposed policy includes the following highlights:

- **Eligibility:**
  - This policy will be based on both the position, employee, and organizational impact. If approved, the first two months shall be considered a trial period. An employee may be considered ineligible for remote work in the remote event work can be demonstrated to have resulted in diminished individual or organizational performance, or continuation of remote work will interfere with the employee's ability to attain or return to a fully successful performance level.
- **Eligibility Considerations:**
  - While the considerations for eligible remote work will be based on productivity, it will also include the following considerations:
    - The proposed remote work assignment supports the current business operations.
    - There is a benefit to the Village's business operations.
    - Productivity can be documented and quantified to ensure work performance is maintained at the same or higher levels.
    - Whether job responsibilities can reasonably be fulfilled when working remotely.
- Whether requests for immediate Village assistance can be addressed on days on which the employee is working remotely.
- Whether an employee can perform job responsibilities without access to equipment, materials, and files that can only be accessed at a Village of Willowbrook facility.
- The extent to which an employee's remote work will not affect the ability of other Village departments to provide services and/or to conduct business.
- Whether an employee has supervisory or leadership responsibilities that require a village presence for those that remain on-site.
- Whether an employee has emergency management responsibilities that require a Village presence; and

- The extent to which security issues require the job responsibilities to be conducted at a Village of Willowbrook facility.
- **Responsibilities**
  - Supervisors and employees will be required to formulate objectives, expected results, and evaluation procedures for work completed while working remotely. The supervisor and employee will discuss at pre-determined intervals to review the employee's work performance (i.e., weekly, or biweekly meetings).
  - While working remotely, employees are in an official on-duty status. Failure to adhere to applicable policies may result in, among other things, the imposition of specific limitations on remote work, the termination of remote work, and/or other consequences.
  - The employee's Department Head/Director, in consultation with the Village Administrator, will review requests and determine a schedule that is appropriate, which will be documented in a written plan signed by the employee, Department Head/Director and the Village Administrator.

The discussion which followed centered on the pros and cons of remote work with the Trustees providing the following opinions:

Trustee Davi believes that a remote work policy is necessary and that it should be developed and administered by the Village Administrator and Assistant Village Administrator.

Trustee Berglund doesn't approve of work from home, believing it to be cumbersome and that things that need to get done, don't get done. She doesn't believe there should be a remote work policy.

Trustee Mistele encourages work in the building, for the socialization and team building benefits offered. He indicated that the policy is needed but that it should be sparingly used.

Trustee Neal reiterated that the agenda item was asking for a decision as to whether a policy should be in place and agrees that it should. She also indicated that the decision on remote work, and the specifics, should be handled by the Village Administrator and Assistant Administrator.

Trustee Oggerino indicated that it is not a bad idea to have a remote work policy in place, but agrees with Trustees Ruffolo, Mistele and Berglund that it is preferable to have employees in the building.

Trustee Ruffolo agreed with Trustee Mistele that it is preferable to have employees in the building, that it is important to have collaboration. Although he is not a proponent of remote work, it is a good backstop and that having a policy is prudent.

Mayor Trilla agreed that a policy is necessary and that it should be managed by the Village Administrator and Assistant Administrator. Although he was against work from home when it first came up, he believes the Village staff handled remote work well.

Village Attorney Bastian asked if the Board felt the need to discuss the parameters for when the remote work policy would be enacted. Administrator Pabst felt that the specifics needn't be in the policy that it is to be used sparingly. Assistant Administrator Halloran indicated there is general language in the policy to address usage.

CONCENSUS: To accept the Remote Work Policy as presented.

MOTION: Made by Trustee Berglund and seconded by trustee Davi to accept the Remote Work Policy as presented.

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

## 7. ADJOURNMENT

MOTION: Made by Trustee Neal and seconded by Trustee Davi to adjourn the Special Meeting of the Committee of the Whole at the hour of 6:18 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2021.

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

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, SEPTEMBER 27, 2021, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

DUE TO THE COVID 19 PANDEMIC, THE VILLAGE 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 Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Village Clerk Deborah Hahn, Trustees Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Greg Ruffolo, Village Attorney Thomas Bastian, Village Administrator Brian Pabst, Assistant Village Administrator Sean Halloran, Director of Finance Carrie Dittman, Chief Robert Schaller, Deputy Chief Lauren Kaspar, Deputy Christine Mardegan and Director of Municipal Services AJ Passero.

Present via conference call, due to the COVID-19 Pandemic, were Trustee Paul Oggerino and Building Official Roy Giuntoli.

Absent: None.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Sergeant Timothy Kobler 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 - September 13, 2021 (APPROVE)
- c. Warrants - \$ 363,954.86

- d. Motion: To Approve Meritorious Service Award For  
Officer Jose Lopez and Sergeant Timothy Kobler. (PASS)

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

Trustee Neal made a motion to have 5.d. removed from the Omnibus Agenda.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to approve the Omnibus Vote Agenda with item 5.d. to be discussed individually.

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

MOTION DECLARED CARRIED

To Approve Meritorious Service Award For Officer Jose Lopez and Sergeant Timothy Kobler. (PASS)

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to approve the Omnibus Vote Agenda with item 5.d. removed.

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

MOTION DECLARED CARRIED

Mayor Trilla returned to Agenda item 5.d. the Meritorious Service Awards. Mayor Trilla asked Chief Schaller to say a few words. The Mayor then called Officers Jose Lopez and Sergeant Timothy Kobler to the podium and, in turn, read and presented the Meritorious Service Awards. The officers were applauded and congratulated by the Mayor and Trustees.

#### NEW BUSINESS

#### 6. ORDINANCES RELATED TO THE POTENTIAL WILLOWBROOK REDEVELOPMENT CORRIDOR TAX INCREMENT FINANCING DISTRICT

- a. ORDINANCE NO. 21-O-44 - An Ordinance Authorizing The Establishment Of Interested Parties Registries And Adopting Rules For Such Registries For Redevelopment Project Areas In The Village Of Willowbrook (PASS)

- b. ORDINANCE NO. 21-O-45 - An Ordinance Proposing A Redevelopment Plan And Project For, And The Designation Of, The Willowbrook Redevelopment Corridor Redevelopment Project Area And The Adoption Of Tax Increment Allocation Financing Therefor, Convening A Joint Review Board And Calling A Public Hearing In Connection Therewith, And Repealing Village Of Willowbrook Ordinance No. 21-O-43 (PASS)

Assistant Administrator Halloran advised the board that the dates on the ordinances match the cover sheet. There are no changes in the actual ordinances. There was a Scribner's error as well.

MOTION: Made by Trustee Davi seconded by Trustee Neal to pass Ordinance No. 21-O-44 as amended.

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

MOTION: Made by Trustee Neal seconded by Trustee Ruffolo to pass Ordinance No. 21-O-45 as amended.

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

MOTION DECLARED CARRIED

7. Motion: To Direct Storino Ramello And Durkin To Proceed With The Filing Of An Administrative Complaint With The USEPA To Seek Recovery Of Certain Village

Attorney Bastian presented, the purpose of this memorandum is to provide an update on our work related to asserting an administrative claim with the United States Environmental Protection Agency ("USEPA") for the recovery of the Village's costs/expenses related to USEPA's intentional inactivity involving ethylene oxide issues. In April 2021, the Office of Inspector General released a report outlining the intentional conduct of certain USEPA officials. As a result of the admissions contained in the April 2021 report, the Village has asked the Village attorney to examine whether the Village has a claim to seek recovery against USEPA.

Furthermore, staff has consulted with the law firm of Schiff Hardin regarding this issue. They have determined that the Village may pursue its claims through an administrative complaint filed first with the USEPA; the USEPA has six months to answer/reply to the complaint. If the USEPA does nothing in this 6-month period, it has the effect of a denial of the claim, and a "right to sue" letter will issue to pursue



the complaint in the Federal Claims Court in Washington, D.C. However, the USEPA may also attempt to settle and resolve the case during this initial 6-month period. The costs/expenses the Village may seek must be directly related to the USEPA's failures to act, such as the Village's expenditures between August 2018 and March 2019 for environmental expert services and consultations.

Trustee Mistele asked how much money are we trying recover, about \$800,000?

Attorney Bastian said some of the costs are for testing and consultant fees.

Mayor Trilla commented that we are not allowed to recover legal fees.

MOTION: Made by Trustee Berglund seconded by Trustee Neal to adopt the motion.

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

MOTION DECLARED CARRIED

8. ORDINANCE NO. 21-O-46- An Ordinance Amending Chapter 9  
Entitled "Hotels; Rooming Houses" Of Title 3 Entitled  
"Business Regulations" Of The Village Code Of Ordinances Of The  
Village Of Willowbrook, DuPage County, Illinois (PASS)

Assistant Administrator Halloran shared, on November 23, 2020, the Board of Trustees approved an ordinance that amended Chapter 9 Hotel/Motel with the following changes: strict guidelines, annual inspections, and updated guidelines.

The proposed ordinance includes the following provisions to reduce crime give the Police Department guidelines to enforce the law.

- Parking lot illumination and security requirements
- Video surveillance system requirements in common areas
- Restricted access or monitoring of public points of entry between 9pm and 6am
- Limiting the length of stay to 28 days, with exception made for corporate contracts and emergency situations
- Limiting room occupancy and congregation of occupants (exceptions for hospitality suites and other special circumstances)

Attorney Bastian thanked Halloran for all of his hard work and research. There is no change in the license suspension and

revocation of the license policy for non-compliant hotels. The Village Administrator has the right, after notifying the hotel, to suspend their license.

MOTION: Made by Trustee Davi and seconded by Trustee Ruffolo to pass Ordinance No. 21-O-46 as presented.

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

MOTION DECLARED CARRIED

PRIOR BUSINESS

9. 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 had no report.

10. ATTORNEY'S REPORT

Attorney Bastian had no report.

11. CLERK'S REPORT

Clerk Hahn had no report.

12. ADMINISTRATOR'S REPORT

Administrator Pabst shared with the Board that Novotny Engineering has a site survey report for \$9,150.

13. MAYOR'S REPORT

Mayor Trilla added the Novotny Engineering is a Willowbrook Company which is always a plus.

14. ADJOURNMENT

The Mayor entertained a motion for adjournment.

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:58 P.M.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2021.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

## WARRANTS

October 11, 2021

GENERAL CORPORATE FUND	-----	\$215,536.49
WATER FUND	-----	\$115,421.43
POLICE PENSION FUND	-----	\$6,355.00
 TOTAL WARRANTS	-----	 \$337,312.92

Carrie Dittman, Director of Finance



APPROVED:  
Frank A. Trilla, Mayor

10/06/2021 03:15 PM  
User: DSCHMIDT  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 09/29/2021 - 10/12/2021

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/12/2021	APCH	221 (E) *#	INTERGOVERNMENTAL PERSONNEL	EMP DED PAY- INSURANCE	210-204	00	15,490.63
				LIFE INSURANCE - ELECTED OFFICIALS	410-141	05	76.80
				LIFE INSURANCE - COMMISSIONERS	435-148	07	17.40
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	194.08
				HEALTH/DENTAL/LIFE INSURANCE	455-141	10	3,079.10
				HEALTH/DENTAL/LIFE INSURANCE	510-141	15	600.67
				LIFE INSURANCE - PLAN COMMISSION	510-340	15	75.60
				HEALTH/DENTAL/LIFE INSURANCE	610-141	25	2,988.47
				HEALTH/DENTAL/LIFE INSURANCE	630-141	30	30,224.52
				HEALTH/DENTAL/LIFE INSURANCE	710-141	35	3,383.18
				HEALTH/DENTAL/LIFE INSURANCE	810-141	40	1,831.05
				CHECK APCHK 221 (E) TOTAL FOR FUND 01:			57,961.50
10/12/2021	APCH	222 (E) *#	WEX BANK	FUEL/MILEAGE/WASH	455-303	10	36.21
				FUEL/MILEAGE/WASH	630-303	30	5,692.90
				FUEL/MILEAGE/WASH	710-303	35	595.80
				FUEL/MILEAGE/WASH	810-303	40	94.40
				CHECK APCHK 222 (E) TOTAL FOR FUND 01:			6,419.31
10/12/2021	APCH	97686	ACCOUNTTEMPS	CONSULTING FEES - CLERICAL	471-253	10	817.50
				CONSULTING FEES - CLERICAL	471-253	10	337.50
				CHECK APCHK 97686 TOTAL FOR FUND 01:			1,155.00
10/12/2021	APCH	97687	AMERICAN TRAFFIC SOLUTIONS	RED LIGHT - CAMERA FEES	630-247	30	22,475.00
				RED LIGHT - MISC FEE	630-249	30	2,535.00
				CHECK APCHK 97687 TOTAL FOR FUND 01:			25,010.00
10/12/2021	APCH	97688	AXON ENTERPRISE, INC	BODY CAMERAS	630-402	30	9,952.84
10/12/2021	APCH	97689	B & E AUTO REPAIR & TOWING	MAINTENANCE - VEHICLES	630-409	30	29.95
				MAINTENANCE - VEHICLES	630-409	30	194.82
				MAINTENANCE - VEHICLES	630-409	30	79.03
				MAINTENANCE - VEHICLES	630-409	30	386.66
				CHECK APCHK 97689 TOTAL FOR FUND 01:			690.46
10/12/2021	APCH	97690	BKD, LLP	AUDIT SERVICES	620-251	25	500.00
10/12/2021	APCH	97691	CAR REFLECTIONS	MAINTENANCE - VEHICLES	630-409	30	350.00

10/06/2021 03:15 PM  
User: DSCHMIDT  
DB: Willowbrook

CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
CHECK DATE FROM 09/29/2021 - 10/12/2021

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/12/2021	APCH	97692#	CHRISTOPHER B. BURKE	FEES - ENGINEERING	720-245	35	906.52
				FEES - ENGINEERING	720-245	35	110.00
				FEES - ENGINEERING	720-245	35	1,611.71
				FEES - ENGINEERING	720-245	35	337.50
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	220.00
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	245.92
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	165.00
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	347.50
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	116.24
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	220.00
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	110.00
				PLAN REVIEW - CIVIL ENGINEER-REIMB	820-254	40	110.00
				CHECK APCHK 97692 TOTAL FOR FUND 01:			4,500.39
10/12/2021	APCH	97693*#	CITY WIDE OF ILLINOIS	MAINTENANCE - BUILDING	466-228	10	1,120.32
				BUILDING MAINTENANCE SUPPLIES	466-351	10	103.41
				CHECK APCHK 97693 TOTAL FOR FUND 01:			1,223.73
10/12/2021	APCH	97694	CODE ENFORCEMENT REPRESENTATIVES	CODE ENFORCE INSPECTION	830-119	40	1,818.00
10/12/2021	APCH	97695#	COMCAST CABLE	INTERNET/WEBSITE HOSTING	460-225	10	226.82
				INTERNET/WEBSITE HOSTING	715-225	35	108.35
				CHECK APCHK 97695 TOTAL FOR FUND 01:			335.17
10/12/2021	APCH	97696*#	COMED	ENERGY - STREET LIGHTS	745-207	35	538.57
10/12/2021	APCH	97698#	DUPAGE COUNTY PUBLIC WORKS	SANITARY (835 MIDWAY)	466-251	10	271.18
				SANITARY (825 MIDWAY)	570-250	20	4.62
				SANITARY (PARKS)	570-278	20	33.55
				SANITARY (PARKS)	570-278	20	9.75
				SANITARY (7760 QUINCY)	630-250	30	352.10
				SANITARY USER CHARGE	725-417	35	15.65
				CHECK APCHK 97698 TOTAL FOR FUND 01:			686.85
10/12/2021	APCH	97699	DUPAGE COUNTY TREASURER	PHONE - TELEPHONES	630-201	30	750.00
10/12/2021	APCH	97700	FALCO'S LANDSCAPING INC	STREET & ROW MAINTENANCE	750-328	35	3,100.00
				STREET & ROW MAINTENANCE	750-328	35	6,500.00
				STREET & ROW MAINTENANCE OTHER	755-328	35	9,400.00
				CHECK APCHK 97700 TOTAL FOR FUND 01:			19,000.00

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF WILLOWBROOK  
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/12/2021	APCH	97701	FIRE CONTROL, INC	MAINTENANCE - BUILDING	630-228	30	315.99
10/12/2021	APCH	97702*#	FIRST NATIONAL BANK OMAHA	COMMISSARY PROVISION	455-355	10	58.91
				COMMISSARY PROVISION	455-355	10	80.89
				EDP LICENSES	460-263	10	12.00
				EDP LICENSES	460-263	10	72.71
				EDP LICENSES	460-263	10	14.99
				EDP LICENSES	460-263	10	14.99
				EDP LICENSES	460-263	10	132.00
				EDP LICENSES	460-263	10	357.67
				EDP LICENSES	515-263	15	4.00
				SCHOOLS/CONFERENCES/TRAVEL	610-304	25	135.00
				FEES/DUES/SUBSCRIPTIONS	610-307	25	345.00
				FEES/DUES/SUBSCRIPTIONS	610-307	25	122.70
				EDP LICENSES	615-263	25	12.00
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	250.00
				SCHOOLS/CONFERENCES/TRAVEL	630-304	30	250.00
				EDP LICENSES	640-263	30	16.00
				EDP LICENSES	715-263	35	12.00
				EDP LICENSES	815-263	40	4.00
				CHECK APCHK 97702 TOTAL FOR FUND 01:			1,894.86
10/12/2021	APCH	97704	FIRST NATIONAL BANK OMAHA	FEES/DUES/SUBSCRIPTIONS	455-307	10	12.99
				FEES/DUES/SUBSCRIPTIONS	455-307	10	9.99
				EDP LICENSES	460-263	10	40.00
				EDP LICENSES	460-263	10	15.93
				MAINTENANCE - BUILDING	466-228	10	554.50
				PUBLIC RELATIONS	475-365	10	83.74
				PUBLIC RELATIONS	475-365	10	211.65
				PUBLIC RELATIONS	475-365	10	101.75
				PUBLIC RELATIONS	475-365	10	98.77
				PUBLIC RELATIONS	475-365	10	46.02
				PUBLIC RELATIONS	475-365	10	85.49
				CHECK APCHK 97704 TOTAL FOR FUND 01:			1,260.83
10/12/2021	APCH	97705	FRONTLINE PUBLIC SAFETY SOLUTION	FEES/DUES/SUBSCRIPTIONS	630-307	30	1,066.00
10/12/2021	APCH	97706	GRIT PIPE SOLUTIONS LLC	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	1,100.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	3,120.00
				CHECK APCHK 97706 TOTAL FOR FUND 01:			4,220.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/12/2021	APCH	97707*#	H AND R CONSTRUCTION INC.	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	2,900.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	2,500.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	7,000.00
				CHECK APCHK 97707 TOTAL FOR FUND 01:			12,400.00
10/12/2021	APCH	97708	HOUSEAL LAVIGNE ASSOCIATES LLC	CONSULTING	455-306	10	1,575.00
10/12/2021	APCH	97709*#	HUNTER ASPHALT PAVING INC	STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	5,275.00
				STORM WATER IMPROVEMENTS MAINTENANCE	750-381	35	4,250.00
				CHECK APCHK 97709 TOTAL FOR FUND 01:			9,525.00
10/12/2021	APCH	97711	IL FIRE & POLICE COMM. ASSN.	FEES/DUES/SUBSCRIPTIONS	435-307	07	375.00
10/12/2021	APCH	97712	KARA CO. INC.	OPERATING SUPPLIES & EQUIPMENT	710-401	35	84.32
10/12/2021	APCH	97713	KIESLER'S POLICE SUPPLY INC	FIRING RANGE	630-245	30	4,692.00
10/12/2021	APCH	97714	LEONARD B CANNATA	RED LIGHT - ADJUDICATOR	630-246	30	1,276.00
10/12/2021	APCH	97716	MUNICIPAL CLERKS OF DUPAGE CNTY	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	28.00
10/12/2021	APCH	97717	NANCY TURVILLE	EMPLOYEE RECOGNITION	630-309	30	20.18
10/12/2021	APCH	97718	NATIONAL FIRE PROTECTION ASSN	FEES/DUES/SUBSCRIPTIONS	810-307	40	175.00
10/12/2021	APCH	97719	NCPERS GROUP LIFE INSURANCE	EMP DED - SUPPLEMENTAL LIFE INSURANC	210-213	00	80.00
				EMP DED - SUPPLEMENTAL LIFE INSURANC	210-213	00	80.00
				CHECK APCHK 97719 TOTAL FOR FUND 01:			160.00
10/12/2021	APCH	97720#	NICOR GAS	NICOR GAS (835 MIDWAY)	466-236	10	43.42
				NICOR GAS (7760 QUINCY)	630-235	30	153.11
				NICOR GAS	725-415	35	52.57
				CHECK APCHK 97720 TOTAL FOR FUND 01:			249.10
10/12/2021	APCH	97721	ON-TARGET SOLUTIONS GROUP INC	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	250.00
10/12/2021	APCH	97722#	ORBIS SOLUTIONS	CONSULTING SERVICES - IT	460-306	10	152.18
				CONSULTING SERVICES	515-306	15	38.04
				CONSULTING - PROGRAM HOSTING	555-306	20	38.04
				IT - CONSULTING SERVICES	615-306	25	114.13
				CONSULTING - IT/GRANT	640-306	30	1,103.26
				CONSULTING SERVICES	715-306	35	190.22
				CONSULTING SERVICES	815-306	40	114.13
				CHECK APCHK 97722 TOTAL FOR FUND 01:			1,750.00



Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
10/12/2021	APCH	97723#	ORBIS SOLUTIONS	EDP LICENSES	460-263	10	775.00
				CONSULTING SERVICES - IT	460-306	10	305.23
				CONSULTING SERVICES	515-306	15	76.30
				CONSULTING - PROGRAM HOSTING	555-306	20	76.30
				IT - CONSULTING SERVICES	615-306	25	228.91
				CONSULTING - IT/GRANT	640-306	30	2,212.83
				CONSULTING SERVICES	715-306	35	381.52
				CONSULTING SERVICES	815-306	40	228.91
				CHECK APCHK 97723 TOTAL FOR FUND 01:			4,285.00
10/12/2021	APCH	97724	RATHS, RATHS & JOHNSON, INC.	PLAN REVIEW - STRUCTURAL-REIMB	820-255	40	1,312.50
10/12/2021	APCH	97725	RELENTLESS LLC DBA DESERT SNOW	SCHOOLS/CONFERENCES/TRAVEL	630-304	30	1,198.00
10/12/2021	APCH	97726#	SATELLITE PHONE STORE	PHONE - TELEPHONES	455-201	10	65.76
				PHONE - TELEPHONES	630-201	30	65.76
				CHECK APCHK 97726 TOTAL FOR FUND 01:			131.52
10/12/2021	APCH	97727*#	SIKICH LLP	CONSULTING SERVICES - IT	460-306	10	2,720.00
				CONSULTING SERVICES - IT	460-306	10	5,002.50
				CONSULTING SERVICES	515-306	15	172.50
				AUDIT SERVICES	620-251	25	16,380.00
				CONSULTING - IT/GRANT	640-306	30	5,845.00
				CONSULTING - IT/GRANT	640-306	30	1,322.50
				CHECK APCHK 97727 TOTAL FOR FUND 01:			31,442.50
10/12/2021	APCH	97729	THE BLUE LINE	PRINTING & PUBLISHING	435-302	07	348.00
10/12/2021	APCH	97730	THOMAS J BRESCIA	FEES - FIELD COURT ATTORNEY	630-241	30	1,850.00
10/12/2021	APCH	97731	THOMPSON ELEV. INSPECT. SERVICE	ELEVATOR INSPECTION	830-117	40	100.00
				ELEVATOR INSPECTION-REIMB	830-117	40	100.00
				ELEVATOR INSPECTION-REIMB	830-117	40	100.00
				CHECK APCHK 97731 TOTAL FOR FUND 01:			300.00
10/12/2021	APCH	97732	THOMSON REUTERS - WEST	FEES/DUES/SUBSCRIPTIONS	630-307	30	203.80
10/12/2021	APCH	97734#	WAREHOUSE DIRECT	OFFICE SUPPLIES	455-301	10	29.80
				OFFICE SUPPLIES	455-301	10	29.80
				OFFICE SUPPLIES	455-301	10	83.44
				OFFICE SUPPLIES	455-301	10	36.53

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 01 GENERAL FUND							
				COMMISSARY PROVISION	455-355	10	32.98
				COMMISSARY PROVISION	455-355	10	24.13
				OFFICE SUPPLIES	610-301	25	77.01
				OFFICE SUPPLIES	630-301	30	4.40
				OFFICE SUPPLIES	630-301	30	28.99
				OFFICE SUPPLIES	630-301	30	148.87
				OFFICE SUPPLIES	810-301	40	70.37
				CHECK APCHK 97734 TOTAL FOR FUND 01:			566.32
10/12/2021	APCH	97735	WESTERN FIRST AID & SAFETY	OPERATING EQUIPMENT	630-401	30	344.89
10/12/2021	APCH	97736	WILD GOOSE CHASE INC	CONTRACTED MAINTENANCE & LANDSCAPING	570-281	20	960.00
10/12/2021	APCH	97737#	WILLOWBROOK FORD INC.	MAINTENANCE - VEHICLES	630-409	30	100.00
				MAINTENANCE - VEHICLES	735-409	35	9.86
				CHECK APCHK 97737 TOTAL FOR FUND 01:			109.86
10/12/2021	APCH	97738#	WLBK BURR RIDGE CHAMBER OF COM	SCHOOLS/CONFERENCES/TRAVEL	410-304	05	100.00
				SCHOOLS/CONFERENCES/TRAVEL	455-304	10	50.00
				CHECK APCHK 97738 TOTAL FOR FUND 01:			150.00
10/12/2021	APCH	97739	WLBK BURR RIDGE KIWANIS	FEES/DUES/SUBSCRIPTIONS	410-307	05	125.00
				Total for fund 01 GENERAL FUND			215,536.49

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 02 WATER FUND							
10/12/2021	APCH	221(E)*#	INTERGOVERNMENTAL PERSONNEL	HEALTH/DENTAL/LIFE INSURANCE	401-141	50	3,450.22
10/12/2021	APCH	222(E)*#	WEX BANK	FUEL/MILEAGE/WASH	401-303	50	595.81
10/12/2021	APCH	97693*#	CITY WIDE OF ILLINOIS	MATERIALS & SUPPLIES- STANDPIPE/PUMPH	425-475	50	106.12
10/12/2021	APCH	97696*#	COMED	ENERGY - ELECTRIC PUMP	420-206	50	177.12
10/12/2021	APCH	97697	CULY CONTRACTING LLC	DISTRIBUTION SYSTEM REPLACEMENT	440-694	50	49,500.00
10/12/2021	APCH	97702*#	FIRST NATIONAL BANK OMAHA	METERS FLOW TESTING	435-278	50	10.60
10/12/2021	APCH	97707*#	H AND R CONSTRUCTION INC.	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,500.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,400.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,330.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,720.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	9,100.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	5,600.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	2,625.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	3,600.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,500.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	7,020.00
				CHECK APCHK 97707 TOTAL FOR FUND 02:			46,395.00
10/12/2021	APCH	97709*#	HUNTER ASPHALT PAVING INC	WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	8,490.00
				WATER DISTRIBUTION REPAIRS/MAINTENANC	430-277	50	4,950.00
				CHECK APCHK 97709 TOTAL FOR FUND 02:			13,440.00
10/12/2021	APCH	97715	METROPOLITAN INDUSTRIES INC	EDP EQUIPMENT/SOFTWARE	417-212	50	138.00
10/12/2021	APCH	97727*#	SIKICH LLP	IT CONSULTING	417-306	50	862.50
10/12/2021	APCH	97728	SUBURBAN DOOR CHECK & LOCK SERVI	REPAIRS & MAINTENANCE-STANDPIPE/PUMPH	425-485	50	671.00
10/12/2021	APCH	97733	VERIZON WIRELESS	PHONE - TELEPHONES	401-201	50	75.06
				Total for fund 02 WATER FUND			115,421.43

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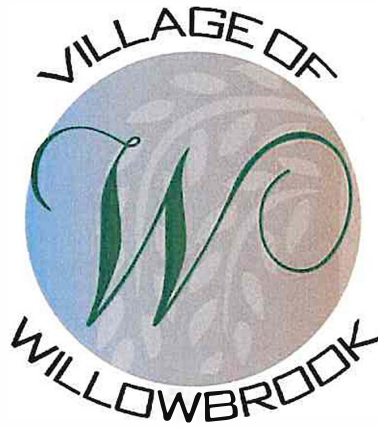
Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 07 POLICE PENSION FUND							
10/12/2021	APCH	97702*#	FIRST NATIONAL BANK OMAHA	SCHOOLS CONFERENCE TRAVEL	401-304	62	1,940.00
10/12/2021	APCH	97710	I.P.P.F.A.	FEES DUES SUBSCRIPTIONS	401-307	62	795.00
10/12/2021	APCH	97727*#	SIKICH LLP	AUDIT FEES	401-251	62	3,620.00
				Total for fund 07 POLICE PENSION FUND			6,355.00
TOTAL - ALL FUNDS							337,312.92

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

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

Payroll Liability Check Register  
For Check Dates 09/01/2021 to 09/30/2021

Check Number	Vendor Name	Check Date	Check Amount
EFT488	AFLAC	09/24/2021	2,731.91
EFT489	EFTPS	09/24/2021	46,541.22
EFT490	COMMUNITY BANK OF WILLOWBROOK	09/24/2021	124.16
EFT491	I C M A RETIREMENT TRUST - 457	09/24/2021	825.00
EFT492	ILLINOIS STATE DISBURSEMENT UNIT	09/24/2021	1,806.30
EFT493	ILLINOIS FRATERNAL	09/24/2021	1,152.00
EFT494	I.M.R.F. PENSION FUND	09/24/2021	33,503.82
EFT495	NATIONWIDE RETIREMENT SOLUTIONS	09/24/2021	8,624.89
EFT496	VILLAGE OF WILLOWBROOK	09/24/2021	55,672.24
EFT481	EFTPS	09/10/2021	37,362.53
EFT482	COMMUNITY BANK OF WILLOWBROOK	09/10/2021	124.16
EFT483	I C M A RETIREMENT TRUST - 457	09/10/2021	825.00
EFT484	ILLINOIS STATE DISBURSEMENT UNIT	09/10/2021	997.30
EFT485	NATIONWIDE RETIREMENT SOLUTIONS	09/10/2021	8,622.53
EFT486	VILLAGE OF WILLOWBROOK	09/10/2021	55,632.60
EFT487	ILLINOIS DEPT. OF REVENUE	09/10/2021	8,261.44
Total Checks: 16		Total Paid:	\$262,807.10



MONTHLY FINANCIAL REPORT  
SEPTEMBER 2021

RESPECTFULLY SUBMITTED BY:

Frank A. Trilla, Mayor

Carrie Dittman, Director of Finance *C.D.*

# VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL SALES AND USE TAXES

MONTH DIST	SALE MADE		17-18	18-19	19-20	20-21	21-22	Difference from Prior Year
MAY	FEB	\$	264,472	\$ 276,118	\$ 320,221	\$ 307,589	\$ 319,211	3.78%
JUNE	MAR		304,436	334,282	360,870	359,968	421,287	17.03%
JULY	APR		304,925	309,957	343,577	289,885	413,459	42.63%
AUG	MAY		345,478	376,154	397,471	356,759	464,314	30.15%
SEPT	JUNE		354,582	364,229	408,372	385,683	476,575	23.57%
OCT	JULY		313,701	320,062	380,773	415,157		
NOV	AUG		361,826	339,020	389,765	390,300		
DEC	SEPT		334,582	342,467	363,388	391,326		
JAN	OCT		312,400	329,103	375,088	404,167		
FEB	NOV		319,012	362,572	368,379	379,791		
MARCH	DEC		416,900	428,214	437,962	446,756		
APRIL	JAN		285,192	296,927	311,493	322,056		
TOTAL		\$	3,917,506	\$ 4,079,105	\$ 4,457,359	\$ 4,449,437	\$ 2,094,846	
MTH AVG		\$	326,459	\$ 339,925	\$ 371,447	\$ 370,786	\$ 418,969	
BUDGET		\$	3,600,000	\$ 3,600,000	\$ 4,000,000	\$ 3,500,000	\$ 4,000,000	

YEAR TO DATE LAST YEAR : \$ 1,699,884

YEAR TO DATE THIS YEAR : \$ 2,094,846

DIFFERENCE : \$ 394,962

PERCENTAGE CHANGE : 23.23%

## CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 4,000,000

PERCENTAGE OF YEAR COMPLETED : 41.67%

PERCENTAGE OF REVENUE TO DATE : 52.37%

PROJECTION OF ANNUAL REVENUE : \$ 5,483,248

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 1,483,248

EST. PERCENT DIFF ACTUAL TO BUDGET 37.08%



VILLAGE OF WILLOWBROOK  
MONTHLY CASH AND INVESTMENT BALANCE BY FUND  
FOR THE MONTH ENDED 09/30/2021

ACCOUNT	BALANCE
<b>Fund 01 GENERAL FUND</b>	
CHECKING - 0283	0.00
COMMUNITY BANK OF WB - 0275	981,940.61
IL FUNDS - 5435	6,391,438.64
COMMUNITY BANK OF WB MM - 1771	0.00
COMMUNITY BANK RD LGHT - 0243	54,657.78
COMMUNITY BANK OF WB FSA - 3804	11,677.00
COMMUNITY BANK DRUG ACCT - 4171	27,335.83
PETTY CASH REVLING	950.00
<b>Total For Fund 01:</b>	<b><u>7,467,999.86</u></b>
<b>Fund 02 WATER FUND</b>	
IL FUNDS WATER - 5914	867,111.78
COMMUNITY BANK OF WB WTR - 4163	504,353.61
COMMUNITY BANK OF WB - 0275	0.00
<b>Total For Fund 02:</b>	<b><u>1,371,465.39</u></b>
<b>Fund 04 MOTOR FUEL TAX FUND</b>	
IL FUNDS MFT - 5443	1,064,783.39
<b>Total For Fund 04:</b>	<b><u>1,064,783.39</u></b>
<b>Fund 06 SSA ONE BOND &amp; INTEREST FUND</b>	
IL FUNDS SSA BOND - 4621	141,106.50
COMMUNITY BANK OF WB - 0275	139,267.21
<b>Total For Fund 06:</b>	<b><u>280,373.71</u></b>
<b>Fund 07 POLICE PENSION FUND</b>	
COMMUNITY BANK OF WB PP - 4155	10,352.35
COMMUNITY BANK OF WB - 0275	0.00
SCHWAB - PP MONEY MARKET	157,589.96
US TREASURIES	1,113,594.21
US AGENCIES	6,053,053.44
MUNICIPAL BONDS	1,638,286.13
CORPORATE BONDS	1,609,386.30
MUTUAL FUNDS	12,209,016.24
BROKERED CDS	399,276.05
MARKET VALUE CONTRA	5,870,676.58
<b>Total For Fund 07:</b>	<b><u>29,061,231.26</u></b>
<b>Fund 09 WATER CAPITAL IMPROVEMENTS FUND</b>	
IL FUNDS WTR CAP - 1206	1,007,312.27
<b>Total For Fund 09:</b>	<b><u>1,007,312.27</u></b>
<b>Fund 10 CAPITAL PROJECT FUND</b>	
COMMUNITY BANK OF WB - 0275	336.02
<b>Total For Fund 10:</b>	<b><u>336.02</u></b>
<b>Fund 11 DEBT SERVICE FUND</b>	
IL FUNDS BOND PROCEEDS DS - 2756	11.25
<b>Total For Fund 11:</b>	<b><u>11.25</u></b>
<b>Fund 14 LAND ACQUISITION, FACILITY, EXPANSION &amp;</b>	
IL FUNDS - 5435	6,602.91
<b>Total For Fund 14:</b>	<b><u>6,602.91</u></b>
<b>Fund 15 RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX</b>	
IL FUNDS BUSINESS DISTRICT - 5435	2,308,003.75
<b>Total For Fund 15:</b>	<b><u>2,308,003.75</u></b>
<b>Fund 16 AMERICAN RESCUE PLAN ACT FUND</b>	
COMMUNITY BANK OF WB MM - 1771	583,147.07
<b>Total For Fund 16:</b>	<b><u>583,147.07</u></b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b><u>43,151,266.88</u></b>



ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
PERIOD ENDING 09/30/2021  
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

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GL NUMBER	DESCRIPTION	END BALANCE 09/30/2021
<b>Fund 01 - GENERAL FUND</b>		
<b>MONEY MARKET</b>		
01-00-110-322	IL FUNDS - 5435	6,391,438.64
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	54,657.78
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	27,335.83
	Net MONEY MARKET	6,473,432.25
<b>PETTY CASH</b>		
01-00-110-911	PETTY CASH REVLING	950.00
	Net PETTY CASH	950.00
<b>SAVINGS</b>		
01-00-110-257	COMMUNITY BANK OF WB - 0275	981,940.61
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	11,677.00
	Net SAVINGS	993,617.61
<b>Fund 02 - WATER FUND</b>		
<b>MONEY MARKET</b>		
02-00-110-113	IL FUNDS WATER - 5914	867,111.78
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	504,353.61
	Net MONEY MARKET	1,371,465.39
<b>Fund 04 - MOTOR FUEL TAX FUND</b>		
<b>MONEY MARKET</b>		
04-00-110-116	IL FUNDS MFT - 5443	1,064,783.39
	Net MONEY MARKET	1,064,783.39
<b>Fund 06 - SSA ONE BOND &amp; INTEREST FUND</b>		
<b>MONEY MARKET</b>		
06-00-110-117	IL FUNDS SSA BOND - 4621	141,106.50
	Net MONEY MARKET	141,106.50
<b>SAVINGS</b>		
06-00-110-257	COMMUNITY BANK OF WB - 0275	139,267.21
	Net SAVINGS	139,267.21
<b>Fund 07 - POLICE PENSION FUND</b>		
<b>MONEY MARKET</b>		
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	10,352.35
07-00-110-336	SCHWAB - PP MONEY MARKET	157,589.96
	Net MONEY MARKET	167,942.31
<b>AGENCY CERTIFICATES</b>		
07-00-120-260	US AGENCIES	6,053,053.44
	Net AGENCY CERTIFICATES	6,053,053.44
<b>CORPORATE BONDS</b>		
07-00-120-288	CORPORATE BONDS	1,609,386.30
	Net CORPORATE BONDS	1,609,386.30
<b>MUNICIPAL BONDS</b>		
07-00-120-270	MUNICIPAL BONDS	1,638,286.13
	Net MUNICIPAL BONDS	1,638,286.13
<b>MUTUAL FUNDS</b>		
07-00-120-290	MUTUAL FUNDS	12,209,016.24
	Net MUTUAL FUNDS	12,209,016.24
<b>MARKET VALUE</b>		
07-00-120-900	MARKET VALUE CONTRA	5,870,676.58
	Net MARKET VALUE	5,870,676.58
<b>TREASURY NOTES</b>		
07-00-120-250	US TREASURIES	1,113,594.21
	Net TREASURY NOTES	1,113,594.21

ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
PERIOD ENDING 09/30/2021  
CASH & INVESTMENTS BY FUND AND ACCOUNT TYPE

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GL NUMBER	DESCRIPTION	END BALANCE 09/30/2021
Fund 07 - POLICE PENSION FUND		
CERTIFICATE OF DEPOSIT		
07-00-120-292	BROKERED CDS	399,276.05
	Net CERTIFICATE OF DEPOSIT	399,276.05
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND		
MONEY MARKET		
09-00-110-324	IL FUNDS WTR CAP - 1206	1,007,312.27
	Net MONEY MARKET	1,007,312.27
Fund 10 - CAPITAL PROJECT FUND		
SAVINGS		
10-00-110-257	COMMUNITY BANK OF WB - 0275	336.02
	Net SAVINGS	336.02
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	6,602.91
	Net MONEY MARKET	6,602.91
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX		
MONEY MARKET		
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	2,308,003.75
	Net MONEY MARKET	2,308,003.75
Fund 16 - AMERICAN RESCUE PLAN ACT FUND		
MONEY MARKET		
16-00-110-323	COMMUNITY BANK OF WB MM - 1771	583,147.07
	Net MONEY MARKET	583,147.07

ACCOUNT BALANCE REPORT FOR WILLOWBROOK  
PERIOD ENDING 09/30/2021  
CASH & INVESTMENTS BY INSTITUTION

GL NUMBER	DESCRIPTION	END BALANCE 09/30/2021
COMMUNITY BANK OF WB		
01-00-110-257	COMMUNITY BANK OF WB - 0275	981,940.61
01-00-110-325	COMMUNITY BANK RD LGHT - 0243	54,657.78
01-00-110-332	COMMUNITY BANK OF WB FSA - 3804	11,677.00
01-00-110-380	COMMUNITY BANK DRUG ACCT - 4171	27,335.83
02-00-110-209	COMMUNITY BANK OF WB WTR - 4163	504,353.61
06-00-110-257	COMMUNITY BANK OF WB - 0275	139,267.21
07-00-110-202	COMMUNITY BANK OF WB PP - 4155	10,352.35
10-00-110-257	COMMUNITY BANK OF WB - 0275	336.02
16-00-110-323	COMMUNITY BANK OF WB MM - 1771	583,147.07
	Net COMMUNITY BANK OF WB	2,313,067.48
ILLINOIS FUNDS		
01-00-110-322	IL FUNDS - 5435	6,391,438.64
02-00-110-113	IL FUNDS WATER - 5914	867,111.78
04-00-110-116	IL FUNDS MFT - 5443	1,064,783.39
06-00-110-117	IL FUNDS SSA BOND - 4621	141,106.50
09-00-110-324	IL FUNDS WTR CAP - 1206	1,007,312.27
11-00-110-111	IL FUNDS BOND PROCEEDS DS - 2756	11.25
14-00-110-322	IL FUNDS - 5435	6,602.91
15-00-110-322	IL FUNDS BUSINESS DISTRICT - 5435	2,308,003.75
	Net ILLINOIS FUNDS	11,786,370.49
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	157,589.96
07-00-120-250	US TREASURIES	1,113,594.21
07-00-120-260	US AGENCIES	6,053,053.44
07-00-120-270	MUNICIPAL BONDS	1,638,286.13
07-00-120-288	CORPORATE BONDS	1,609,386.30
07-00-120-290	MUTUAL FUNDS	12,209,016.24
07-00-120-292	BROKERED CDS	399,276.05
07-00-120-900	MARKET VALUE CONTRA	5,870,676.58
	Net CHARLES SCHWAB	29,050,878.91
Total - All Funds:		43,151,266.88

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INTERFUND ACTIVITY REPORT FOR WILLOWBROOK  
Period Ending 09/30/2021  
Due To/From Other Funds

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GL Number	Description	Balance
Fund 01: GENERAL FUND		
Due From Other Funds		
01-00-140-107	DUE TO/FROM POLICE PENSION FUND	6,116.17
	<b>Total Due From Other Funds</b>	6,116.17
Fund 07: POLICE PENSION FUND		
Due From Other Funds		
07-00-140-101	DUE (TO)/FROM GENERAL FUND	(6,116.17)
	<b>Total Due From Other Funds</b>	(6,116.17)

REVENUE REPORT FOR WILLOWBROOK

PERIOD ENDING 09/30/2021

ACTIVITY FOR

GL NUMBER	DESCRIPTION	MONTH 09/30/2021	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
<b>Fund 01 - GENERAL FUND</b>						
<b>PROPERTY TAX</b>						
01-00-310-101	PROPERTY TAX LEVY - SRA	24,446.58	73,459.02	74,794.00	98.22	1,334.98
01-00-310-102	PROPERTY TAX LEVY - ROAD & BRIDGE	39,369.21	118,765.84	121,227.00	97.97	2,461.16
Net PROPERTY TAX		63,815.79	192,224.86	196,021.00	98.06	3,796.14
<b>OTHER TAXES</b>						
01-00-310-200	HOME RULE SALES TAX-1%			2,370,000.00	47.35	1,247,737.59
01-00-310-201	MUNICIPAL SALES TAX	270,738.47	1,122,262.41	4,000,000.00	52.37	1,905,153.71
01-00-310-202	ILLINOIS INCOME TAX	476,574.45	2,094,846.29	854,000.00	60.72	335,446.50
01-00-310-203	AMUSEMENT TAX	68,135.20	518,553.50	65,748.00	43.73	36,995.62
01-00-310-204	REPLACEMENT TAX	5,302.03	28,752.38	1,250.00	81.83	227.18
01-00-310-205	UTILITY TAX	0.00	1,022.82	812,000.00	38.88	496,321.87
01-00-310-206	LOCAL GAS TAX	70,320.70	315,678.13	253,326.00	50.90	124,383.80
01-00-310-208	PLACES OF EATING TAX	32,064.75	128,942.20	450,000.00	59.65	181,595.27
01-00-310-209	WATER TAX	49,963.38	268,404.73	157,500.00	47.85	82,143.87
01-00-310-210	WATER TAX - UNINCORPORATED	17,179.26	75,356.13	160.00	28.54	114.34
01-00-310-211	HOTEL/MOTEL TAX	0.00	45.66	184,119.00	58.35	76,682.47
01-00-310-212	SELF-STORAGE FACILITY TAX	15,920.27	107,436.53	121,125.00	62.46	45,468.77
Net OTHER TAXES		17,922.61	75,656.23	9,269,228.00	51.10	4,532,270.99
		1,024,121.12	4,736,957.01			
<b>LICENSES</b>						
01-00-310-302	LIQUOR LICENSES	0.00	2,500.00	87,650.00	2.85	85,150.00
01-00-310-303	BUSINESS LICENSES	462.00	1,662.00	105,000.00	1.58	103,338.00
01-00-310-304	VIDEO GAMING LICENSES	0.00	0.00	10,000.00	0.00	10,000.00
01-00-310-305	VENDING MACHINE LICENSES	0.00	0.00	2,500.00	0.00	2,500.00
01-00-310-306	SCAVENGER LICENSES	0.00	0.00	7,000.00	0.00	7,000.00
Net LICENSES		462.00	4,162.00	212,150.00	1.96	207,988.00
<b>PERMITS</b>						
01-00-310-401	BUILDING PERMITS	36,012.64	180,814.12	300,000.00	60.27	119,185.88
01-00-310-402	SIGN PERMITS	1,039.87	6,741.32	10,000.00	67.41	3,258.68
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)	390.00	830.00	3,000.00	27.67	2,170.00
Net PERMITS		37,442.51	188,385.44	313,500.00	60.09	125,114.56
<b>FINES</b>						
01-00-310-501	CIRCUIT COURT FINES	11,208.87	61,598.52	108,559.00	56.74	46,960.48
01-00-310-502	TRAFFIC FINES	5,550.00	45,165.00	36,614.00	123.35	(8,551.00)
01-00-310-503	RED LIGHT FINES	52,750.00	349,475.00	600,000.00	58.25	250,525.00
01-00-310-504	DUI FINES	0.00	700.00	2,762.00	25.34	2,062.00
01-00-310-505	OVERWEIGHT TRUCK FINES	0.00	4,815.00	9,632.00	49.99	4,817.00
Net FINES		69,508.87	461,753.52	757,567.00	60.95	295,813.48
<b>OVERHEAD REIMBURSEMENT</b>						
01-00-310-601	ADMINISTRATIVE SUPPORT REIMB - WATER	57,995.00	285,909.50	647,154.00	44.18	361,244.50
Net OVERHEAD REIMBURSEMENT		57,995.00	285,909.50	647,154.00	44.18	361,244.50







REVENUE REPORT FOR WILLOWBROOK  
PERIOD ENDING 09/30/2021

ACTIVITY FOR  
MONTH  
09/30/2021

2021-22  
ORIGINAL  
BUDGET

GL NUMBER	DESCRIPTION	YTD BALANCE 09/30/2021	% BDGT USED	AVAILABLE BALANCE
Fund 06 - SSA ONE BOND & INTEREST FUND				
06-00-320-108	INTEREST INCOME	4.40	1.83	235.60
Net NON-OPERATING		4.40	1.83	235.60
Fund 06 - SSA ONE BOND & INTEREST FUND:				
TOTAL REVENUES		323,805.82	100.93	(2,980.82)
Fund 07 - POLICE PENSION FUND				
OTHER REVENUE				
07-00-310-607	VILLAGE CONTRIBUTION	503,882.06	42.31	687,111.94
07-00-310-906	POLICE CONTRIBUTIONS	108,426.06	42.09	149,172.94
Net OTHER REVENUE		612,308.12	42.27	836,284.88
NON-OPERATING				
07-00-320-108	INTEREST INCOME	179,184.05	35.84	320,815.95
07-00-320-110	UNREALIZED GAIN (LOSS) ON INVESTMENTS:	152,997.12	100.00	(152,997.12)
07-00-320-111	GAIN (LOSS) ON INVESTMENTS	106,076.23	100.00	(106,076.23)
Net NON-OPERATING		438,257.40	87.65	61,742.60
Fund 07 - POLICE PENSION FUND:				
TOTAL REVENUES		1,050,565.52	53.91	898,027.48
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND				
NON-OPERATING				
09-00-320-108	INTEREST INCOME	101.29	10.55	858.71
Net NON-OPERATING		101.29	10.55	858.71
Fund 09 - WATER CAPITAL IMPROVEMENTS FUND:				
TOTAL REVENUES		101.29	10.55	858.71
Fund 11 - DEBT SERVICE FUND				
TRANSFERS IN				
11-00-330-101	TRANSFER FROM GENERAL FUND	47,819.50	17.03	232,919.50
11-00-330-102	TRANSFER FROM WATER	3,923.50	8.54	41,994.50
Net TRANSFERS IN		51,743.00	15.84	274,914.00



REVENUE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2021	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
Fund 11 - DEBT SERVICE FUND						
Fund 11 - DEBT SERVICE FUND:						
TOTAL REVENUES		0.00	51,743.00	326,657.00	15.84	274,914.00
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & OTHER REVENUE						
14-00-310-920	DCEO GRANT #1	0.00	0.00	225,000.00	0.00	225,000.00
14-00-310-921	DCEO GRANT #2	0.00	0.00	500,000.00	0.00	500,000.00
Net OTHER REVENUE		0.00	0.00	725,000.00	0.00	725,000.00
TRANSFERS IN						
14-00-330-101	TRANSFER FROM GENERAL FUND	0.00	0.00	926,895.00	0.00	926,895.00
Net TRANSFERS IN		0.00	0.00	926,895.00	0.00	926,895.00
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & :						
TOTAL REVENUES		0.00	0.00	1,651,895.00	0.00	1,651,895.00
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX OTHER TAXES						
15-00-310-201	BUSINESS DISTRICT SALES TAX TOWN CEN	50,074.12	254,513.39	500,000.00	50.90	245,486.61
Net OTHER TAXES		50,074.12	254,513.39	500,000.00	50.90	245,486.61
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX:						
TOTAL REVENUES		50,074.12	254,513.39	500,000.00	50.90	245,486.61
Fund 16 - AMERICAN RESCUE PLAN ACT FUND NON-OPERATING						
16-00-320-108	INTEREST INCOME	14.38	14.38	0.00	100.00	(14.38)
Net NON-OPERATING		14.38	14.38	0.00	100.00	(14.38)
Fund 16 - AMERICAN RESCUE PLAN ACT FUND:						
TOTAL REVENUES		14.38	14.38	0.00	100.00	(14.38)

REVENUE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

DB: Willowbrook						
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/2021	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE
TOTAL REVENUES - ALL FUNDS						
		1,084,057.55	9,559,991.24	20,117,381.00	47.52	10,557,389.76

EXPENDITURE REPORT FOR WILLOWBROOK  
PERIOD ENDING 09/30/2021

ACTIVITY FOR		2021-22		APPROP.		APPROP.	
MONTH		ORIGINAL		% BDGT		AVAILABLE	
09/30/21		BUDGET		USED		BALANCE	
GL NUMBER	DESCRIPTION	YTD BALANCE	09/30/2021				AVAIL.
Fund 01 - GENERAL FUND							
Dept 05 - VILLAGE BOARD & CLERK							
GENERAL MANAGEMENT							
01-05-400-147	MEDICARE	75.29	408.20			478.80	1,774.00
01-05-400-161	SOCIAL SECURITY	321.79	1,745.38	46.02		2,048.62	7,588.00
01-05-410-101	SALARY - MAYOR & VILLAGE BO/	4,400.00	24,200.00	46.00		29,800.00	108,000.00
01-05-410-125	SALARY - VILLAGE CLERK	600.00	3,000.00	44.81		4,200.00	14,400.00
01-05-410-141	LIFE INSURANCE - ELECTED OFF	76.80	373.76	41.67		490.24	1,728.00
01-05-410-201	PHONE - TELEPHONES	11.41	181.27	43.26		514.73	1,392.00
01-05-410-301	OFFICE SUPPLIES	0.00	0.00	26.04		500.00	1,000.00
01-05-410-302	PRINTING & PUBLISHING	0.00	0.00	0.00		250.00	500.00
01-05-410-303	FUEL/MILEAGE/WASH	0.00	0.00	0.00		100.00	200.00
01-05-410-304	SCHOOLS/CONFERENCES/TRAVI	33.00	1,446.00	0.00		4,324.00	11,540.00
01-05-410-305	STRATEGIC PLANNING	0.00	0.00	25.06		5,000.00	10,000.00
01-05-410-307	FEES/DUES/SUBSCRIPTIONS	384.30	714.30	0.00		10,000.00	10,000.00
GENERAL MANAGEMENT		5,902.59	32,088.91	29.76		1,685.70	4,085.70
			81,461.00	39.37		49,392.09	162,922.00
							130,853.09
COMMUNITY RELATIONS							
01-05-420-365	PUBLIC RELATIONS	40.93	40.93	8.19		459.07	1,000.00
COMMUNITY RELATIONS		40.93	40.93	8.19		459.07	959.07
DATA PROCESSING							
01-05-417-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	0.00		5,250.00	10,500.00
DATA PROCESSING		0.00	0.00	0.00		5,250.00	10,500.00
Total Dept 05 - VILLAGE BOARD & CLERK		5,943.52	32,109.84	36.82		55,101.16	142,312.16
Dept 07 - BOARD OF POLICE COMMISSIONERS							
ADMINISTRATION							
01-07-400-147	MEDICARE	0.00	0.00	0.00		14.00	28.00
01-07-400-161	SOCIAL SECURITY	0.00	0.00	0.00		62.00	124.00
01-07-435-148	LIFE INSURANCE - COMMISSIONI	17.40	84.68	37.14		143.32	371.32
01-07-435-239	FEES - BOPC ATTORNEY	0.00	0.00	0.00		5,000.00	10,000.00
01-07-435-301	OFFICE SUPPLIES	0.00	0.00	0.00		100.00	200.00
01-07-435-302	PRINTING & PUBLISHING	0.00	0.00	0.00		4,000.00	8,000.00
01-07-435-304	SCHOOLS/CONFERENCES/TRAVI	0.00	0.00	0.00		2,000.00	2,000.00
01-07-435-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	0.00		1,000.00	1,000.00
01-07-435-311	POSTAGE & METER RENT	0.00	0.00	0.00		500.00	1,000.00
ADMINISTRATION		17.40	84.68	0.74		11,319.32	22,723.32
OTHER							
01-07-440-542	EXAMS - WRITTEN	0.00	0.00	0.00		30,000.00	30,000.00
01-07-440-543	EXAMS - PHYSICAL	0.00	252.50	12.63		4,000.00	3,747.50
01-07-440-544	EXAMS - PSYCHOLOGICAL	0.00	0.00	0.00		5,000.00	5,000.00
01-07-440-545	EXAMS - POLYGRAPH	0.00	0.00	0.00		3,000.00	3,000.00
OTHER		0.00	252.50	1.20		42,000.00	41,747.50



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EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
Total Dept 07 - BOARD OF POLICE COMMISSIONERS		17.40	337.18	32,404.00	1.04	32,066.82	64,808.00	64,470.82
Dept 10 - ADMINISTRATION								
GENERAL MANAGEMENT								
01-10-400-147	MEDICARE	429.89	2,337.40	5,754.00	40.62	3,416.60	11,508.00	9,170.60
01-10-400-151	IMRF	7,404.29	40,320.08	94,735.00	42.56	54,414.92	189,470.00	149,149.92
01-10-400-161	SOCIAL SECURITY	1,838.12	9,994.37	21,408.00	46.69	11,413.63	42,816.00	32,821.63
01-10-400-171	SUI - UNEMPLOYMENT	0.00	73.57	1,272.00	5.78	1,198.43	2,544.00	2,470.43
01-10-455-101	SALARIES - MANAGEMENT STAFF	14,985.12	81,866.41	194,306.00	42.13	112,439.59	388,612.00	306,745.59
01-10-455-102	OVERTIME	364.75	1,154.84	3,000.00	38.49	1,845.16	6,000.00	4,845.16
01-10-455-105	ASSISTANT VILLAGE ADMINISTR.	9,522.56	52,374.08	123,792.00	42.31	71,417.92	247,584.00	195,209.92
01-10-455-107	ADMINISTRATIVE INTERN	0.00	0.00	12,480.00	0.00	12,480.00	24,960.00	24,960.00
01-10-455-126	SALARIES - CLERICAL	4,863.36	26,620.48	63,223.00	42.11	36,602.52	126,446.00	99,825.52
01-10-455-131	PERSONNEL RECRUITMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-10-455-141	HEALTH/DENTAL/LIFE INSURANC	3,575.30	18,525.25	46,600.00	39.75	28,074.75	93,200.00	74,674.75
01-10-455-201	PHONE - TELEPHONES	1,134.53	8,934.37	21,600.00	41.36	12,665.63	43,200.00	34,265.63
01-10-455-266	CODIFY ORDINANCES	0.00	1,211.00	4,000.00	30.28	2,789.00	8,000.00	6,789.00
01-10-455-301	OFFICE SUPPLIES	1,001.49	4,466.96	6,000.00	74.45	1,533.04	12,000.00	7,533.04
01-10-455-302	PRINTING, PUBLISHING & TRANS	1,298.41	1,766.41	4,000.00	44.16	2,233.59	8,000.00	6,233.59
01-10-455-303	FUEL/MILEAGE/WASH	38.00	201.71	700.00	28.82	498.29	1,400.00	1,198.29
01-10-455-304	SCHOOLS/CONFERENCES/TRAVEL	75.00	520.00	1,000.00	52.00	480.00	2,000.00	1,480.00
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	9,950.00	14,487.50	70,000.00	20.70	55,512.50	140,000.00	125,512.50
01-10-455-307	FEES/DUES/SUBSCRIPTIONS	2,572.98	10,302.94	13,000.00	79.25	2,697.06	26,000.00	15,697.06
01-10-455-311	POSTAGE & METER RENT	407.71	1,027.23	4,500.00	22.83	3,472.77	9,000.00	7,972.77
01-10-455-315	COPY SERVICE	384.69	1,861.79	7,000.00	26.60	5,138.21	14,000.00	12,138.21
01-10-455-355	COMMISSARY PROVISION	332.87	840.14	2,750.00	30.55	1,909.86	5,500.00	4,659.86
GENERAL MANAGEMENT		60,179.07	278,886.53	703,620.00	39.64	424,733.47	1,407,240.00	1,128,353.47
COMMUNITY RELATIONS								
01-10-475-365	PUBLIC RELATIONS	308.39	1,445.51	23,000.00	6.28	21,554.49	46,000.00	44,554.49
01-10-475-367	CRISIS MANAGEMENT	1,565.25	6,664.04	30,000.00	22.21	23,335.96	60,000.00	53,335.96
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		1,873.64	8,109.55	55,000.00	14.74	46,890.45	110,000.00	101,890.45
CAPITAL IMPROVEMENTS								
01-10-485-602	BUILDING IMPROVEMENTS	0.00	640.00	20,000.00	3.20	19,360.00	40,000.00	39,360.00
01-10-485-611	FURNITURE & OFFICE EQUIPMENT	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
CAPITAL IMPROVEMENTS		0.00	640.00	20,500.00	3.12	19,860.00	41,000.00	40,360.00
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	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	0.00	2,115.55	1,500.00	141.04	(615.55)	3,000.00	884.45
01-10-460-225	INTERNET/WEBSITE HOSTING	626.82	3,134.10	14,845.00	21.11	11,710.90	29,690.00	26,555.90

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GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2021-22	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL
		MONTH 09/30/21	09/30/2021	ORIGINAL BUDGET				
Fund 01 - GENERAL FUND								
01-10-460-263	EDP LICENSES	4,206.99	17,375.79	27,133.00	64.04	9,757.21	54,266.00	36,890.21
01-10-460-265	CYBER DISRUPTION	2,800.00	45,668.75	18,129.00	251.91	(27,539.75)	36,258.00	(9,410.75)
01-10-460-267	DOCUMENT STORAGE/SCANNING	0.00	0.00	5,000.00	0.00	5,000.00	10,000.00	10,000.00
01-10-460-306	CONSULTING SERVICES - IT	19,445.99	23,640.45	20,411.00	115.82	(3,229.45)	40,822.00	17,181.55
DATA PROCESSING		27,079.80	91,934.64	87,018.00	105.65	(4,916.64)	174,036.00	82,101.36
BUILDINGS								
01-10-466-228	MAINTENANCE - BUILDING	4,376.26	11,588.87	60,000.00	19.31	48,411.13	120,000.00	108,411.13
01-10-466-236	NICOR GAS (835 MIDWAY)	42.94	327.90	2,000.00	16.40	1,672.10	4,000.00	3,672.10
01-10-466-240	ENERGY/COMED (835 MIDWAY)	0.00	528.85	2,500.00	21.15	1,971.15	5,000.00	4,471.15
01-10-466-251	SANITARY (835 MIDWAY)	0.00	28.42	700.00	4.06	671.58	1,400.00	1,371.58
01-10-466-293	LANDSCAPE - VILLAGE HALL	16.45	65.80	1,000.00	6.58	934.20	2,000.00	1,934.20
01-10-466-351	BUILDING MAINTENANCE SUPPL	991.25	1,224.44	6,000.00	20.41	4,775.56	12,000.00	10,775.56
BUILDINGS		5,426.90	13,764.28	72,200.00	19.06	58,435.72	144,400.00	130,635.72
LEGAL								
01-10-470-239	FEES - VILLAGE ATTORNEY	18,811.80	41,081.27	100,000.00	41.08	58,918.73	200,000.00	158,918.73
01-10-470-241	FEES - SPECIAL ATTORNEY	76.50	76.50	10,000.00	0.77	9,923.50	20,000.00	19,923.50
01-10-470-242	FEES - LABOR COUNSEL	0.00	0.00	7,500.00	0.00	7,500.00	15,000.00	15,000.00
LEGAL		18,888.30	41,157.77	117,500.00	35.03	76,342.23	235,000.00	193,842.23
FINANCIAL CONSULTING								
01-10-471-252	FINANCIAL SERVICES	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-10-471-253	CONSULTING FEES - CLERICAL	3,087.60	14,341.20	50,000.00	28.68	35,658.80	100,000.00	85,658.80
FINANCIAL CONSULTING		3,087.60	14,341.20	50,500.00	28.40	36,158.80	101,000.00	86,658.80
RISK MANAGEMENT								
01-10-480-272	INSURANCE - IRMA	0.00	0.33	233,433.00	0.00	233,432.67	466,866.00	466,865.67
01-10-480-273	SELF INSURANCE - DEDUCTIBLE	10,000.00	10,000.00	10,000.00	100.00	0.00	20,000.00	10,000.00
RISK MANAGEMENT		10,000.00	10,000.33	243,433.00	4.11	233,432.67	486,866.00	476,865.67
TRANSFERS TO OTHER FUNDS								
01-10-900-112	TRANSFER TO DEBT SERVICE - 2	0.00	47,819.50	280,739.00	17.03	232,919.50	561,478.00	513,658.50
01-10-900-114	TRANSFER TO LAFER	0.00	0.00	926,895.00	0.00	926,895.00	1,853,790.00	1,853,790.00
TRANSFERS TO OTHER FUNDS		0.00	47,819.50	1,207,634.00	3.96	1,159,814.50	2,415,268.00	2,367,448.50
Total Dept 10 - ADMINISTRATION		126,535.31	506,653.80	2,567,405.00	19.73	2,060,751.20	5,134,810.00	4,628,156.20
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
GENERAL MANAGEMENT								
01-15-400-147	MEDICARE	28.12	154.10	452.00	34.09	297.90	904.00	749.90
01-15-400-151	IMRF	495.38	2,711.55	6,440.00	42.10	3,728.45	12,880.00	10,168.45
01-15-400-161	SOCIAL SECURITY	120.28	659.12	1,932.00	34.12	1,272.88	3,864.00	3,204.88
01-15-400-171	SUI - UNEMPLOYMENT	0.00	0.00	161.00	0.00	161.00	322.00	322.00
01-15-510-126	SALARIES - CLERICAL	2,009.61	11,000.05	26,125.00	42.11	15,124.95	52,250.00	41,249.95



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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
01-15-510-141	HEALTH/DENTAL/LIFE INSURANC	600.67	3,022.17	7,563.00	39.96	4,540.83	15,126.00	12,103.83
01-15-510-301	OFFICE SUPPLIES	0.00	35.00	150.00	23.33	115.00	300.00	265.00
01-15-510-302	PRINTING & PUBLISHING	0.00	547.00	2,500.00	21.88	1,953.00	5,000.00	4,453.00
01-15-510-311	POSTAGE & METER RENT	0.00	8.92	2,000.00	0.45	1,991.08	4,000.00	3,991.08
01-15-510-340	LIFE INSURANCE - PLAN COMMIS	75.60	345.52	852.00	40.55	506.48	1,704.00	1,358.48
GENERAL MANAGEMENT		3,329.66	18,483.43	48,175.00	38.37	29,691.57	96,350.00	77,866.57
ENGINEERING								
01-15-520-245	FEES - ENGINEERING	0.00	2,544.72	2,000.00	127.24	(544.72)	4,000.00	1,455.28
01-15-520-246	FEES - COURT REPORTER	0.00	626.00	3,000.00	20.87	2,374.00	6,000.00	5,374.00
01-15-520-254	PLAN REVIEW - ENGINEER	0.00	476.00	7,500.00	6.35	7,024.00	15,000.00	14,524.00
01-15-520-257	PLAN REVIEW - PLANNER	0.00	48,052.53	125,000.00	38.44	76,947.47	250,000.00	201,947.47
01-15-520-258	PLAN REVIEW - TRAFFIC CONSU	182.01	1,942.53	5,000.00	38.85	3,057.47	10,000.00	8,057.47
ENGINEERING		182.01	53,641.78	142,500.00	37.64	88,858.22	285,000.00	231,358.22
Total Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
		3,511.67	72,125.21	190,675.00	37.83	118,549.79	381,350.00	309,224.79
Dept 20 - PARKS & RECREATION								
CAPITAL IMPROVEMENTS								
01-20-595-643	POND IMPROVEMENTS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
01-20-595-695	PARK IMPROVEMENTS - NEIGHB	2,360.00	10,360.00	208,000.00	4.98	197,640.00	416,000.00	405,640.00
CAPITAL IMPROVEMENTS		2,360.00	10,360.00	208,400.00	4.97	198,040.00	416,800.00	406,440.00
ADMINISTRATION								
01-20-400-147	MEDICARE	49.26	304.54	606.00	50.25	301.46	1,212.00	907.46
01-20-400-151	IMRF	820.88	5,007.84	9,069.00	55.22	4,061.16	18,138.00	13,130.16
01-20-400-161	SOCIAL SECURITY	210.59	1,302.23	2,593.00	50.22	1,290.77	5,186.00	3,883.77
01-20-400-171	SUI - UNEMPLOYMENT	1.80	86.09	321.00	26.82	234.91	642.00	555.91
01-20-455-201	PHONE - TELEPHONES	184.66	924.38	2,208.00	41.87	1,283.62	4,416.00	3,491.62
01-20-550-101	SALARIES - PERMANENT EMPLO	2,373.97	15,882.22	31,790.00	49.96	15,907.78	63,580.00	47,697.78
01-20-550-148	LIFE INSURANCE - COMMISSION	0.00	0.00	636.00	0.00	636.00	1,272.00	1,272.00
01-20-550-301	OFFICE/GENERAL PROGRAM SU	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-20-550-302	PRINTING & PUBLISHING	0.00	0.00	13,500.00	0.00	13,500.00	27,000.00	27,000.00
01-20-550-311	POSTAGE & METER RENT	0.00	0.51	1,500.00	0.03	1,499.49	3,000.00	2,999.49
ADMINISTRATION		3,641.16	23,507.81	63,223.00	37.18	39,715.19	126,446.00	102,938.19
DATA PROCESSING								
01-20-555-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
01-20-555-263	EDP LICENSES	0.00	44.97	180.00	24.98	135.03	360.00	315.03
01-20-555-306	CONSULTING - PROGRAM HOSTI	0.00	0.00	15,000.00	0.00	15,000.00	30,000.00	30,000.00
DATA PROCESSING		0.00	44.97	17,680.00	0.25	17,635.03	35,360.00	35,315.03
MAINTENANCE								
01-20-570-102	OVERTIME	956.14	4,433.57	5,000.00	88.67	566.43	10,000.00	5,566.43
01-20-570-103	PART TIME - LABOR	104.00	855.50	1,575.00	54.32	719.50	3,150.00	2,294.50
01-20-570-228	MAINTENANCE - PARK BUILDING	0.00	0.00	2,386.00	0.00	2,386.00	4,772.00	4,772.00





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ACTIVITY FOR		2021-22		% BDGT USED	AVAILABLE BALANCE	APPROP. APPROV.	APPROP. AVAIL.
MONTH 09/30/21	YTD BALANCE 09/30/2021	ORIGINAL BUDGET					
GL NUMBER	DESCRIPTION						
Fund 01 - GENERAL FUND							
GENERAL MANAGEMENT							
01-25-400-147	MEDICARE	289.76	1,577.92	3,805.00	41.47	2,227.08	6,032.08
01-25-400-151	IMRF	5,031.70	27,352.26	55,104.00	49.64	110,208.00	82,855.74
01-25-400-161	SOCIAL SECURITY	1,238.95	6,746.95	15,476.00	43.60	30,952.00	24,205.05
01-25-400-171	SUI - UNEMPLOYMENT	0.00	80.95	963.00	8.41	882.05	1,845.05
01-25-610-101	SALARIES - MANAGEMENT STAFF	11,971.20	65,592.16	155,625.00	42.15	311,250.00	245,657.84
01-25-610-102	OVERTIME	0.00	0.00	1,000.00	0.00	2,000.00	2,000.00
01-25-610-126	SALARIES - CLERICAL	8,139.20	43,814.72	105,806.00	41.41	211,612.00	167,797.28
01-25-610-141	HEALTH/DENTAL/LIFE INSURANC	3,290.59	16,981.83	39,944.00	42.51	79,888.00	62,906.17
01-25-610-201	PHONE - TELEPHONES	50.00	250.00	0.00	100.00	0.00	(250.00)
01-25-610-301	OFFICE SUPPLIES	0.00	302.09	2,500.00	12.08	5,000.00	4,697.91
01-25-610-302	PRINTING & PUBLISHING	0.00	0.00	1,500.00	0.00	3,000.00	3,000.00
01-25-610-303	FUEL/MILEAGE/WASH	0.00	0.00	250.00	0.00	500.00	500.00
01-25-610-304	SCHOOLS/CONFERENCES/TRAVEL	0.00	0.00	1,800.00	0.00	3,600.00	3,600.00
01-25-610-307	FEES/DUES/SUBSCRIPTIONS	0.00	5.32	1,655.00	0.32	3,310.00	3,304.68
01-25-610-311	POSTAGE & METER RENT	0.00	35.19	250.00	14.08	500.00	464.81
GENERAL MANAGEMENT		30,011.40	162,739.39	385,678.00	42.20	771,356.00	608,616.61
DATA PROCESSING							
01-25-615-212	EDP EQUIPMENT/SOFTWARE	0.00	0.00	1,500.00	0.00	3,000.00	3,000.00
01-25-615-263	EDP LICENSES	12.86	12.86	12,780.00	0.10	25,560.00	25,547.14
01-25-615-267	DOCUMENT STORAGE/SCANNING	0.00	0.00	1,000.00	0.00	2,000.00	2,000.00
DATA PROCESSING		12.86	12.86	15,280.00	0.08	30,560.00	30,547.14
FINANCIAL CONSULTING							
01-25-620-251	AUDIT SERVICES	0.00	5,000.00	30,990.00	16.13	61,980.00	56,980.00
01-25-620-252	FINANCIAL SERVICES	0.00	3,090.00	4,475.00	69.05	8,950.00	5,860.00
FINANCIAL CONSULTING		0.00	8,090.00	35,465.00	22.81	70,930.00	62,840.00
Total Dept 25 - FINANCE DEPARTMENT		30,024.26	170,842.25	436,423.00	39.15	872,846.00	702,003.75
Dept 30 - POLICE DEPARTMENT							
CAPITAL IMPROVEMENTS							
01-30-630-403	IN-CAR CAMERA	0.00	0.00	22,000.00	0.00	44,000.00	44,000.00
01-30-680-625	NEW VEHICLES	0.00	77,065.90	168,000.00	45.87	336,000.00	258,934.10
01-30-680-642	COPY MACHINE	0.00	0.00	32,000.00	0.00	64,000.00	64,000.00
CAPITAL IMPROVEMENTS		0.00	77,065.90	222,000.00	34.71	444,000.00	366,934.10
CONTINGENCIES							
01-30-685-799	CONTINGENCIES	35.68	35.68	5,000.00	0.71	10,000.00	9,964.32
CONTINGENCIES		35.68	35.68	5,000.00	0.71	10,000.00	9,964.32
ADMINISTRATION							
01-30-400-147	MEDICARE	3,589.01	18,756.66	46,680.00	40.18	93,360.00	74,603.34
01-30-400-151	IMRF	3,638.88	20,571.82	49,910.00	41.22	99,820.00	79,248.18
01-30-400-161	SOCIAL SECURITY	947.46	5,157.40	12,553.00	41.08	25,106.00	19,948.60



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ACTIVITY FOR		2021-22		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
MONTH 09/30/21	YTD BALANCE 09/30/2021	ORIGINAL BUDGET					
GL NUMBER	DESCRIPTION						
Fund 01 - GENERAL FUND							
01-30-400-171	SUI - UNEMPLOYMENT	267.23	708.53		8,600.47	18,618.00	17,909.47
01-30-630-101	SALARIES - PERMANENT EMPLO	182,606.63	1,006,733.20	7.61	1,711,383.80	5,436,234.00	4,429,500.80
01-30-630-102	OVERTIME	31,669.63	115,933.45	37.04	220,066.55	672,000.00	556,066.55
01-30-630-103	OVERTIME - SPECIAL DETAIL & C	2,462.61	8,733.63	34.50	6,266.37	30,000.00	21,266.37
01-30-630-105	SALARIES-COPS GRANT OFFICEI	17,756.62	100,222.48	58.22	130,609.52	461,664.00	361,441.52
01-30-630-126	SALARIES - CLERICAL	14,167.17	80,453.57	43.42	112,019.43	384,946.00	304,492.43
01-30-630-127	OVERTIME - CLERICAL	594.96	3,001.67	41.80	6,998.33	20,000.00	16,998.33
01-30-630-131	PERSONNEL RECRUITMENT	0.00	0.00	30.02	1,000.00	2,000.00	2,000.00
01-30-630-141	HEALTH/DENTAL/LIFE INSURANC	31,136.17	163,208.66	0.00	199,245.34	724,908.00	561,699.34
01-30-630-155	POLICE PENSION	91,614.92	503,882.06	45.03	687,111.94	2,381,988.00	1,878,105.94
01-30-630-201	PHONE - TELEPHONES	2,058.77	7,926.92	42.31	19,073.08	54,000.00	46,073.08
01-30-630-202	ACCREDITATION	4,244.58	4,324.48	29.36	4,675.52	18,000.00	13,675.52
01-30-630-241	FEES - FIELD COURT ATTORNEY	1,850.00	9,645.00	48.05	10,355.00	40,000.00	30,355.00
01-30-630-245	FIRING RANGE	0.00	0.00	48.23	18,500.00	37,000.00	37,000.00
01-30-630-301	OFFICE SUPPLIES	0.00	1,599.99	0.00	3,400.01	10,000.00	8,400.01
01-30-630-302	PRINTING & PUBLISHING	0.00	554.30	32.00	3,445.70	8,000.00	7,445.70
01-30-630-303	FUEL/MILEAGE/WASH	6,306.64	22,456.95	13.86	27,543.05	100,000.00	77,543.05
01-30-630-304	SCHOOLS/CONFERENCES/TRAVI	1,715.00	4,245.00	44.91	35,755.00	80,000.00	75,755.00
01-30-630-305	TUITION REIMBURSEMENT	0.00	0.00	10.61	6,000.00	12,000.00	12,000.00
01-30-630-307	FEES/DUES/SUBSCRIPTIONS	4,057.93	26,896.42	0.00	8,103.58	70,000.00	43,103.58
01-30-630-308	CADET PROGRAM	0.00	0.00	76.85	500.00	1,000.00	1,000.00
01-30-630-309	EMPLOYEE RECOGNITION	455.71	1,061.73	0.00	1,938.27	6,000.00	4,938.27
01-30-630-311	POSTAGE & METER RENT	547.17	1,370.36	35.39	2,829.64	8,400.00	7,029.64
01-30-630-315	COPY SERVICE	287.18	1,157.12	32.63	2,942.88	8,200.00	7,042.88
01-30-630-345	UNIFORMS	2,205.65	11,849.75	28.22	17,150.25	58,000.00	46,150.25
01-30-630-346	AMMUNITION	1,050.00	4,727.50	40.86	13,272.50	36,000.00	31,272.50
01-30-630-401	OPERATING EQUIPMENT	6,880.66	12,770.73	26.26	14,229.27	54,000.00	41,229.27
01-30-630-402	BODY CAMERAS	0.00	53,996.00	47.30	7,004.00	122,000.00	68,004.00
01-30-630-409	MAINTENANCE - VEHICLES	9,144.86	15,655.55	88.52	34,344.45	100,000.00	84,344.45
01-30-630-421	MAINTENANCE - RADIO EQUIPME	0.00	3,166.70	31.31	2,833.30	12,000.00	8,833.30
ADMINISTRATION		421,255.44	2,210,767.63	52.78	3,381,854.37	11,185,244.00	8,974,476.37
DATA PROCESSING							
01-30-640-212	EDP EQUIPMENT/SOFTWARE	0.00	3,833.77	39.53	(793.77)	6,080.00	2,246.23
01-30-640-225	INTERNET/WEBSITE HOSTING	400.00	2,000.00	126.11	2,800.00	9,600.00	7,600.00
01-30-640-263	EDP LICENSES	17.14	14,043.74	41.67	25,956.26	80,000.00	65,956.26
01-30-640-267	DOCUMENT STORAGE/SCANNINI	0.00	0.00	35.11	2,000.00	4,000.00	4,000.00
01-30-640-306	CONSULTING - IT/GRANT	9,104.12	14,831.24	0.00	2,871.76	35,406.00	20,574.76
DATA PROCESSING		9,521.26	34,708.75	83.78	32,834.25	135,086.00	100,377.25
BUILDINGS							
01-30-630-228	MAINTENANCE - BUILDING	4,701.23	15,014.97	51.39	44,985.03	120,000.00	104,985.03
01-30-630-235	NICOR GAS (7760 QUINCY)	152.27	696.76	25.02	4,303.24	10,000.00	9,303.24
01-30-630-250	SANITARY (7760 QUINCY)	0.00	171.22	13.94	828.78	2,000.00	1,828.78
01-30-630-351	BUILDING MAINTENANCE SUPPL	0.00	0.00	17.12	3,000.00	6,000.00	6,000.00
BUILDINGS		4,853.50	15,882.95	0.00	53,117.05	138,000.00	122,117.05
RISK MANAGEMENT							
01-30-645-273	SELF INSURANCE - DEDUCTIBLE	895.72	895.72	23.02	19,104.28	40,000.00	39,104.28

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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
RISK MANAGEMENT		895.72	895.72	20,000.00	4.48	19,104.28	40,000.00	39,104.28
CONSTRUCTION								
01-30-635-288	BUILDING CONSTR & REMODEL	0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
CONSTRUCTION		0.00	0.00	2,000.00	0.00	2,000.00	4,000.00	4,000.00
PATROL								
01-30-650-268	ANIMAL CONTROL	0.00	0.00	800.00	0.00	800.00	1,600.00	1,600.00
01-30-650-343	JAIL SUPPLIES	298.50	9,225.23	10,000.00	92.25	774.77	20,000.00	10,774.77
01-30-650-348	DRUG FORFEITURE- STATE	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-30-650-349	DRUG FORFEITURE - FEDERAL	424.00	424.00	500.00	84.80	76.00	1,000.00	576.00
PATROL		722.50	9,649.23	11,800.00	81.77	2,150.77	23,600.00	13,950.77
INVESTIGATIVE								
01-30-655-339	CONFIDENTIAL FUNDS	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-30-655-405	FURNITURE & OFFICE EQUIPME	0.00	20,650.00	21,000.00	98.33	350.00	42,000.00	21,350.00
INVESTIGATIVE		0.00	20,650.00	21,500.00	96.05	850.00	43,000.00	22,350.00
TRAFFIC SAFETY								
01-30-660-105	PART TIME - CROSSING GUARD	595.23	1,557.28	5,323.00	29.26	3,765.72	10,646.00	9,088.72
01-30-660-205	BIKE PROGRAM	6,000.00	6,000.00	6,000.00	100.00	0.00	12,000.00	6,000.00
TRAFFIC SAFETY		6,595.23	7,557.28	11,323.00	66.74	3,765.72	22,646.00	15,088.72
CRIME PREVENTION								
01-30-670-331	COMMODITIES	987.31	1,048.25	5,000.00	20.97	3,951.75	10,000.00	8,951.75
CRIME PREVENTION		987.31	1,048.25	5,000.00	20.97	3,951.75	10,000.00	8,951.75
TELECOMMUNICATIONS								
01-30-675-235	RADIO DISPATCHING	0.00	146,832.20	312,000.00	47.06	165,167.80	624,000.00	477,167.80
TELECOMMUNICATIONS		0.00	146,832.20	312,000.00	47.06	165,167.80	624,000.00	477,167.80
RED LIGHT								
01-30-630-246	RED LIGHT - ADJUDICATOR	1,474.00	1,474.00	6,000.00	24.57	4,526.00	12,000.00	10,526.00
01-30-630-247	RED LIGHT - CAMERA FEES	22,475.00	89,900.00	275,000.00	32.69	185,100.00	550,000.00	460,100.00
01-30-630-248	RED LIGHT - COM ED	109.97	447.14	2,000.00	22.36	1,552.86	4,000.00	3,552.86
01-30-630-249	RED LIGHT - MISC FEE	2,235.00	7,207.50	35,000.00	20.59	27,792.50	70,000.00	62,792.50
RED LIGHT		26,293.97	99,028.64	318,000.00	31.14	218,971.36	636,000.00	536,971.36
Total Dept 30 - POLICE DEPARTMENT		471,160.61	2,624,122.23	6,657,788.00	39.41	4,033,665.77	13,315,576.00	10,691,453.77
Dept 35 - PUBLIC WORKS DEPARTMENT								
CAPITAL IMPROVEMENTS								
01-35-765-625	VEHICLES - NEW & OTHER	0.00	39,840.80	131,721.00	30.25	91,880.20	263,442.00	223,601.20
01-35-765-640	VILLAGE ENTRY SIGNS	0.00	0.00	150,000.00	0.00	150,000.00	300,000.00	300,000.00



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GL NUMBER	DESCRIPTION	ACTIVITY FOR	YTD BALANCE	2021-22	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
		MONTH 09/30/21	09/30/2021	ORIGINAL BUDGET				
Fund 01 - GENERAL FUND								
01-35-765-685	STREET IMPROVEMENTS	0.00	0.00	30,000.00	0.00	30,000.00	60,000.00	60,000.00
CAPITAL IMPROVEMENTS		0.00	39,840.80	311,721.00	12.78	271,880.20	623,442.00	583,601.20
ADMINISTRATION								
01-35-400-147	MEDICARE	136.30	941.97	2,719.00	34.64	1,777.03	5,438.00	4,496.03
01-35-400-151	IMRF	2,329.43	14,720.09	44,537.00	33.05	29,816.91	89,074.00	74,353.91
01-35-400-161	SOCIAL SECURITY	582.84	4,027.57	11,627.00	34.64	7,599.43	23,254.00	19,226.43
01-35-400-171	SUI - UNEMPLOYMENT	4.50	160.51	972.00	16.51	811.49	1,944.00	1,783.49
01-35-710-101	SALARIES - PERMANENT EMPLO	6,974.41	44,914.35	131,801.00	34.08	86,886.65	263,602.00	218,687.65
01-35-710-102	OVERTIME	254.29	2,638.15	20,000.00	13.19	17,361.85	40,000.00	37,361.85
01-35-710-103	PART TIME - LABOR	260.00	6,563.00	6,863.00	95.63	300.00	13,726.00	7,163.00
01-35-710-126	SALARIES - CLERICAL	2,221.25	12,164.02	28,875.00	42.13	16,710.98	57,750.00	45,585.98
01-35-710-141	HEALTH/DENTAL/LIFE INSURANC	3,383.18	17,420.94	40,420.00	43.10	22,999.06	80,840.00	63,419.06
01-35-710-201	TELEPHONES	311.01	1,045.59	2,124.00	49.23	1,078.41	4,248.00	3,202.41
01-35-710-301	OFFICE SUPPLIES	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
01-35-710-302	PRINTING & PUBLISHING	713.05	977.05	750.00	130.27	(227.05)	1,500.00	522.95
01-35-710-303	FUEL/MILEAGE/WASH	825.95	3,175.62	10,428.00	30.45	7,252.38	20,856.00	17,680.38
01-35-710-304	SCHOOLS/CONFERENCES/TRAVI	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
01-35-710-307	FEES/DUES/SUBSCRIPTIONS	0.00	0.00	400.00	0.00	400.00	800.00	800.00
01-35-710-311	POSTAGE & METER RENT	0.00	766.43	1,500.00	51.10	733.57	3,000.00	2,233.57
01-35-710-345	UNIFORMS	0.00	393.94	3,800.00	10.37	3,406.06	7,600.00	7,206.06
01-35-710-401	OPERATING SUPPLIES & EQUIPM	30.78	1,870.94	3,890.00	48.10	2,019.06	7,780.00	5,909.06
01-35-710-405	FURNITURE & OFFICE EQUIPMEN	172.08	172.08	500.00	34.42	327.92	1,000.00	827.92
ADMINISTRATION		18,199.07	111,952.25	312,706.00	35.80	200,753.75	625,412.00	513,459.75
DATA PROCESSING								
01-35-715-212	EDP EQUIPMENT/SOFTWARE	0.00	49.70	500.00	9.94	450.30	1,000.00	950.30
01-35-715-225	INTERNET/WEBSITE HOSTING	108.35	541.75	1,416.00	38.26	874.25	2,832.00	2,290.25
DATA PROCESSING		108.35	591.45	1,916.00	30.87	1,324.55	3,832.00	3,240.55
ENGINEERING								
01-35-720-245	FEES - ENGINEERING	19,136.00	29,680.85	24,000.00	123.67	(5,680.85)	48,000.00	18,319.15
01-35-720-254	PLAN REVIEW - ENGINEER	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
ENGINEERING		19,136.00	29,680.85	25,500.00	116.40	(4,180.85)	51,000.00	21,319.15
BUILDINGS								
01-35-725-413	MAINTENANCE - GARAGE	217.66	3,386.87	8,032.00	42.17	4,645.13	16,064.00	12,677.13
01-35-725-414	MAINTENANCE - SALT BINS	296.50	5,468.04	5,700.00	95.93	231.96	11,400.00	5,931.96
01-35-725-415	NICOR GAS	51.23	245.10	3,200.00	7.66	2,954.90	6,400.00	6,154.90
01-35-725-417	SANITARY USER CHARGE	0.00	18.90	200.00	9.45	181.10	400.00	381.10
01-35-725-418	MAINTENANCE - PW BUILDING	425.00	17,968.78	20,600.00	87.23	2,631.22	41,200.00	23,231.22
BUILDINGS		990.39	27,087.69	37,732.00	71.79	10,644.31	75,464.00	48,376.31
EQUIPMENT REPAIR								
01-35-735-409	MAINTENANCE - VEHICLES	3,131.79	8,471.18	25,000.00	33.88	16,528.82	50,000.00	41,528.82
01-35-735-411	MAINTENANCE - EQUIPMENT	0.00	0.00	1,000.00	0.00	1,000.00	2,000.00	2,000.00
EQUIPMENT REPAIR		3,131.79	8,471.18	26,000.00	32.58	17,528.82	52,000.00	43,528.82

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ACTIVITY FOR		2021-22		% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
MONTH 09/30/21	YTD BALANCE 09/30/2021	ORIGINAL BUDGET					
GL NUMBER	DESCRIPTION						
Fund 01 - GENERAL FUND							
SNOW REMOVAL							
01-35-740-287	SNOW REMOVAL CONTRACT	0.00	59.37	0.07	79,940.63	160,000.00	159,940.63
01-35-740-411	MAINTENANCE - EQUIPMENT	0.00	0.00	0.00	8,800.00	17,600.00	17,600.00
SNOW REMOVAL		0.00	59.37	0.07	88,740.63	177,600.00	177,540.63
STREET LIGHTING							
01-35-745-207	ENERGY - STREET LIGHTS	1,660.73	8,163.54	38.87	12,836.46	42,000.00	33,836.46
01-35-745-223	MAINTENANCE - STREET LIGHTS	2,953.66	7,350.50	29.40	17,649.50	50,000.00	42,649.50
01-35-745-224	MAINTENANCE - TRAFFIC SIGNAL	0.00	0.00	0.00	3,800.00	7,600.00	7,600.00
STREET LIGHTING		4,614.39	15,514.04	31.15	34,285.96	99,600.00	84,085.96
STORM WATER IMPROVEMENTS							
01-35-750-286	JET CLEANING CULVERT	0.00	12,425.20	62.13	7,574.80	40,000.00	27,574.80
01-35-750-289	SITE IMPROVEMENTS	0.00	0.00	0.00	10,000.00	20,000.00	20,000.00
01-35-750-290	EQUIPMENT RENTAL	148.50	1,496.50	42.76	2,003.50	7,000.00	5,503.50
01-35-750-328	STREET & ROW MAINTENANCE	39,525.00	126,243.75	72.14	48,756.25	350,000.00	223,756.25
01-35-750-338	TREE MAINTENANCE	40,020.00	40,020.00	22.23	139,980.00	360,000.00	319,980.00
01-35-750-381	STORM WATER IMPROVEMENTS	10,042.04	56,895.50	61.51	35,604.50	185,000.00	128,104.50
STORM WATER IMPROVEMENTS		89,735.54	237,080.95	49.29	243,919.05	962,000.00	724,919.05
STREET MAINTENANCE							
01-35-755-279	TRASH REMOVAL	0.00	365.18	18.26	1,634.82	4,000.00	3,634.82
01-35-755-281	ROUTE 83 BEAUTIFICATION	20,588.06	24,977.24	45.41	30,022.76	110,000.00	85,022.76
01-35-755-284	BRUSH PICKUP	0.00	15,600.00	41.71	21,800.00	74,800.00	59,200.00
01-35-755-290	EQUIPMENT RENTAL	0.00	250.00	100.00	(250.00)	0.00	(250.00)
01-35-755-328	STREET & ROW MAINTENANCE C	0.00	1,213.68	8.09	13,786.32	30,000.00	28,786.32
01-35-755-331	SALT	0.00	0.00	0.00	80,000.00	160,000.00	160,000.00
01-35-755-332	J.U.I.I.E.	0.00	0.00	0.00	2,500.00	5,000.00	5,000.00
01-35-755-333	ROAD SIGNS	2,339.54	9,135.34	46.37	10,564.66	39,400.00	30,264.66
01-35-755-401	OPERATING EQUIPMENT	418.65	3,300.25	47.15	3,699.75	14,000.00	10,699.75
STREET MAINTENANCE		23,346.25	54,841.69	25.09	163,758.31	437,200.00	382,358.31
NUISANCE CONTROL							
01-35-760-258	PEST CONTROL	0.00	0.00	0.00	1,000.00	2,000.00	2,000.00
01-35-760-259	MOSQUITO ABATEMENT	7,400.00	27,237.50	72.54	10,312.50	75,100.00	47,862.50
NUISANCE CONTROL		7,400.00	27,237.50	70.65	11,312.50	77,100.00	49,862.50
Total Dept 35 - PUBLIC WORKS DEPARTMENT		166,661.78	552,357.77	34.69	1,039,967.23	3,184,650.00	2,632,292.23
Dept 40 - BUILDING & ZONING DEPARTMENT							
GENERAL MANAGEMENT							
01-40-400-147	MEDICARE	151.55	790.14	40.54	1,158.86	3,898.00	3,107.86
01-40-400-151	IMRF	2,629.12	13,674.42	41.27	19,463.58	66,276.00	52,601.58
01-40-400-161	SOCIAL SECURITY	648.00	3,378.38	40.53	4,956.62	16,670.00	13,291.62
01-40-400-171	SUI - UNEMPLOYMENT	0.00	0.00	0.00	482.00	964.00	964.00
01-40-810-101	SALARIES - PERMANENT EMPLO	7,869.92	43,097.21	42.12	59,210.79	204,616.00	161,518.79



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ACTIVITY FOR		2021-22		YTD BALANCE 09/30/2021	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.	
GL NUMBER	DESCRIPTION	MONTH 09/30/21	ORIGINAL BUDGET						
Fund 01 - GENERAL FUND									
01-40-810-102	OVERTIME	147.56	6,000.00	737.81	12.30	5,262.19	12,000.00	11,262.19	
01-40-810-126	SALARIES - CLERICAL	2,648.34	26,125.00	11,639.26	44.55	14,485.74	52,250.00	40,610.74	
01-40-810-141	HEALTH/DENTAL/LIFE INSURANCE	1,831.05	22,769.00	9,665.11	42.45	13,103.89	45,538.00	35,872.89	
01-40-810-201	TELEPHONES	210.40	1,752.00	380.26	21.70	1,371.74	3,504.00	3,123.74	
01-40-810-301	OFFICE SUPPLIES	41.36	1,500.00	393.88	26.26	1,106.12	3,000.00	2,606.12	
01-40-810-302	PRINTING & PUBLISHING	372.00	750.00	986.55	131.54	(236.55)	1,500.00	513.45	
01-40-810-303	FUEL/MILEAGE/WASH	52.98	500.00	230.97	46.19	269.03	1,000.00	769.03	
01-40-810-304	SCHOOLS/CONFERENCES/TRAVEL	0.00	1,200.00	0.00	0.00	1,200.00	2,400.00	2,400.00	
01-40-810-307	FEES/DUES/SUBSCRIPTIONS	0.00	500.00	0.00	0.00	500.00	1,000.00	1,000.00	
01-40-810-311	POSTAGE & METER RENT	0.00	400.00	29.50	7.38	370.50	800.00	770.50	
01-40-810-315	COPY SERVICE	322.76	5,000.00	1,894.44	37.89	3,105.56	10,000.00	8,105.56	
01-40-810-345	UNIFORMS	346.76	800.00	346.76	43.35	453.24	1,600.00	1,253.24	
01-40-810-409	MAINTENANCE - VEHICLES	0.00	2,000.00	570.45	28.52	1,429.55	4,000.00	3,429.55	
GENERAL MANAGEMENT		17,271.80	215,508.00	87,815.14	40.75	127,692.86	431,016.00	343,200.86	
DATA PROCESSING									
01-40-815-263	EDP LICENSES	8.57	0.00	8.57	100.00	(8.57)	0.00	(8.57)	
01-40-815-267	DOCUMENT STORAGE/SCANNING	0.00	7,000.00	0.00	0.00	7,000.00	14,000.00	14,000.00	
DATA PROCESSING		8.57	7,000.00	8.57	0.12	6,991.43	14,000.00	13,991.43	
ENGINEERING									
01-40-820-246	FEES - DRAINAGE ENGINEER	0.00	1,200.00	0.00	0.00	1,200.00	2,400.00	2,400.00	
01-40-820-254	PLAN REVIEW - CIVIL ENGINEER	0.00	14,000.00	5,410.12	38.64	8,589.88	28,000.00	22,589.88	
01-40-820-255	PLAN REVIEW - STRUCTURAL	5,724.00	4,000.00	14,383.75	359.59	(10,383.75)	8,000.00	(6,383.75)	
01-40-820-258	PLAN REVIEW - BUILDING CODE	14,269.25	140,000.00	58,843.00	42.03	81,157.00	280,000.00	221,157.00	
ENGINEERING		19,993.25	159,200.00	78,636.87	49.40	80,563.13	318,400.00	239,763.13	
INSPECTION									
01-40-830-109	PART TIME - INSPECTOR	4,410.00	45,000.00	16,254.00	36.12	28,746.00	90,000.00	73,746.00	
01-40-830-115	PLUMBING INSPECTION	400.00	5,000.00	2,000.00	40.00	3,000.00	10,000.00	8,000.00	
01-40-830-117	ELEVATOR INSPECTION	215.00	5,000.00	902.00	18.04	4,098.00	10,000.00	9,098.00	
01-40-830-119	CODE ENFORCE INSPECTION	0.00	5,000.00	0.00	0.00	5,000.00	10,000.00	10,000.00	
INSPECTION		5,025.00	60,000.00	19,156.00	31.93	40,844.00	120,000.00	100,844.00	
Total Dept 40 - BUILDING & ZONING DEPARTMENT		42,298.62	441,708.00	185,616.58	42.02	256,091.42	883,416.00	697,799.42	
Dept 53 - HOTEL/MOTEL COMMUNITY RELATIONS									
01-53-435-317	ADVERTISING	0.00	10,000.00	0.00	0.00	10,000.00	20,000.00	20,000.00	
01-53-435-319	CHAMBER DIRECTORY	0.00	3,000.00	3,000.00	100.00	0.00	6,000.00	3,000.00	
COMMUNITY RELATIONS		0.00	13,000.00	3,000.00	23.08	10,000.00	26,000.00	23,000.00	
SPECIAL EVENTS									
01-53-436-379	SPECIAL PROMOTIONAL EVENTS	0.00	2,500.00	0.00	0.00	2,500.00	5,000.00	5,000.00	
SPECIAL EVENTS		0.00	2,500.00	0.00	0.00	2,500.00	5,000.00	5,000.00	

EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. AVAIL.	APPROP. AVAIL.
Fund 01 - GENERAL FUND								
Total Dept 53 - HOTEL/MOTEL								
		0.00	3,000.00	15,500.00	19.35	12,500.00	31,000.00	28,000.00
TOTAL EXPENDITURES								
		933,173.27	4,330,727.89	12,696,593.00	34.11	8,365,865.11	25,393,186.00	21,062,458.11

## EXPENDITURE REPORT FOR WILLOWBROOK

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
Fund 02 - WATER FUND								
Dept 50 - WATER DEPARTMENT								
CAPITAL IMPROVEMENTS								
02-50-440-626	VEHICLES - NEW & OTHER	0.00	39,840.80	131,721.00	30.25	91,880.20	263,442.00	223,601.20
02-50-440-694	DISTRIBUTION SYSTEM REPLAC	0.00	0.00	87,500.00	0.00	87,500.00	175,000.00	175,000.00
CAPITAL IMPROVEMENTS								
		0.00	39,840.80	219,221.00	18.17	179,380.20	438,442.00	398,601.20
ADMINISTRATION								
02-50-400-147	MEDICARE	256.49	1,431.67	2,798.00	51.17	1,366.33	5,596.00	4,164.33
02-50-400-151	IMRF	4,419.57	23,344.40	46,878.00	49.80	23,533.60	93,756.00	70,411.60
02-50-400-161	SOCIAL SECURITY	1,096.72	6,121.68	11,965.00	51.16	5,843.32	23,930.00	17,808.32
02-50-400-171	SUI - UNEMPLOYMENT	4.49	158.42	872.00	18.17	713.58	1,744.00	1,585.58
02-50-401-101	SALARIES - PERMANENT EMPLO	13,576.07	67,334.37	134,801.00	49.95	67,466.63	269,602.00	202,267.63
02-50-401-102	OVERTIME	2,132.09	15,205.42	25,000.00	60.82	9,794.58	50,000.00	34,794.58
02-50-401-103	PART TIME - LABOR	260.00	6,479.50	2,813.00	230.34	(3,666.50)	5,626.00	(853.50)
02-50-401-126	SALARIES - CLERICAL	2,221.15	12,163.42	28,875.00	42.12	16,711.58	57,750.00	45,586.58
02-50-401-141	HEALTH/DENTAL/LIFE INSURANC	3,450.22	17,747.16	41,174.00	43.10	23,426.84	82,348.00	64,600.84
02-50-401-201	PHONE - TELEPHONES	478.52	1,808.90	4,495.00	40.24	2,686.10	8,990.00	7,181.10
02-50-401-301	OFFICE SUPPLIES	151.00	166.10	500.00	33.22	333.90	1,000.00	833.90
02-50-401-302	PRINTING & PUBLISHING	0.00	5,160.68	5,576.00	92.55	415.32	11,152.00	5,991.32
02-50-401-303	FUEL/MILEAGE/WASH	825.96	3,175.63	11,000.00	28.87	7,824.37	22,000.00	18,824.37
02-50-401-304	SCHOOLS CONFERENCE TRAVEI	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-401-307	FEES DUES SUBSCRIPTIONS	20.25	684.60	1,400.00	48.90	715.40	2,800.00	2,115.40
02-50-401-311	POSTAGE & METER RENT	0.00	868.12	6,000.00	14.30	5,141.88	12,000.00	11,141.88
02-50-401-405	FURNITURE & OFFICE EQUIPME	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
ADMINISTRATION								
		28,892.53	161,840.07	326,147.00	49.62	164,306.93	652,294.00	490,453.93
OTHER								
02-50-449-102	INTEREST - BOND	0.00	4,482.00	8,964.00	50.00	4,482.00	17,928.00	13,446.00
02-50-449-104	PRINCIPAL - BOND	0.00	0.00	11,829.00	0.00	11,829.00	23,658.00	23,658.00
02-50-449-105	INTEREST - IEPA LOAN	0.00	6,791.43	13,393.00	50.71	6,601.57	26,786.00	19,994.57
02-50-449-106	PRINCIPAL - IEPA LOAN	0.00	20,432.67	41,055.00	49.77	20,622.33	82,110.00	61,677.33
OTHER								
		0.00	31,706.10	75,241.00	42.14	43,534.90	150,482.00	118,775.90
DATA PROCESSING								
02-50-417-212	EDP EQUIPMENT/SOFTWARE	138.00	1,352.01	35,364.00	3.82	34,011.99	70,728.00	69,375.99
02-50-417-263	EDP LICENSES	12.86	824.06	15,647.00	5.27	14,822.94	31,294.00	30,469.94
02-50-417-306	IT CONSULTING	805.25	1,352.12	2,693.00	50.21	1,340.88	5,386.00	4,033.88
DATA PROCESSING								
		956.11	3,528.19	53,704.00	6.57	50,175.81	107,408.00	103,879.81
ENGINEERING								
02-50-405-245	FEES - ENGINEERING	2,080.00	2,080.00	60,500.00	3.44	58,420.00	121,000.00	118,920.00
ENGINEERING								
		2,080.00	2,080.00	60,500.00	3.44	58,420.00	121,000.00	118,920.00
RISK MANAGEMENT								
02-50-415-273	SELF INSURANCE - DEDUCTIBLE	0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00
RISK MANAGEMENT								
		0.00	0.00	10,000.00	0.00	10,000.00	20,000.00	20,000.00



EXPENDITURE REPORT FOR WILLOWBROOK  
PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
Fund 02 - WATER FUND								
TRANSFERS TO OTHER FUNDS								
02-50-410-501	REIMBURSE OVERHEAD GENERAL	57,995.00	285,909.50	647,154.00	44.18	361,244.50	1,294,308.00	1,008,398.50
02-50-900-112	TRANSFER TO DEBT SERVICE - 2	0.00	3,923.50	45,918.00	8.54	41,994.50	91,836.00	87,912.50
TRANSFERS TO OTHER FUNDS								
		57,995.00	289,833.00	693,072.00	41.82	403,239.00	1,386,144.00	1,096,311.00
WATER PRODUCTION								
02-50-420-206	ENERGY - ELECTRIC PUMP	845.53	3,986.86	18,000.00	22.15	14,013.14	36,000.00	32,013.14
02-50-420-361	CHEMICALS	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-420-362	SAMPLING ANALYSIS	100.00	470.00	4,500.00	10.44	4,030.00	9,000.00	8,530.00
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 MAIN	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-420-575	PURCHASE OF WATER	169,760.29	625,588.75	1,689,800.00	37.02	1,064,201.25	3,379,600.00	2,754,001.25
WATER PRODUCTION								
		170,705.82	630,055.61	1,714,800.00	36.74	1,084,744.39	3,429,600.00	2,799,544.39
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 - 1	0.00	0.00	1,500.00	0.00	1,500.00	3,000.00	3,000.00
02-50-425-475	MATERIALS & SUPPLIES- STANDI	461.36	1,184.68	5,500.00	21.54	4,315.32	11,000.00	9,815.32
02-50-425-485	REPAIRS & MAINTENANCE-STAN	688.80	1,468.62	9,000.00	16.32	7,531.38	18,000.00	16,531.38
WATER STORAGE								
		1,150.16	2,653.30	17,500.00	15.16	14,846.70	35,000.00	32,346.70
TRANSPORTATION/DISTRIBUTION								
02-50-430-276	LEAK SURVEYS	738.50	2,850.50	20,256.00	14.07	17,405.50	40,512.00	37,661.50
02-50-430-277	WATER DISTRIBUTION REPAIRS/	18,519.20	126,323.41	200,000.00	63.16	73,676.59	400,000.00	273,323.41
02-50-430-299	LANDSCAPING - OTHER	184.08	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	5,000.00	0.00	5,000.00	10,000.00	10,000.00
02-50-430-425	J. U. L. E. MAINTENANCE & SUF	0.00	0.00	500.00	0.00	500.00	1,000.00	1,000.00
02-50-430-476	MATERIAL & SUPPLIES - DISTRIB	3.38	8,066.60	35,000.00	23.05	26,933.40	70,000.00	61,933.40
TRANSPORTATION/DISTRIBUTION								
		19,445.16	137,976.83	262,256.00	52.61	124,279.17	524,512.00	386,535.17
METERS & BILLING								
02-50-435-278	METERS FLOW TESTING	25.50	25.50	10,263.00	0.25	10,237.50	20,526.00	20,500.50
02-50-435-461	NEW METERING EQUIPMENT	0.00	1,652.80	15,000.00	11.02	13,347.20	30,000.00	28,347.20
02-50-435-462	METER REPLACEMENT	520.00	520.00	13,297.00	3.91	12,777.00	26,594.00	26,074.00
02-50-435-463	MAINTENANCE - METER EQUIPM	0.00	0.00	2,500.00	0.00	2,500.00	5,000.00	5,000.00
METERS & BILLING								
		545.50	2,198.30	41,060.00	5.35	38,861.70	82,120.00	79,921.70
Total Dept 50 - WATER DEPARTMENT								
		281,770.28	1,301,712.20	3,473,501.00	37.48	2,171,788.80	6,947,002.00	5,645,289.80
TOTAL EXPENDITURES								
		281,770.28	1,301,712.20	3,473,501.00	37.48	2,171,788.80	6,947,002.00	5,645,289.80



EXPENDITURE REPORT FOR WILLOWBROOK  
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROP.	APPROP. AVAIL.
Fund 04 - MOTOR FUEL TAX FUND								
Dept 56 - MOTOR FUEL TAX								
CAPITAL IMPROVEMENTS								
04-56-430-684	STREET MAINTENANCE CONTRA	0.00	0.00	350,000.00	0.00	350,000.00	700,000.00	700,000.00
	CAPITAL IMPROVEMENTS	0.00	0.00	350,000.00	0.00	350,000.00	700,000.00	700,000.00
ENGINEERING								
04-56-430-245	ENGINEERING	0.00	0.00	25,000.00	0.00	25,000.00	50,000.00	50,000.00
	ENGINEERING	0.00	0.00	25,000.00	0.00	25,000.00	50,000.00	50,000.00
	Total Dept 56 - MOTOR FUEL TAX	0.00	0.00	375,000.00	0.00	375,000.00	750,000.00	750,000.00
TOTAL EXPENDITURES								
		0.00	0.00	375,000.00	0.00	375,000.00	750,000.00	750,000.00

EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 06 - SSA ONE BOND & INTEREST FUND								
Dept 60 - SSA BOND								
OTHER		0.00	0.00	190,000.00	0.00	190,000.00	380,000.00	380,000.00
06-60-550-401	BOND PRINCIPAL EXPENSE	0.00	65,292.50	130,585.00	50.00	65,292.50	261,170.00	195,877.50
06-60-550-402	BOND INTEREST EXPENSE							
OTHER		0.00	65,292.50	320,585.00	20.37	255,292.50	641,170.00	575,877.50
Total Dept 60 - SSA BOND								
		0.00	65,292.50	320,585.00	20.37	255,292.50	641,170.00	575,877.50
TOTAL EXPENDITURES								
		0.00	65,292.50	320,585.00	20.37	255,292.50	641,170.00	575,877.50

EXPENDITURE REPORT FOR WILLOWBROOK  
PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
Fund 07 - POLICE PENSION FUND								
Dept 62								
ADMINISTRATION								
07-62-401-242	LEGAL FEES	0.00	300.00	1,000.00	30.00	700.00	2,000.00	1,700.00
07-62-401-251	AUDIT FEES	0.00	0.00	3,620.00	0.00	3,620.00	7,240.00	7,240.00
07-62-401-252	ACTUARY SERVICES	6,180.00	6,180.00	6,180.00	100.00	0.00	12,360.00	6,180.00
07-62-401-253	FINANCIAL ADVISORY FEES	0.00	9,195.00	35,000.00	26.27	25,805.00	70,000.00	60,805.00
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 TRAVEL	0.00	0.00	4,000.00	0.00	4,000.00	8,000.00	8,000.00
07-62-401-307	FEES DUES SUBSCRIPTIONS	0.00	0.00	795.00	0.00	795.00	1,590.00	1,590.00
07-62-401-311	POSTAGE & METER RENT	0.00	0.00	50.00	0.00	50.00	100.00	100.00
07-62-401-531	DEPT OF INSURANCE FILING FEE	0.00	4,562.90	5,625.00	81.12	1,062.10	11,250.00	6,687.10
07-62-401-543	EXAMS - PHYSICAL	0.00	0.00	750.00	0.00	750.00	1,500.00	1,500.00
ADMINISTRATION								
		6,180.00	20,237.90	60,303.00	33.56	40,065.10	120,606.00	100,368.10
PENSION BENEFITS								
07-62-401-581	PENSION BENEFITS	113,890.72	569,453.60	1,380,356.00	41.25	810,902.40	2,760,712.00	2,191,258.40
07-62-401-582	WIDOW'S PENSION	7,129.42	35,647.10	85,553.00	41.67	49,905.90	171,106.00	135,458.90
07-62-401-583	NON-DUTY DISABILITY BENEFITS	6,088.42	30,442.10	73,443.00	41.45	43,000.90	146,886.00	116,443.90
07-62-401-584	DUTY DISABILITY BENEFITS	6,007.61	30,038.05	72,091.00	41.67	42,052.95	144,182.00	114,143.95
07-62-401-586	SEPARATION REFUNDS	0.00	93,145.50	0.00	100.00	(93,145.50)	0.00	(93,145.50)
PENSION BENEFITS								
		133,116.17	758,726.35	1,611,443.00	47.08	852,716.65	3,222,886.00	2,464,159.65
Total Dept 62								
		139,296.17	778,964.25	1,671,746.00	46.60	892,781.75	3,343,492.00	2,564,527.75
TOTAL EXPENDITURES								
		139,296.17	778,964.25	1,671,746.00	46.60	892,781.75	3,343,492.00	2,564,527.75

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EXPENDITURE REPORT FOR WILLOWBROOK  
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 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	12,294.00	151,125.00	8.13	138,831.00	302,250.00	289,956.00
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	12,294.00	152,125.00	8.08	139,831.00	304,250.00	291,956.00
Total Dept 65 - WATER CAPITAL IMPROVEMENTS		0.00	12,294.00	152,125.00	8.08	139,831.00	304,250.00	291,956.00
TOTAL EXPENDITURES		0.00	12,294.00	152,125.00	8.08	139,831.00	304,250.00	291,956.00

EXPENDITURE REPORT FOR WILLOWBROOK  
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GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP.	APPROP. AVAIL.
Fund 10 - CAPITAL PROJECT FUND								
Dept 68 - CAPITAL PROJECTS								
OTHER								
10-68-550-404	BOND ISSUANCE COSTS	0.00	344.50	681.00	50.59	336.50	1,362.00	1,017.50
OTHER		0.00	344.50	681.00	50.59	336.50	1,362.00	1,017.50
Total Dept 68 - CAPITAL PROJECTS		0.00	344.50	681.00	50.59	336.50	1,362.00	1,017.50
TOTAL EXPENDITURES								
		0.00	344.50	681.00	50.59	336.50	1,362.00	1,017.50

EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
Fund 11 - DEBT SERVICE FUND								
Dept 70 - DEBT SERVICE FUND								
OTHER								
11-70-550-401	BOND PRINCIPAL	0.00	0.00	223,171.00	0.00	223,171.00	446,342.00	446,342.00
11-70-550-402	BOND INTEREST	0.00	51,743.00	103,486.00	50.00	51,743.00	206,972.00	155,229.00
OTHER		0.00	51,743.00	326,657.00	15.84	274,914.00	653,314.00	601,571.00
Total Dept 70 - DEBT SERVICE FUND								
		0.00	51,743.00	326,657.00	15.84	274,914.00	653,314.00	601,571.00
TOTAL EXPENDITURES								
		0.00	51,743.00	326,657.00	15.84	274,914.00	653,314.00	601,571.00



EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

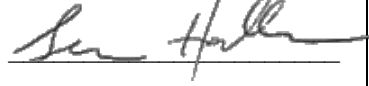
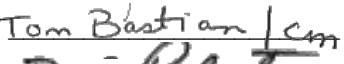

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROX.	APPROP. AVAIL.
Fund 14 - LAND ACQUISITION, FACILITY, EXPANSION & RENOVATION								
Dept 75 - LAND ACQUISITION/EXPANSION/RENOVATION								
CAPITAL IMPROVEMENTS								
14-75-920-245	ENGINEERING	0.00	5,246.09	0.00	100.00	(5,246.09)	0.00	(5,246.09)
14-75-920-246	ARCHITECTURAL FEES	0.00	2,850.00	0.00	100.00	(2,850.00)	0.00	(2,850.00)
14-75-930-412	CRC EXT REMODEL (825 MIDWA)	0.00	0.00	110,000.00	0.00	110,000.00	220,000.00	220,000.00
14-75-930-413	CRC INTERIOR REMODEL (825 M	3,670.00	3,670.00	1,020,750.00	0.36	1,017,080.00	2,041,500.00	2,037,830.00
14-75-930-414	FURNITURE & FIXTURES	0.00	0.00	521,145.00	0.00	521,145.00	1,042,290.00	1,042,290.00
CAPITAL IMPROVEMENTS		3,670.00	11,766.09	1,651,895.00	0.71	1,640,128.91	3,303,790.00	3,292,023.91
Total Dept 75 - LAND ACQUISITION/EXPANSION/RENOVATION		3,670.00	11,766.09	1,651,895.00	0.71	1,640,128.91	3,303,790.00	3,292,023.91
TOTAL EXPENDITURES								
		3,670.00	11,766.09	1,651,895.00	0.71	1,640,128.91	3,303,790.00	3,292,023.91

EXPENDITURE REPORT FOR WILLOWBROOK  
 PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 09/30/21	YTD BALANCE 09/30/2021	2021-22 ORIGINAL BUDGET	% BDGT USED	AVAILABLE BALANCE	APPROP. APPROP.	APPROP. AVAIL.
Fund 15 - RT 83/PLAINFIELD RD BUSINESS DISTRICT TAX								
Dept 15 - PLANNING & ECONOMIC DEVELOPMENT								
CONTINGENCIES								
15-15-401-242	LEGAL FEES	0.00	787.50	10,000.00	7.88	9,212.50	20,000.00	19,212.50
CONTINGENCIES		0.00	787.50	10,000.00	7.88	9,212.50	20,000.00	19,212.50
ADMINISTRATION								
15-15-455-513	SALES TAX REBATE- TOWN CEN	0.00	0.00	62,725.00	0.00	62,725.00	125,450.00	125,450.00
15-15-455-514	SALES TAX REBATE - PFM	0.00	0.00	110,000.00	0.00	110,000.00	220,000.00	220,000.00
ADMINISTRATION		0.00	0.00	172,725.00	0.00	172,725.00	345,450.00	345,450.00
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 DEVELOPMENT		0.00	787.50	185,866.00	0.42	185,078.50	371,732.00	370,944.50
TOTAL EXPENDITURES								
		0.00	787.50	185,866.00	0.42	185,078.50	371,732.00	370,944.50
TOTAL EXPENDITURES - ALL FUNDS								
		1,357,909.72	6,553,631.93	20,854,649.00	31.43	14,301,017.07	41,709,298.00	35,155,666.07



## VILLAGE OF WILLOWBROOK

<b>BOARD MEETING</b> <b>AGENDA ITEM - HISTORY/COMMENTARY</b>	
<b>A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION OF AN INTERGOVERNMENTAL LICENSE AGREEMENT BETWEEN DUPAGE PUBLIC SAFETY COMMUNICATIONS (DU-COMM) AND THE VILLAGE OF WILLOWBROOK, ILLINOIS</b>	<b>AGENDA NO.</b> 5.f.  <b>AGENDA DATE:</b> 10/11/2021
<b>STAFF REVIEW:</b> Sean Halloran, Assistant Village Administrator	<b>SIGNATURE:</b> 
<b>LEGAL REVIEW:</b> Tom Bastian, Village Attorney	<b>SIGNATURE:</b> 
<b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator	<b>SIGNATURE:</b> 
<b>REVIEWED &amp; APPROVED BY A COMMITTEE:</b> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
<b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)</b>  <p>The Village currently participates in a consolidated emergency dispatch center serving several communities in DuPage County, known as DuPage Public Safety and Communications (“Du-COMM”). Du-COMM is an intergovernmental agency formed in 1975 to provide public safety communications services to Police, Fire, and EMS agencies. Du-COMM is one of the largest consolidated 9-1-1 centers in Illinois. Most recently, in 2018, Du-COMM processed over 1.2 million phone calls and over 750,000 police and Fire/EMS incidents. Du-COMM provides a high level of service with response times and accuracy rates for the Village.</p> <p>The attached agreement permits Du-COMM to utilize the Village Hall to store or install Du-COMM equipment. It includes all necessary access to the real property and structures to install, maintain, repair, and remove equipment. The agreement outlines the system, which includes both Du-COMM-owned equipment, Village owned equipment, and jointly owned equipment. This agreement outlines the Party's responsibilities related to the operation and maintenance of all the equipment. It also contains an inventory of all the equipment installed in Village facilities. The agreement shall last one year and be automatically renewed for subsequent one-year terms after that unless either Party gives written notice.</p>	
<b>ACTION PROPOSED:</b>  Adopt the Resolution.	

**RESOLUTION NO. 21 – R - \_\_\_\_**

**A RESOLUTION TO APPROVE AND AUTHORIZE THE EXECUTION  
OF AN INTERGOVERNMENTAL LICENSE AGREEMENT  
BETWEEN DUPAGE PUBLIC SAFETY COMMUNICATIONS (DU-COMM)  
AND THE VILLAGE OF WILLOWBROOK, ILLINOIS**

---

**WHEREAS**, the Village of Willowbrook, Illinois (the “Village”) is a home-rule unit of local government under Article VII, Section 6 of the 1970 Illinois Constitution and, except as limited by such Section, it may exercise any power and perform any function pertaining to its government and affairs; and

**WHEREAS**, the Village has the authority, pursuant to the 1970 Illinois Constitution (Art. VII, Sec. 10) and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) to enter into Intergovernmental Agreements; and

**WHEREAS**, the Village has the authority, pursuant to Section 11-1-2.1 of the Illinois Municipal Code (65 ILCS 5/11-1-2.1) to make mutual aid arrangements for police assistance with other municipalities of the State of Illinois; and

**WHEREAS**, the Village is a party to a certain Joint Public Safety Communications System Agreement between and among several municipal authorities establishing the DuPage Public Safety Communications (“DU-COMM”) as an Illinois municipal cooperative; and

**WHEREAS**, the purpose of DU-COMM is to operate a twenty-four (24) hour public safety communications center that provides police, fire and EMS communications for its member agencies; and

**WHEREAS**, the corporate authorities of the Village have determined that it is necessary, desirable and in the best interests of the residents and businesses of the Village for the Village to enter into a License Agreement to authorize use of certain space within the Village Police Department Headquarters for storage and operation of equipment owned by DU-COMM.

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

**Section 1:** It is hereby determined that it is advisable, necessary and in the public interest that the Village enter into a License Agreement with DuPage Public Safety Communications, a copy of which is attached hereto, identified as Exhibit “A” and made a part hereof.

**Section 2:** The Mayor is hereby authorized and directed to execute and the Village Clerk is hereby authorized and directed to attest the License Agreement, substantially in the form attached hereto as Exhibit “A,” with such terms therein consistent with this Resolution as may be approved by the officials executing the same, their execution thereof shall constitute conclusive evidence of their approval of the same.

**Section 3:** This Resolution shall be in full force and effect upon its passage, approval and publication in accordance with law.

PASSED and APPROVED this 11<sup>th</sup> day of October, 2021 by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

**EXHIBIT “A”**  
**DU-COMM License Agreement**

## NON-EXCLUSIVE LICENSE AGREEMENT

This Non-Exclusive License Agreement (hereinafter "Agreement" or "License") set forth below is between the **VILLAGE OF WILLOWBROOK** (hereinafter "WILLOWBROOK"), an Illinois municipal corporation, 835 Midway Drive, WILLOWBROOK, IL 60527, and **DUPAGE PUBLIC SAFETY COMMUNICATIONS**, an Illinois municipal cooperative (hereinafter "DU-COMM"), 420 N. County Farm Road, Wheaton IL 60187, collectively known as Parties or individually as Party, entered into and effective on the date the last party signs the Agreement.

**WHEREAS**, DU-COMM operates a twenty-four (24) hour public safety communications center that provides police, fire, and EMS communications for forty-four (44) member agencies under a Joint Public Safety Communications System Agreement; and

**WHEREAS**, VILLAGE OF WILLOWBROOK is a party to the Joint Public Safety Communications System Agreement between and among several municipal authorities establishing the DuPage Public Safety Communications as an Illinois municipal cooperative, and

**WHEREAS**, pursuant to Article VII, section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.), units of local government may contract to share services or perform any activity authorized by law; and

**WHEREAS**, DU-COMM connects to and accesses the communication capabilities at several WILLOWBROOK owned or leased facilities hereinafter SITE LOCATIONS, and,

**NOW**, THEREFORE, in consideration of the forgoing and the mutual covenants and agreements as set forth below, and other good and valuable consideration the Parties agree as follows:

### **SECTION 1: Grant of License.**

WILLOWBROOK hereby grants a temporary, non-exclusive license to DU-COMM, to utilize certain locations on and within the structures, it owns, (the "Site Locations"), located at the common addresses listed below:

WILLOWBROOK Police Department, 7760 Quincy Street, WILLOWBROOK, IL

The License shall be limited to the described in Exhibit A attached hereto (the "Locations") where DU-COMM equipment is stored or installed, and includes all necessary

access to the real property and structures to install, maintain, repair, remove, and access such equipment as set forth herein.

DU-COMM shall not, without first obtaining the written consent of WILLOWBROOK, assign in whole or in part, or sublicense any part of the property licensed by WILLOWBROOK to DU-COMM.

The License granted herein shall commence on the signing of this Agreement and shall continue for a term of one (1) year (the “Initial Term”).

This Agreement shall automatically renew for subsequent one (1) year terms thereafter, unless either Party gives written notice of non-renewal at least ninety (90) days prior to the end of the then current term (the Initial Term and subsequent renewal terms being referred to as the “Term”).

## **SECTION 2: Site and Equipment Agreement**

The SITE LOCATIONS may contain equipment that was installed and solely owned by DU-COMM or equipment that is owned jointly by DU-COMM and WILLOWBROOK. Jointly owned equipment shall be known as Shared Equipment. DU-COMM, at its sole expense, shall install and maintain communications equipment and connectivity to such equipment between SITE LOCATIONS and equipment located at other DU-COMM managed LOCATIONS.

Appendix A identifies all DU-COMM and SHARED EQUIPMENT and a description of all equipment located at the SITE LOCATIONS and in operation for the shared Public Safety Communications Network system. The removal of existing equipment and/or installation of additional equipment to replace malfunctioning equipment or to upgrade existing equipment as may be required to enable continued communication services shall be subject to the written approval of the VILLAGE Administrator. The Party making the equipment change to replace malfunctioning equipment or to upgrade existing equipment shall notify the other Party to amend Appendix A to account for the equipment change. DU-COMM must obtain approval in writing from the VILLAGE Administrator prior to installing additional equipment to create new functionality or to expand service beyond the current services.

WILLOWBROOK shall provide to DU-COMM or its authorized agents reasonable access to the equipment at SITE LOCATIONS to install and maintain the equipment connecting

to or servicing the connection to the shared Public Safety Communications Network and related equipment operated for public safety communications.

DU-COMM shall be solely responsible for repairing and maintaining all DU-COMM equipment and SHARED EQUIPMENT located on the SITE LOCATIONS.

WILLOWBROOK has the duty and responsibility to operate and maintain its own existing equipment and subsequently purchased additional equipment that is installed and integral to the function of the SHARED PUBLIC SAFETY COMMUNICATIONS NETWORK. WILLOWBROOK shall pay all expenses for installation, operation, repair, maintenance, and replacement of its solely owned equipment, and will provide insurance coverage for the same.

WILLOWBROOK shall make available to DU-COMM the minimum electrical service necessary to operate its equipment. WILLOWBROOK shall assume all electric power costs for the operation of the equipment.

WILLOWBROOK shall physically maintain and provide security for the SITE LOCATIONS, and shall continue to provide site coordination and access to DU-COMM and its authorized agents.

The Parties shall not remove or disable DU-COMM equipment or SHARED EQUIPMENT integrated into the shared Public Safety Communications Network without the written permission of the Parties.

From time to time, WILLOWBROOK may choose to paint or do other maintenance on the SITE LOCATIONS. If said maintenance process requires the removal of any or all of the DU-COMM equipment, DU-COMM shall bear the full costs of said removal, including any costs associated with tower climbs to remove and replace antennas and feedlines. DU-COMM shall maintain sole discretion to select contractors to perform the removal and replacement work on its equipment.

Upon termination of this agreement, solely owned equipment remains the property of the named Party. DU-COMM shall remove its equipment within thirty (30) days of the termination of this agreement. Shared Equipment will be disposed of by written agreement between the Parties.

### **SECTION 3: Modification and Termination of this Agreement**

This Agreement constitutes the full agreement between the Parties. No terms, conditions, modifications or amendments purporting to modify or vary any terms herein shall be binding unless made in writing and signed by both Parties.

This License and any rights granted herein may be revoked by WILLOWBROOK at any time upon written notice.

### **SECTION 4: Additional Provisions**

- a. The provisions of the recitals above are incorporated herein and made a part of this agreement
- b. Invalidation of any Section or part of a Section of this Agreement shall not invalidate any other Section of this Agreement.
- c. DU-COMM shall indemnify WILLOWBROOK for any and all damages or injuries resulting from the maintenance, repair and installation of DU-COMM equipment and SHARED EQUIPMENT on the SITE LOCATIONS, and provide insurance for said equipment installed, and shall name WILLOWBROOK as an additional insured.
- d. WILLOWBROOK and DU-COMM shall maintain insurance for its solely owned equipment installed on the SITE LOCATIONS.

The Parties will each maintain all required insurance and each shall be solely responsible only for the action of their own employees and agents. Nothing herein shall be construed as an express or implied waiver of any common law and/or statutory immunity or privilege of either DU-COMM or WILLOWBROOK or any of their respective officials, officers, employees, volunteers or agents as to any liability whatsoever.

### **SECTION 5: Previous Agreement**

The terms of this Agreement shall supersede any prior agreement between the Parties regarding equipment installed at the SITE LOCATIONS, site service and maintenance, and duties and responsibilities addressed within this Agreement. This paragraph shall not apply to the Joint Public Safety Communications System Agreement between and among several municipal authorities establishing the DuPage Public Safety Communications as an Illinois municipal cooperative.



**SECTION 6: Notice**

For purpose of this Agreement, all notices that are given shall be given to the following addresses:

VILLAGE of WILLOWBROOK  
Attention: VILLAGE Administrator  
835 Midway Drive  
WILLOWBROOK, IL 60527

DU-COMM  
Attention: Director  
420 N. County Farm Road  
Wheaton IL 60187

**Section 7: Certifications**

The Certification attached hereto as Exhibit "B" are incorporated herein and made material term of this Agreement.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their  
duly authorized officials.

VILLAGE of WILLOWBROOK

DU-COMM

By: \_\_\_\_\_  
Printed Name: Frank A. Trilla  
Title: Mayor

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

## EXHIBIT A

### Appendix A to MOU between DU-COMM and Willowbrook

Site	Address	Qty	Brand Model	MFR Model Part #	Description	Serial No.	DU-COMM Asset Tag #	Installed Location	Date Installed	Date Removed
Willowbrook Police	7760 Quincy Street	1	Cisco	ISR 4321	Comcast Router	N/A	N/A	Willowbrook Village Hall	6/1/2018	
Willowbrook Police Department	7760 Quincy Street	1	Cienna	3916	Comcast Layer 2 Device	N/A	N/A	Willowbrook Village Hall	6/1/2018	
Willowbrook Police Department	7760 Quincy Street	1	CISCO SG300	2811	Network Switch	PSZ21291GBD	TBD	Willowbrook Village Hall	6/1/2018	

## EXHIBIT B

DU-COMM hereby represents and warrants to WILLOWBROOK, that:

- (A) DU-COMM has and will comply with all laws relating to the payment of general prevailing wages in accordance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*);
- (B) DU-COMM, pursuant to 30 ILCS 580/1 *et seq.* (“Drug-Free Workplace Act”), will provide a drug-free workplace by:
  - (1) Publishing a statement:
    - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in DU-COMM's workplace;
    - b. Specifying the actions that will be taken against employees for violations of such prohibition;
    - c. Notifying the employee that, as a condition of employment on such Contract, the employee will;
      - i. Abide by the terms of the statement;
      - ii. 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;
  - (2) Establishing a drug-free awareness program to inform employees about:
    - a. the dangers of drug abuse in the workplace;
    - b. DU-COMM’S policy of maintaining a drug-free workplace;
    - c. any available drug counseling, rehabilitation, and employee assistance program; and
    - d. the penalties that may be imposed upon employees for drug violations;
  - (3) Making it a requirement to give a copy of the statement required by Subsection (D)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
  - (4) Notifying WILLOWBROOK within ten (10) days after receiving notice under paragraph (D)(1)e from an employee or otherwise receiving actual notice of such conviction;
  - (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;

- (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (C) DU-COMM has not excluded and will not exclude from participation in, denied the benefits of, subjected to discrimination under, or denied employment to any person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex;
- (D) no officer or employee of the Village has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from DU-COMM in violation of the Village ordinance adopted pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.);
- (E) DU-COMM has not given to any officer or employee of the Village any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of the Village ordinance adopted pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.).

If any certification made by DU-COMM or term or condition in this contract changes, DU-COMM shall notify the Village in writing within seven (7) days.

Dated: \_\_\_\_\_, 20\_\_

DU-COMM

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF ILLINOIS       )  
  ) ss.  
COUNTY OF DUPAGE       )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that \_\_\_\_\_, known to me to be the \_\_\_\_\_, appeared before me this day in person and, being first duly sworn on oath, acknowledged that he executed the foregoing certification as his free act and deed.

Dated: \_\_\_\_\_, 2021

\_\_\_\_\_  
Notary Public



# VILLAGE OF WILLOWBROOK

## BOARD OF TRUSTEES

### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK EMPLOYEE PERSONNEL MANUAL BY ADDING TO ARTICLE VII, SECTION 7.17, ENTITLED "EMPLOYEE WORK FROM HOME POLICY – NON-UNION"

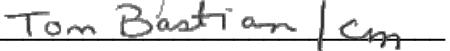
**AGENDA NO.** 5.g.

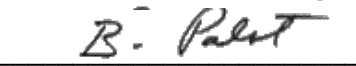
**AGENDA DATE:** 10/11/2021

**STAFF REVIEW:** Sean Halloran, Asst. Village Administrator

**SIGNATURE:**

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

**SIGNATURE:**

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

**SIGNATURE:**

**REVIEWED & APPROVED BY COMMITTEE:** YES ☐ N/A ☒
**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS, ETC.)**

Village staff periodically updates its Employee Personnel Manual to reflect best practices and new state laws that impact Village operations.

The work from home policy that the Village Board discussed at the September 27, 2021 Committee of the Whole meeting. Due to COVID-19, staff implemented a hybrid work environment that permitted staff to work from home. Over the past year, staff has maintained operations in Village Hall by permitting Village employees to work from home on a case-by-case basis. After a review of neighboring municipalities policies and internal discussion, the proposed policy includes the following highlights:

- **Eligibility:**
  - This policy will be based on both the position, employee, and organizational impact. If approved, the first two months shall be considered a trial period. An employee may be considered ineligible for remote work in the remote event work can be demonstrated to have resulted in diminished individual or organizational performance, or continuation of remote work will interfere with the employee's ability to attain or return to a fully successful performance level.
- **Eligibility Considerations:**
  - While the considerations for eligible remote work will be based on productivity, it will also include the following considerations:
    - The proposed remote work assignment supports the current business operations.
    - There is a benefit to the Village's business operations.
    - Productivity can be documented and quantified to ensure work performance is maintained at the same or higher levels.
    - Whether job responsibilities can reasonably be fulfilled when working remotely.
  - Whether requests for immediate Village assistance can be addressed on days on which the employee is working remotely.
  - Whether an employee can perform job responsibilities without access to equipment, materials, and files that can only be accessed at a Village of Willowbrook facility.
  - The extent to which an employee's remote work will not affect the ability of other Village departments to provide services and/or to conduct business.

- Whether an employee has supervisory or leadership responsibilities that require a Village presence for those that remain on-site.
  - Whether an employee has emergency management responsibilities that require a Village presence; and
  - The extent to which security issues require the job responsibilities to be conducted at a Village of Willowbrook facility.
- **Responsibilities**
    - Supervisors and employees will be required to formulate objectives, expected results, and evaluation procedures for work completed while working remotely. The supervisor and employee will discuss at pre-determined intervals to review the employee's work performance (i.e., weekly or biweekly meetings).
    - While working remotely, employees are in an official on-duty status. Failure to adhere to applicable policies may result in, among other things, the imposition of specific limitations on remote work, the termination of remote work, and/or other consequences.
    - The employee's Department Head/Director, in consultation with the Village Administrator, will review requests and determine a schedule that is appropriate, which will be documented in a written plan signed by the employee, Department Head/Director, and the Village Administrator.

**ACTION PROPOSED:**

Pass the Ordinance

**ORDINANCE NO. 21-O-\_\_\_\_\_**

**AN ORDINANCE AMENDING THE VILLAGE OF WILLOWBROOK  
EMPLOYEE PERSONNEL MANUAL BY ADDING TO ARTICLE VII, SECTION 7.17,  
ENTITLED “EMPLOYEE WORK FROM HOME POLICY – NON-UNION”**

---

**WHEREAS**, on March 1, 2012, the corporate authorities of the Village of Willowbrook (“Village”) previously adopted the Village of Willowbrook Employee Personnel Manual; and

**WHEREAS**, the Village of Willowbrook Employee Personnel Manual has been amended and updated from time-to-time, as necessary; and

**WHEREAS**, the corporate authorities of the Village have determined that it is in the best interest of the Village to further revise the Employee Personnel Manual to include the “Employee Work from Home Policy-Non-Union.”

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

**SECTION 1.** Recitals. The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this ordinance.

**SECTION 2.** The Village of Willowbrook Employee Personnel Manual is further amended by approving and adding thereto Article VII, Section 7.17, entitled “Employee Work from Home Policy-Non-Union,” as set forth on Exhibit “A”, attached hereto and made a part of hereof.

**SECTION 3.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**SECTION 4.** All ordinances or resolutions or parts of ordinances or resolutions in conflict with this ordinance are repealed, solely to the extent of said conflict.

PASSED and APPROVED this 11<sup>th</sup> day of October, 2021, by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

**EXHIBIT “A”**

**EMPLOYEE WORK FROM HOME POLICY- NON-UNION**

## 7.17 Village of Willowbrook Remote Work Policy for Non-Union Employees

### (A) Policy

The Village of Willowbrook supports remote work where it is found to have a mutual benefit for the Village and the employee. Successful remote work requires collaboration between employees and their supervisors. All parties are responsible for contributing to a successful program.

### (B) Purpose

The remote work program option is a management tool that can be utilized to increase productivity, provide flexibility in work environments, assist in maintaining safety and spatial guidelines, and accommodate the special needs of the Village and an employee on a regular or temporary basis. The expectation is that remote work will not have an adverse impact on the Village's commitment to high levels of service.

### (C) Definition

- (1) Remote work is defined as work that can be accomplished from a remote location. While working remotely, the employee is accessible, productive, and works their regular schedule unless the employee's Department Head/Director agrees to an alternative schedule.
- (2) Remote work is not an entitlement; it is a special program option to be used at the Department Head/Director's discretion and where IT software and equipment needs can be easily facilitated. It may be discontinued at any time, for any reason, at the sole discretion of the Village and in no way alters the terms and conditions of the employee's employment with the Village of Willowbrook.

### (D) Eligibility

- (1) Eligibility for remote work is based on both the position and the employee and the organizational impact. Not every position or every employee is suited for remote work. Once remote work is approved, the first two months shall be considered a trial period. Remote work is voluntary, and no employee shall be required to work remotely, absent an emergency (e.g., pandemic). There may be special circumstances where their Department Head/Director may approve employees who do not normally work remotely but are otherwise eligible to do so in emergency situations.
- (2) An employee may be considered ineligible for remote work in the event remote work can be demonstrated to have resulted in diminished individual or



organizational performance, or continuation of remote work will interfere with the employee's ability to attain or return to a fully successful performance level. Employees who do not meet performance and/or conduct expectations or have a disciplinary history for work performance issues may not be eligible to work remotely.

- (3) Considerations for determining which positions are eligible for remote work will be primarily based on productivity and will include but are not limited to:
  - (a) The proposed remote work assignment supports the current business operations;
  - (b) There is a benefit to the business operation;
  - (c) Productivity can be documented and quantified to ensure work performance is maintained at the same or higher levels;
  - (d) Whether the job responsibilities can reasonably be fulfilled when working remotely;
  - (e) Whether requests for immediate Village assistance can be addressed on days on which the employee is working remotely;
  - (f) Whether an employee can perform job responsibilities without access to equipment, materials, and files that can only be accessed at a Village of Willowbrook facility;
  - (g) The extent to which an employee's remote work will not affect the ability of other Village departments to provide services and/or to conduct business;
  - (h) Whether an employee has supervisory or leadership responsibilities that require a Village presence for those that remain on-site.
  - (i) Whether an employee has emergency management responsibilities that require a Village presence; and
  - (j) The extent to which security issues require the job responsibilities to be conducted at a Village of Willowbrook facility.

#### (E) Requesting Remote Work

- 1) Employees interested in remote work shall submit a written request to their Department Head/Director. The discussion between the employee and supervisor should address, among other operational and organizational impacts, an assessment of the position, employee characteristics, and the remote worksite location. After that discussion, the employee's department director and Village Administrator will review all requests collectively and determine a schedule that provides for adequate staffing coverage at all

times, which will be documented in a written plan. The employee's Department Head/Director, in consultation with the Village Administrator, will review requests and determine a schedule that is appropriate, which will be documented in a written plan signed by the employee, Department Head/Director, and the Village Administrator. Any changes to the written plan must also be documented in writing and approved by the department director and Village Administrator.

#### (F) Approval/Denial of Remote Work

- (1) The Village Administrator will decide whether a position and/or employee is suitable for remote work.

#### (G) Responsibility of Supervisors

- (1) The Supervisor and/or Department Head/Director and employee will formulate objectives, expected results, and evaluation procedures for work completed while working remotely. The Supervisor and/or Department Head/Director and employee will discuss at pre-determined intervals to review the employee's work performance (i.e., weekly or biweekly meetings). Supervisors and/or Department Heads/Directors are responsible and accountable for treating all remote work and non-remote work employees the same in acts involving managerial discretion, including but not limited to:
  - (a) Distribution of assignments among all employees in the work unit;
  - (b) Use of appropriate work tracking and communication tools regardless of whether they work remotely;
  - (c) Good performance management practices, including appropriate formal and informal feedback, are essential for all employees to work effectively;
  - (d) Other issues involving managerial discretion, including training, reassignment, promotions, reduction in grade, retention, and removal of employees.

#### (H) Responsibility of Employees

- (1) While working remotely, employees are in an official duty status. Failure to adhere to applicable policies may result in, among other things, the imposition of specific limitations on remote work, the termination of remote work, and/or other consequences.
  - (a) It is the employee's responsibility to ensure that the appropriate alternative worksite provides the work environment, connectivity, technology, resource access, and security consistent with the work effort in which the employee is

engaged. Supervisors and/or Department Heads/Directors retain the authority to overrule an employee's selection of a particular appropriate alternative worksite location if, in the supervisor's opinion, that location is not a business appropriate location and/or fails to provide a working environment compliant with the conditions outlined in this policy.

- (b) Employees are expected to procure and provide internet service appropriate to complete the work at their own expense.
- (c) Employees are responsible for meeting organizational requirements, including but not limited to all requirements regarding communication, accessibility, and collaboration.
- (d) Employees are responsible for maintaining flexibility and responsiveness to the needs of the supervisor and organization. As with all work, employees are accountable for required individual contributions via their efforts with their coworkers and must communicate and collaborate as appropriate with coworkers, ensuring that remote work supports the work of the Village and does not result in diminished individual or organizational performance.

#### (I) Work Site

- (1) Any remote worksite that is not a part of an established Village location or facility is considered a remote work site. The remote work site is required to be a designated workspace that is quiet and free of distractions.
- (2) A remote work site may be either the employee's home or an alternative approved location. Any change in remote work site location shall be discussed and approved by a Supervisor and/or Department Head/Director. More specific conditions relating to employees working from a remote work site are subject to the approval of the Department Head/Director or designee.
- (3) The Village is not responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's remote work site. Furthermore, employees shall not conduct any unauthorized external (non-Village) work during their remote work schedule.

#### (J) Technology, Equipment, and Supplies

- (1) The Village may provide core technology for remote workers, including:
  - (a) Laptop computer
  - (b) Meeting collaboration and shared screen tool (e.g., Microsoft Teams)

(c) VPN access to Village file shares

(2) Employees are responsible for providing their own office furniture and ancillary office equipment, peripherals, and supplies. Employees may be required to provide their own telephone for accessibility and for multi-factor authentication to Village files.

(3) The following conditions shall apply to the use of computers, software, other Village equipment, and internet access, and all users will comply with the following guidelines:

(a) When employees are provided Village equipment and/or software to work remotely, the Village resources at the remote work location may not be used for personal use.

(b) Employees are not allowed to duplicate Village-owned software. Employees must abide by the licensing regulations and restrictions for all software under license to the Village.

(c) A computer used for Village business must be plugged into a surge protector and have current virus protection maintained.

(d) Village computers must be routinely rebooted.

(e) Restricted-access materials shall not be removed from the Village's on-site work location or accessed through the computer unless approved in advance by the Department Head/ Director and the appropriate security access administrator.

(f) Employees shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.

(g) The Village reserves the right to monitor an employee's access and ensure compliance with the Remote Work Policy and/or terminate remote site work status.

#### (K) Security

(1) Failure to exercise due care in safeguarding the Village's confidential and proprietary information is a job performance matter and may result in disciplinary action, up to and including termination.

(2) The primary worksite location is required to have password-protected WIFI. When working from a location without a secure WIFI, it is preferred the employee use a mobile hot spot.

(3) Employees will protect Village information from unauthorized disclosure or damage and comply with federal, state, and Village rules, policies, and procedures regarding public and official records disclosure. Work done at the employee's remote worksite is regarded as an official Village business. Sensitive information, including Personal Identifiable Information (PII), shall not be sent or transferred via unencrypted email. All records, documents, and correspondence must be safeguarded for return to the Village, either in paper or electronic form. Hard copies of Village documents, including sensitive or personal information, shall not be removed from Village premises without a supervisor's approval.

(4) Release or destruction of records should be done only in accordance with statute and Village policy and procedure and with the knowledge of the employee's Department Head/Director.. Electronic/computer files are considered Village records and shall be protected as such.

#### (L) Pay, Leave, Hours of Work, and Official Responsibilities

(1) The employee's Supervisor/Department Head/Director is responsible and accountable for supervising work in accordance with the Fair Labor Standards Act (FLSA). All employees (working remotely or not) are required to follow the Village's policies for requesting and obtaining approval of leave or any change to the work schedule. Employees and supervisors shall abide by the following:

- (a) Remote work is work time (hours of duty) and cannot be used for any purposes other than official duties.
- (b) Even when an employee is approved for remote work, all Village workplace policies shall remain in full force and effect.
- (c) Employees utilizing remote work are eligible for breaks in accordance with Village policy.
- (d) All overtime of non-exempt employees must be requested by the employee and approved by their Supervisor/and/or Department Head/Director prior to the hours being worked.
- (e) All time worked must be reported accurately and in accordance with the respective department's timekeeping and reporting procedures and those in the employee handbook.

#### (M) Expansion of Remote Work Due to Emergencies

(1) The Village of Willowbrook reserves the right to allow employees to temporarily work from home for circumstances such as inclement weather, pandemics, special projects, or business travel to promote continuity of operations by allowing employees to continue their work at an approved alternative worksite. Requests to work remotely under emergency conditions are approved on an as-needed basis by each Department Head/Director, subject to the approval of the Village Administrator, with no expectation of ongoing continuance and focuses first on the operational needs of the Village.

The Corporate Authorities of the Village of Willowbrook reserve the right to modify and/or terminate the Village of Willowbrook Remote Work Policy for non-union employees at any time. The Corporate Authorities shall determine any such modification or termination of this policy to be in the best interest of the Village of Willowbrook.

# VILLAGE OF WILLOWBROOK

<b>BOARD MEETING</b> <b>AGENDA ITEM - HISTORY/COMMENTARY</b>							
<p style="text-align: center;"><b>ITEM TITLE:</b></p> <p>A Resolution Of The Village Of Willowbrook For Initial And Final Acceptance Of Public Improvements In The Village Of Willowbrook, DuPage County, Illinois</p>	<p><b>AGENDA NO.</b> 5.h.</p> <p><b>AGENDA DATE:</b> October 11, 2021</p>						
<table style="width: 100%;"> <tr> <td style="width: 50%;"> <b>STAFF REVIEW:</b> Roy Giuntoli, Building Official </td> <td style="width: 50%;"> <b>SIGNATURE:</b> <u>Roy Giuntoli</u> </td> </tr> <tr> <td> <b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney </td> <td> <b>SIGNATURE:</b> <u>Tom Bastian / cm</u> </td> </tr> <tr> <td> <b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator </td> <td> <b>SIGNATURE:</b> <u>B. Pabst</u> </td> </tr> </table> <p> <b>REVIEWED &amp; APPROVED COMMITTEE:</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/> </p>		<b>STAFF REVIEW:</b> Roy Giuntoli, Building Official	<b>SIGNATURE:</b> <u>Roy Giuntoli</u>	<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> <u>Tom Bastian / cm</u>	<b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator	<b>SIGNATURE:</b> <u>B. Pabst</u>
<b>STAFF REVIEW:</b> Roy Giuntoli, Building Official	<b>SIGNATURE:</b> <u>Roy Giuntoli</u>						
<b>LEGAL REVIEW:</b> Thomas Bastian, Village Attorney	<b>SIGNATURE:</b> <u>Tom Bastian / cm</u>						
<b>RECOMMENDED BY:</b> Brian Pabst, Village Administrator	<b>SIGNATURE:</b> <u>B. Pabst</u>						
<p><b>ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)</b></p> <p>Pulte Carrington Club commenced principal construction September of 2016. The approved plan included the addition of potable water mains throughout the subdivision. Said water mains were installed, inspected, and approved by village staff and engineering consultants. After the completion of all twenty-nine (29) single-family residences within the subdivision – an As-Built survey was submitted and again reviewed and approved by our consulting Civil Engineer at Christopher Burke Engineering. As the Village has done in the past, once infrastructure / utilities (in the case the water mains) are installed and approved, the Village takes ‘Ownership’ of them.</p>							
<p><b>ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)</b></p> <p>It is the recommendation of the Building Official, Public Works Foreman and the consulting Civil Engineer that the Village take ownership of the watermain in the Pulte Carrington Club subdivision.</p>							
<p><b>ACTION PROPOSED:</b> Adopt the Resolution.</p>							



**RESOLUTION NO. 21-R-\_\_**

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK FOR INITIAL AND FINAL  
ACCEPTANCE OF PUBLIC IMPROVEMENTS IN THE VILLAGE OF  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

---

**WHEREAS**, pursuant to the Village of Willowbrook (the “Village”) Municipal Code, Pulte Group, the Developer of Carrington Club (the “Developer”), has installed a water main (the “Public Improvement”) as depicted on the final engineering plans (the “Final Engineering Plans”) prepared by V3 Companies of Illinois, Ltd. dated September 6, 2016, as shown on Exhibit “A”, attached hereto and made a part hereof, which Final Engineering Plans have heretofore been approved by the Village; and

**WHEREAS**, it is in the Village’s best interest to accept the Public Improvement.

**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:** The corporate authorities of the Village hereby determine that the Public Improvements as depicted on the Final Engineering Plans have been found to be in compliance and are acceptable with the Village’s engineering standards and regulations.

**Section 3:** The corporate authorities hereby approve and accept the Public Improvements.

**Section 4:** The Developers' bill of sale, attached hereto as Exhibit "B" and made a part hereof, is hereby approved.

**Section 5:** This Resolution shall take effect upon its passage and approval as provided by law.

PASSED and APPROVED this 11<sup>th</sup> day of October, 2021, by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

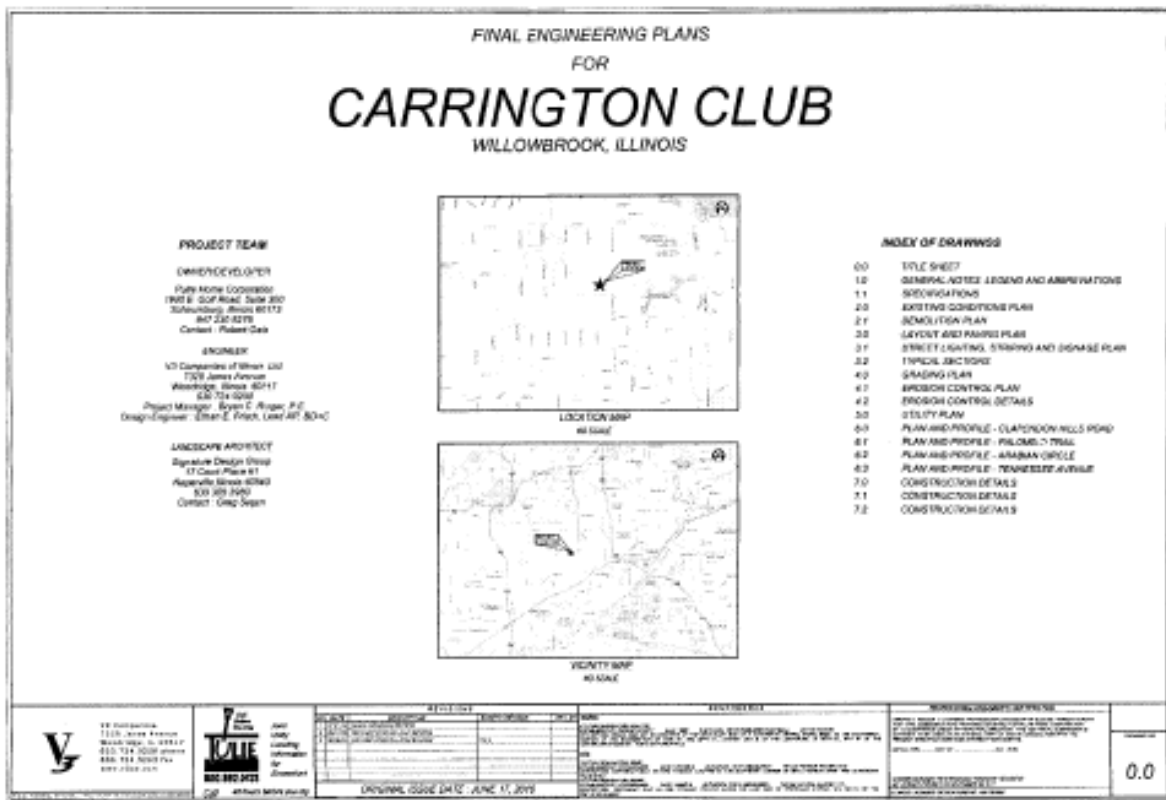
\_\_\_\_\_  
Frank A. Trilla, Mayor

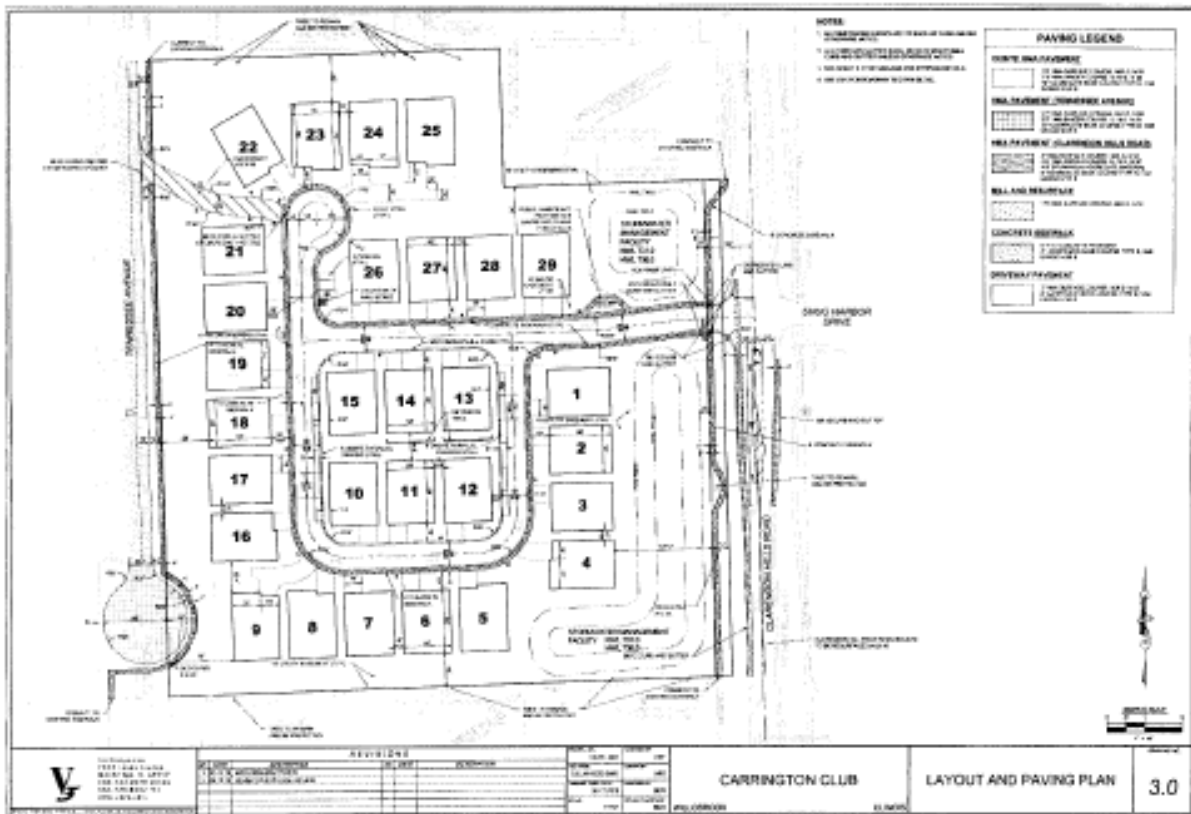
ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

**EXHIBIT “A”**  
**FINAL ENGINEERING**

# EXHIBIT "A"





**EXHIBIT “B”**  
**BILL OF SALE**

## EXHIBIT "B"

### BILL OF SALE


Seller, Pulte Home Company, LLC of 1900 E. Golf Road, Suite 300, Schaumburg, IL in consideration of \$1.00, receipt whereof is hereby acknowledged, does hereby sell, assign, transfer and set over the buyer, The Village of Willowbrook, an Illinois municipal corporation, at 835 Midway Drive, Willowbrook, Illinois 60527, the following described personal property to wit:

**All Public Improvements associated with Clarendon Hills Right of Way (adjacent to Carrington Club), the Tennessee Avenue Improvements (adjacent to Carrington Club) and the Watermain Improvements within the Carrington Club Community, Willowbrook, Illinois as shown on the approved engineering plans as shown on Exhibit A.**

Seller hereby represents and warrants to Buyer that Seller is the absolute owner of said property that said property is free and clear of all liens, charges and encumbrances, and that Seller has full right, power and authority to sell said personal property and to make this Bill of Sale.

If this Bill of Sale is signed by more than one person, all persons so signing shall be jointly and severally bound hereby.

In Witness Whereof, Seller has signed and sealed this bill of sale at 1900 E. Golf Road, Suite 300, Schaumburg, IL 60173, this 1<sup>st</sup> day of October 2021

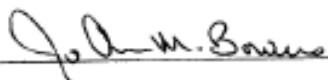
  
\_\_\_\_\_  
Ty Morris, Director of Land Development

State of ILLINOIS

County of COOK

I, JoAnne M. Bowers, a notary public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Ty Morris, Director of Land Development Personally known to me to be the same person whose name subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed, and delivered the said instrument at this free and voluntary act, for the uses and purposed therein set forth. GIVEN under my hand and official seal this 1<sup>st</sup> day of October 2021



  
\_\_\_\_\_  
Commission Expires 9-5-2025



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## VILLAGE OF WILLOWBROOK

### BOARD MEETING

#### AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:** MOTION TO APPROVE THE FISCAL YEAR 2020-21 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND MANAGEMENT LETTER

**AGENDA NO.** 6

**AGENDA DATE:** 10/11/2021

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

**SIGNATURE:**

C. Dittman

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

**SIGNATURE:**

Tom Bastian / cm

**RECOMMENDED BY VILLAGE ADMIN.:** Brian Pabst

**SIGNATURE:**

B. Pabst

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

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

Included in your agenda packet are the following:

- Comprehensive Annual Financial Report for the Village of Willowbrook for the Year Ended April 30, 2021.
- Management Letter (Report on Internal Controls) prepared by the Village's audit firm, Sikich LLP.

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

The Village has once again received an unqualified, or "clean" opinion, on its audited financial statements for the fiscal year ending April 30, 2021. The Village will be submitting the report to the Government Finance Officers Assn. for consideration of the Certificate of Achievement for Excellence in Financial Reporting, which, if granted, will be the Village's 33<sup>rd</sup> year of receiving the award.

Village staff has prepared a financial summary of the General Fund's year end operating results.

#### ACTION PROPOSED:

APPROVAL OF FISCAL YEAR 2020-21 COMPREHENSIVE ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTER

October 1, 2021

MEMO TO: Mayor and Board of Trustees

FROM: Carrie Dittman, Director of Finance

SUBJECT: April 30, 2021 Comprehensive Annual Financial Report General Fund Results

#### GENERAL FUND REVENUES

General Fund Revenues exceeded the budgeted amount by \$3,093,373, or 38.9%. In addition to the imposition of home rule sales tax effective January 1, 2021, that was not budgeted, revenues that had been budgeted conservatively low due to the economic uncertainty caused by COVID-19 have generally outperformed the estimates. In addition, the large one-time grant received under the CARES Act was awarded after the budget was developed, and thus was not budgeted for. Details of the revenues can be found on pages 75-78 of the financial report. The following table provides a summary of the dollar and percent differences from budget to actual revenues.

<b>Revenue</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>	
Sales Tax	\$ 3,500,000	\$ 4,645,953	\$ 1,145,953	32.74%
Home Rule Sales Tax	-	755,233	755,233	
Income Tax	717,000	985,983	268,983	37.52%
Utility Tax	850,000	798,163	(51,837)	-6.10%
Places of Eating Tax	400,000	480,243	80,243	20.06%
Special Rec Property Tax	72,750	73,767	1,017	1.40%
Road & Bridge Tax	116,146	117,771	1,625	1.40%
Hotel/Motel Tax	216,000	176,381	(39,619)	-18.34%
Local Gas Tax	275,000	266,009	(8,991)	-3.27%
Other Taxes	226,414	341,550	115,136	50.85%
Licenses	179,250	131,602	(47,648)	-26.58%
Permit Fees	295,000	333,730	38,730	13.13%
Fines - Red Light	565,000	642,014	77,014	13.63%
Fines - Other	123,000	108,009	(14,991)	-12.19%
Investment Income	48,000	11,850	(36,150)	-75.31%
Federal/State Grants	-	468,604	468,604	
Charges for Services	75,050	136,535	61,485	81.93%
Parks & Recreation	29,880	5,680	(24,200)	-80.99%
Other	260,340	563,126	302,786	116.30%
Subtotal	\$ 7,948,830	\$ 11,042,203	\$ 3,093,373	38.92%
Transfers In	715,941	717,758	1,817	0.25%
Sales of Capital Assets	7,500	5,652	(1,848)	-24.64%
Total Revenues, Transfers In and Sales of Capital Assets	\$ 8,672,271	\$ 11,765,613	\$ 3,093,342	35.67%

## GENERAL FUND EXPENDITURES

Total General Fund expenditures came in over budget amount by \$357,690. Details of the expenditures can be found on pages 79-99 of the financial report. Highlights of expenditures by department are as follows:

Department	Budget	Actual	Difference	
Village Board & Clerk	\$ 76,614	\$ 73,049	\$ (3,565)	-4.65%
Board of Police Comm.	31,898	13,357	(18,541)	-58.13%
Administration	1,244,051	1,254,501	10,450	0.84%
Planning & Econ. Dev	181,824	220,896	39,072	21.49%
Finance	353,128	383,620	30,492	8.63%
Building and Zoning	427,864	458,232	30,368	7.10%
Hotel/Motel	6,000	1,500	(4,500)	-75.00%
Police	5,443,609	5,440,235	(3,374)	-0.06%
Public Works	1,233,202	1,599,551	366,349	29.71%
Parks	370,336	281,275	(89,061)	-24.05%
Less: Overhead				
Reimbursement from Water	(562,288)	(562,288)	-	0.00%
<b>Total Before Transfers Out</b>	<b>\$ 8,806,238</b>	<b>\$ 9,163,928</b>	<b>\$ 357,690</b>	<b>4.06%</b>
Transfers Out				
Debt Service Fund	279,851	279,851	-	0.00%
<b>Total Transfers Out</b>	<b>\$ 279,851</b>	<b>\$ 279,851</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Grand Total Expenditures and Transfers Out</b>	<b>\$ 9,086,089</b>	<b>\$ 9,443,779</b>	<b>\$ 357,690</b>	<b>3.94%</b>

### Summary

The net increase in fund balance that resulted after all year-end adjustments and transfers were made was \$2,321,834. The Village budgeted a net decrease of (\$413,818). The ending General Fund's fund balance on April 30, 2021, is \$8.45 million, of which \$8.1 million is unrestricted. This represents approximately 323 days of operating expenditures, which exceeds the Village's existing target of reserves of 120.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

RESOLUTIONS PERTAINING TO THE SHERIDAN ROAD PROJECT


AGENDA NO. 7.a. &amp; 7.b.

AGENDA DATE: 10/11/2021

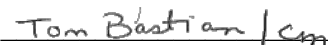
7.a. - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK UNDER THE PROVISIONS OF THE ILLINOIS HIGHWAY CODE APPROPRIATING THE ADDITIONAL SUM OF \$100,445.00 OF MOTOR FUEL TAX FUNDS

7.b. - A RESOLUTION OF THE VILLAGE OF WILLOWBROOK DETERMINING THE LOWEST RESPONSIBLE BIDDER AND AWARDING A CONTRACT TO M&J ASPHALT PAVING COMPANY, INC. FOR PHASE 2 OF THE 2021 ROAD MAINTENANCE PROGRAM

STAFF REVIEW: Andrew Passero, Public Works Foreman

SIGNATURE: 

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Brian Pabst, Village Administrator

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

### BACKGROUND

Sealed proposals for the 2021 Road Maintenance Program were opened at Village Hall on June 8, 2021, at 10:00 AM. Work in the proposal included resurfacing of Sugarbush Ln, Cherry Tree Ln, Hawthorne Ln, Blackberry Ln, Pine Tree Ln, Apple Tree Ln, and Honey Locust Ln. This project or the first part of this year's road program includes all streets in the Farmingdale subdivision except Sheridan Drive. The first part of the road program was completed on August 20. The estimated cost to mill and resurface Sheridan Drive is approximately \$126,872 based on the unit prices included in the bid.

The total amount budgeted for the MFT project this year was \$350,000. Staff is requesting an additional \$100,445 in MFT funding to complete the second part of the project that includes Sheridan Road. Staff went out to bid for a second time on September 21 and received eight (8) bids. M&J Asphalt and Paving came in as the low bidder at the cost of \$128,047.

BIDDER	BID BOND	BID AMOUNT
ENGINEERS ESTIMATE		\$126,872.50
M&J ASPHALT PAVING, CO.	✓	\$128,047.50
SCHROEDER ASPHALT SERVICES, INC.	✓	\$138,863.70
BROTHERS ASPHALT PAVING, INC.	✓	\$153,010.14
CHICAGOLAND PAVING CONTRACTORS, INC.	✓	\$160,000.00
LINDAHL BROS, INC.	✓	\$161,637.20
A-LAMP CONCRETE CONTRACTORS, INC.	✓	\$167,832.45
METROMEX CONTRACTORS, INC.	✓	\$168,441.40
K-FIVE CONSTRUCTION CORP.	✓	\$169,797.08

### STAFF RECOMMENDATION

To complete the resurfacing for the southwest portion of town, staff is recommending accepting the bid from M&J Asphalt.

### ACTION PROPOSED:

Adopt the Resolutions.



**RESOLUTION NO. 21-R-\_\_\_\_\_****A RESOLUTION OF THE VILLAGE OF WILLOWBROOK UNDER THE  
PROVISIONS OF THE ILLINOIS HIGHWAY CODE APPROPRIATING THE  
ADDITIONAL SUM OF \$100,445.00 OF MOTOR FUEL TAX FUNDS**

---

**WHEREAS**, the corporate authorities of the Village of Willowbrook, DuPage County, Illinois, have determined that it is necessary, proper and in the best interest of the Village to appropriate the additional sum of One Hundred Thousand Four Hundred Forty-Five and 00/100 Dollars (\$100,445.00) of Motor Fuel Tax funds for the purpose of Phase 2 of various road improvements and maintenance in the Village of Willowbrook under applicable provisions of the Illinois Highway Code from May 1, 2021 to April 30, 2022.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois that there is hereby appropriated, for the purpose of roadway improvements and maintenance, the additional sum of One Hundred Thousand Four Hundred Forty-Five and 00/100 Dollars (\$100,445.00) from Motor Fuel Tax funds for the period of May 1, 2021 to April 30, 2022, all as set forth in that certain Illinois Department of Transportation Resolution for maintenance, attached hereto and made a part hereof.

**BE IT FURTHER RESOLVED** that the Clerk of the Village of Willowbrook is directed to execute the attached Resolution, as indicated, and to transmit four (4) certified originals of the attached Resolution to the district office of the Illinois Department of Transportation.

This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED and APPROVED this 11<sup>th</sup> day of October, 2021 by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

**RESOLUTION NO. 21-R-\_\_\_\_\_**

**A RESOLUTION OF THE VILLAGE OF WILLOWBROOK DETERMINING  
THE LOWEST RESPONSIBLE BIDDER AND AWARDING A CONTRACT  
TO M&J ASPHALT PAVING COMPANY, INC.  
FOR PHASE 2 OF THE 2021 ROAD MAINTENANCE PROGRAM**

---

**WHEREAS**, the Village of Willowbrook ( the “Village”) publicly advertised, in the manner prescribed by law, for sealed bids for Phase 2 of the 2021 Road Maintenance Program in the Village (the “Project”); and

**WHEREAS**, the sealed bids received were publicly opened, examined and declared by officials of the Village on September 21, 2021 at 10:00 a.m.; and

**WHEREAS**, of the bids received and opened, the apparent lowest responsible bidder for Phase 2 of the 2021 Road Maintenance Program in the Village is M&J Asphalt Company, Inc. at a unit price bid not to exceed One Hundred Twenty-Eight Thousand Forty-Seven and 50/100 Dollars and (\$128,047.50).

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

**SECTION 1:** Recitals.

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:** Lowest Responsible Bidder.

The Mayor and Board of Trustees of the Village do hereby find M&J Asphalt Paving Company, Inc. to be the lowest responsible bidder for Phase 2 for street resurfacing for the 2021 Road Maintenance Program, as set forth in its bid.

**SECTION 3:** Award of Contract.

M&J Asphalt Paving Company, Inc. is hereby awarded the contract for the afore-referenced street improvements as bid for the Project at the unit prices not to exceed One Hundred Twenty-Eight Thousand Forty-Seven and 50/100 Dollars and (\$128,047.50), as set forth in its bid proposal subject to: the furnishing of the proper bonds and execution of all contract documents.

**SECTION 4:** Execution of Contract.

The Village Mayor is hereby authorized and directed to execute and the Village Clerk is hereby directed to attest to the contract documents for the project, all on behalf of the Village of Willowbrook. A copy of said contract is attached hereto as Exhibit "A" and expressly made a part hereof.

**SECTION 5:** Effective Date.

This Resolution shall take effect upon its passage and approval in the manner provided by law.

PASSED and APPROVED this 11<sup>th</sup> day of October, 2021 by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk

**EXHIBIT “A”**

**Contract**

## C O N T R A C T

THIS CONTRACT ENTERED INTO THIS \_\_\_\_\_ day of October, 2021 between M&J Asphalt Paving Company, Inc. (“Contractor”) and the Village of Willowbrook, a municipal corporation of the State of Illinois (“Village”), in consideration of the following and other valuable consideration the sufficiency of which is hereby acknowledged, the Village and Contractor agree as follows:

1. The Village of Willowbrook has found it to be in the best interests of the Village to enter into an agreement with Contractor, the lowest bidder, for a portion of the Willowbrook 2021 Road Maintenance Program.

2. Contractor has submitted a proposal to the Village. Such proposal, including all terms, conditions, requirements and specifications contained therein are incorporated herein as “Exhibit A” and expressly made a part of this agreement as if each term, condition and requirement was repeated herein verbatim. In the event any inconsistent terms are contained in this agreement and in “Exhibit A,” the more restrictive terms shall control. The bid specifications are (attached hereto) **OR** (are available for review at the Willowbrook Village Hall).

3. Contractor agrees to complete such work in a good and workmanlike manner in accordance with the plans and specifications attached hereto.

4. The Contractor certifies that the Contractor is not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.

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



6. The Village of Willowbrook agrees to pay Contractor for the performance of the work completed in a good and workmanlike manner in an amount not to exceed One Hundred Twenty-Eight Thousand Forty-Seven and 50/100 Dollars (\$128,047.50). Payment shall be in conformance with the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

7. At the time of execution of the Agreement, the Contractor shall furnish, at Contractor's expense, bonds payable to the Village in the form of bonds set forth herein, secured by a surety company acceptable to the Village, as follows:

A. Faithful performance bond in an amount equal to one hundred percent (100%) of the total contract price, conditioned upon the faithful performance of all covenants and stipulations under the Contract and holding good for a period of one (1) year after the date when final payment becomes due, except as otherwise provided by law or regulation or by the Contract Documents to protect the Owner against the results of defective materials, workmanship, and equipment during that time.

B. Labor and material bond in an amount equal to one hundred percent (100%) of the total Contract Price for the payment of all persons, companies, or corporations who perform labor upon or furnish material to be used in the Work under this Contract.

8. Contractor agrees that not less than the prevailing wage as determined by the Illinois Department of Labor, shall be paid to all laborers, workers and mechanics performing work under this Contract in accordance with the Illinois Prevailing Wage Act and Contractor agrees to comply with all other provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) as amended. If the Department of Labor revises the wage rates, the revised rate as provided by the

Illinois Department of Labor shall apply to this Agreement and Contractor will not be allowed additional compensation on account of said revisions.

Contractor shall make and keep, for a period of not less than five (5) years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day.

Contractor shall submit monthly, in person, by mail, or electronically a certified payroll to the Village of Willowbrook. The certified payroll shall consist of a complete copy of the records. The certified payroll shall be accompanied by a statement signed by Contractor that:

- A. such records are true and accurate;
- B. the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and
- C. Contractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

Upon seven (7) business days' notice, Contractor shall make available for inspection the records to the Village of Willowbrook, its officers and agents, and to the Director of Labor and his deputies and agents at all reasonable hours at a location within this State. Contractor and each subcontractor shall permit his/her employees to be interviewed on the job, during working hours, by compliance investigators of the Department or the Department of Labor. (See Attached for Certified Payroll Form).

9. Contractor agrees that it has and will comply with all laws relating to the employment preference to veterans in accordance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*).

10. Contractor agrees that it has and will comply with all laws relating to the employment of Illinois workers in accordance with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/1 *et seq.*).

11. Contractor agrees that it, pursuant to 30 ILCS 580/1 *et seq.* (“Drug-Free Workplace Act”), will 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 the workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition; and
- (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 violations.

C. Making it a requirement to give a copy of the statement required by Subsection A to each employee engaged in the performance of the Agreement and to post the statement in a prominent place in the workplace.

D. Notifying the Village of Willowbrook within ten (10) days after receiving notice under Subparagraph 11(A) 3 (b) from an employee or otherwise receiving actual notice of such conviction.

E. 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.

F. Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place.

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

12. The Contractor certifies that if the Contractor is not a party to a collective bargaining agreement in effect, Contractor is in compliance with the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, *et seq.*) and if Contractor is a party to a collective bargaining agreement, that agreement deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act or has in place and is enforcing a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act.

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

14. During the performance of this contract, the Contractor agrees as follows:

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

B. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

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

D. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the contractor's obligations under the Act and the Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with the Act and Rules and

Regulations, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

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

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

G. That he or she will include verbatim or by reference the provisions of this clause in every subcontract that may be awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or



voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

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

Will not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities' means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin because of habit, local custom, or otherwise. Contractor (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that Contractor will retain such certifications in its files.

16. Contractor agrees to assume all risk of loss and to indemnify and hold harmless the Village of Willowbrook, its officers, agents and employees from any and all liabilities, claims, suits, injuries, losses, damages, fines or judgments, including litigation costs and attorneys' fees, arising out of the work performed by Contractor including, to the extent allowed by law, those liabilities, injuries, claims, suits, losses, damages, fines or judgments, including litigation costs and attorneys'

fees arising out of, or alleged to arise out of, the intentional, willful, wanton or negligent acts of Contractor, its employees, agents, assigns and/or subcontractors.

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

18. Insurance requirements shall be as follows:

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

B. Coverage shall be at least as broad as:

(1) Insurance Services Office Commercial General Liability Occurrence form CG 0001 (Ed. 11/85); and

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

C. Contractor shall maintain limits no less than:

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

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

- (1) Commercial General Liability and Automobile Liability Coverages:
  - (a) The Village, its officials and employees are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor, as well as materials, and equipment procured, owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limits on the scope of the protection afforded to the Village and its officials.
  - (b) The Contractor’s insurance coverage shall be primary insurance as respects the Village, its officials and employees. Any insurance or self-insurance

maintained by the Village, its officials or employees shall be excess of Contractor's insurance and shall not contribute with it.

- (c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials or employees.
- (d) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Worker's Compensation and Employers' Liability Coverage:

The insurer shall agree to waive all rights of subrogation against the Village, its officials, employees or volunteers for losses arising from work performed by the Contractor for the Village.

(3) All Coverages:

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

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

20. No member of the governing body of the Village of Willowbrook or other unit of government and no other officer, employee, or agent of the Village of Willowbrook or other unit of government who exercises any functions or responsibilities in connection with the carrying out of

this project to which this Contract pertains, shall have personal interest, direct or indirect, in the Contract.

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

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

21. In the event that Contractor shall fail to perform such work within a reasonable time after being assigned such work or shall fail to complete such work in a good and workmanlike manner, the Village of Willowbrook may terminate this Contract by written notice to Contractor, effective immediately upon mailing.

22. All change orders increasing the cost of the contract by Five Thousand Dollars (\$5,000.00) or less must be approved, in writing, by the Village Administrator. All change orders

increasing the cost of the contract by Five Thousand Dollars(\$5,000.00) or more must be approved by official action of the Village Board of the Village of Willowbrook.

Additionally, no change order which authorizes or necessitates any increase in the contract price that is fifty percent (50%) or more of the original contract price or that authorizes or necessitates any increase in the price of a subcontract under the contract that is fifty percent (50%) or more of the original subcontract price shall be issued, unless the portion of the contract that is covered by the change order is resubmitted for bidding in the same manner for which the original contract was bid, or unless competitive bidding was waived for the original portion of the contract that is covered by the change order. Bidding for the portion of the contract covered by the change order shall be subject to any requirements to employ females and minorities on the project that existed at the bidding for the original contract, together with any later requirements imposed by law.

23. Notice as provided for herein shall be transmitted to the Village of Willowbrook, Village Administrator, 835 Midway Drive, Willowbrook, Illinois 60527 or to M&J Asphalt Paving Company, Inc., Attn: Nicholas A. Distasio, 3124 N. 60<sup>th</sup> Court, Cicero, Illinois 60804, as may be applicable by first class prepaid mail. Any notice to Contractor shall be deemed received when mailed.

24. Contractor agrees to maintain all records and documents for projects of the Public Body in compliance with the Freedom of Information Act, 5 ILCS 140/1 *et seq.* In addition, Contractor shall produce within three (3) days, without cost to the Public Body, records which are responsive to a request received by the Public Body under the Freedom of Information Act so that the Public Body may provide records to those requesting them within the required five (5) business day period. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Public Body within three (3) days in order for the Village shall

request an extension so as to comply with the Act. In the event that the Village is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Village harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

25. Time is of the essence of this Contract.

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

Contractor:

M&J ASPHALT PAVING COMPANY, INC.

By: \_\_\_\_\_  
Nicholas A. Distasio, President  
and its duly authorized agent

ATTEST:

\_\_\_\_\_  
Title:

VILLAGE OF WILLOWBROOK

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn,  
Village Clerk



## INSTRUCTIONS FOR CERTIFIED PAYROLL FORM

### ***PLEASE NOTE: THE SUBMISSION OF FALSIFIED PAYROLL RECORDS IS A CRIMINAL OFFENSE.***

1. For all public works projects, Payroll Certifications and Accompanying Affidavit must be filed with the Village of Willowbrook on a monthly basis under the Illinois Prevailing Wage Act (820 ILCS 130/5).
2. The information must be provided for **each payroll period**. Please note the starting and ending dates of each payroll period in the space provided.
3. If you are a contractor or subcontractor working for the Village of Willowbrook on more than one project, please fill out a form for each project.
4. For each project you worked on for the Village of Willowbrook, you must identify the names of employees that worked on the project and their classifications. You must record the number of hours they worked each day of the pay period, along with the total hourly wages paid during that pay period, including the hourly fringe benefits paid.
5. Please note that pertinent information is required on the second sheet. The Subcontractor information, if applicable, is very important; however, it is **ABSOLUTELY IMPERATIVE** that the **AFFIDAVIT** information be completed in its **ENTIRETY** including **SIGNATURE**. If additional forms are needed and copies are made, please be sure to also duplicate the second sheet. A second sheet **MUST** accompany every certified transcript of payroll form showing that you are swearing that the information on each sheet is accurate.
6. Fringe Benefits **MUST** be paid if required for the work classification, regardless of your union or non-union status.
7. If a fringe benefit is paid into a fund, place the letter "F" behind the rate; if the benefit is included on the employee's payroll check, place the letter "E" behind the rate; credit will be given for health insurance paid, payments made into an ERISA approved pension plan, required vacation and/or training (registration in a BAT-approved program).
8. The items requested under the heading, "Contract Information," help to correctly identify the project. If a Contract or Project Number is not known, please do your best to secure the information. The information requested for "Project" and "Project Location" should **always** be completed.
9. You are invited to visit Illinois Department of Labor's web site at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol) for more detailed information regarding application of the Prevailing Wage Act.

**AFFIDAVIT****SUBCONTRACTORS****Monthly Statement of Compliance****Date:** \_\_\_\_\_

I, \_\_\_\_\_ (name  
signatory party), \_\_\_\_\_ (title),  
do hereby state: that I pay or supervise the payment  
of the persons employed on the public works project  
\_\_\_\_\_ (name  
of project); that during the payroll period commencing  
on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year), and  
ending on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year),  
all persons employed on said project have been  
paid the full wages earned, that no rebates  
have been or will be made either directly or indirectly  
to or on behalf of said \_\_\_\_\_  
(name of contractor or subcontractor) from the full  
wages earned by any person, and that no  
deductions have been made either directly or  
indirectly from the full wages earned by any  
persons, other than permissible deductions as  
defined by Federal and/or State law. I further certify  
that this payroll is correct and complete; that the wage  
rates contained therein are not less than the actual  
rates herein stated and that the classification set forth  
for each laborers or mechanic conform to the work  
he/she performed.

Signature: \_\_\_\_\_

**Attach explanation of monies paid, copy of contract  
or billing, or other pertinent information.**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Certified Transcript of Payroll

**\*\* Please Note: The submission of falsified payroll records is a criminal offense. \*\***

Contractor and/or Subcontractor	Contract Information	
Contact Person: _____	Contract Number: _____	Pay Period Starting Date: _____
Company Name: _____	Project Number: _____	Pay Period Ending Date: _____
Address: _____	Project: _____	Date Submitted to City: _____
City, State, Zip: _____	Project Location: _____	
Telephone: _____		

Report Hours for Each Day, Including Overtime Hours. List Hourly Prevailing Wage Rate and Hourly Fringe Benefits Allotments.

Employee Name, Address, SSN & Telephone Number	Classification	PW Hours Worked Each Day during Pay Period																	Total Hrs	Total OT Hrs	Hrly Rate	OT Rate	Total Wages Paid	Hourly Fringe Benefit			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17						Pens	Hea & Welf	Vac	Train

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

DISCUSSION OF LIQUOR LICENSE FEES, BUSINESS LICENSES  
FEES AND VIDEO GAMING FEES

**AGENDA NO.** 8.

**AGENDA DATE:** 10/11/2021

**STAFF REVIEW:** Sean Halloran, Asst. Village Administrator

**SIGNATURE:**

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

**SIGNATURE:**

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

**SIGNATURE:**

**REVIEWED & APPROVED BY COMMITTEE:**

**YES** ☒

**NO** ☐

**N/A** ☐

### BACKGROUND

Staff is asking the Board to review the existing liquor license, video gaming and business license fees. In 2020, the Board reduced liquor license and video gaming fees. Attached are all related fees for your discussion.

Attachment 1 – Business License Fees

Attachment 2 – Liquor License and Video Gaming Fees

### ACTION PROPOSED:

Discussion of liquor license, video gaming and business license fees.

**3-1A-1: FEES ENUMERATED:**

License fees under the terms of activities and uses set forth shall be as follows:

1.	Ambulance service (for each ambulance)		\$ 72.00 per year
2.	Amusements <sup>1</sup> :		
	(a)	Jukeboxes or other musical devices - coin operated (per machine or device)	150.00 per year
	(b)	Amusement devices or coin operated rides or games (per machine or device)	120.00 per year
	(c)	Circus or sideshow	\$600.00 per week plus \$120.00 per ride per week
	(d)	Commercial playground or amusement park	\$600.00 per week plus \$120.00 per ride per week
	(e)	Theater (motion picture or dramatic):	
		(1) Seating capacity 1 to 500	\$1,200.00 per year
		(2) Seating capacity 501 to 1,000	1,800.00 per year
		(3) Seating capacity over 1,000	2,400.00 per year
		(4) Outdoor drive-in	4,800.00 per year
	(f)	Public dance hall	1,200.00 per year
	(g)	Public skating rink	600.00 per year
	(h)	Automobile, boat or other exhibitiv show	1,200.00 per week
	(i)	Recreational amusements operated for profit, including, but not by way of limitation, tennis courts, miniature golf and golf driving ranges	240.00 per year
	(j)	Concert, minstrel or musical entertainment (except as otherwise provided in this section):	
		(1) Ticket sales 1 to 2,000	\$120.00 per performance
		(2) Ticket sales 2,001 or more	\$1,200.00 per performance
	(k)	Fireworks display	\$2,400.00 per day
	(l)	Horse or dog show	60.00 per day
	(m)	Rodeo	120.00 per day
	(n)	Stock or poultry show	60.00 per day
3.	Athletic contests and exhibits (excluding such contests and exhibits as may be sponsored by any duly constituted school or park district):		
	(a)	Seating capacity 1 to 25	60.00 per day
	(b)	Seating capacity 26 to 100	85.00 per day
	(c)	Seating capacity 101 to 1,000	240.00 per day
	(d)	Seating capacity over 1,000	1,200.00 per day
4.	Auctioneers		48.00 per day
5.	Billiard and pool tables		\$66.00 per table per year
6.	Banks and savings and loans		\$150.00 per year
7.	Barbershops, hair salons, nail salons		\$66.00 per chair per year
8.	Bowling alleys		\$120.00 per year
9.	Brokers and agents, excepting therefrom insurance brokers and agents and real estate brokers and agents		240.00 per year
10.	Carnivals		\$600.00 per week plus \$120.00 per ride per week \$60.00 per booth per week
11.	Dealers of intoxicating beverages		See chapter 12 of this title
12.	Dry cleaners		\$ 96.00 per year
13.	Dispensaries (medical) (not pharmacies)		85.00 per year

14.	Explosives or combustibles (any business or operation handling or storing combustibles):		
	(a)	Fixed storage capacity:	
		(1) 0 to 4,000 gallons	150.00 per year
		(2) Over 4,000 gallons	\$150.00 per year plus \$12.00 per each thousand gallons over 4,000 gallons
	(b)	Nonfixed storage capacity (more than 1,000 gallons):	
		(1) Hardware and paint stores	\$ 96.00 per year
		(2) Industrial usage or storage	270.00 per year
		(3) Other	240.00 per year
15.	Florists		96.00 per year
16.	Food dealers (including dealers having liquor licenses under chapter 12 of this title):		
	(a)	Restaurants:	
		(1) Seating capacity 1 to 50	210.00 per year
		(2) Seating capacity 51 to 100	330.00 per year
		(3) Seating capacity 101 and over	\$330.00 per year plus \$2.00 for each additional seat
		(4) All drive-in or fast food restaurants (irrespective of seating capacity)	\$270.00 per year plus \$2.00 for each seat
	(b)	Caterers (operating from location within the Village)	\$ 96.00 per year
	(c)	Food manufacturers (license fee shall be determined in accordance with subsection 28 of this section)	
	(d)	Itinerant vendor (each vehicle whose place of business is not within the corporate limits of the Village but does retail business within the corporate limits of the Village)	85.00 per year
17.	Hawkers, peddlers, transient vendors and itinerant merchants (except for such persons conducting or transacting their business within an indoor exhibit hall or room located within a facility otherwise licensed by the Village of Willowbrook)		\$132.00 per person per day
18.	Heating, air conditioning and refrigeration contractors		\$120.00 per year
19.	Hospitals, convalescent and nursing homes, assisted living centers, and sanatoriums		\$24.00 per bed per year
20.	Hotels, motels, and rooming houses (with sleeping accommodations for 20 persons or more)		\$72.00 per year plus \$24.00 per unit or room per year
21.	Laundries:		
	(a)	Without self-service machines	\$84.00 per year
	(b)	With machines	\$18.00 per machine per year
22.	Livery stables, boarding or sale		\$ 84.00 per year
23.	Lumber, coal and other combustible material storage yards		240.00 per year
24.	Automobile dealers:		

	Building Floor Area In Square Feet		
	0 to 40,000		\$ 600.00 per year
	40,001 to 75,000		900.00 per year
	75,001 and over		1,200.00 per year

25.	Machine shops		84.00 per year
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26.	Public parking garages, lots and ramps		\$2.40 per stall per year
27.	Pawnbrokers		\$84.00 per year
28.	Retail, service, wholesale and manufacturing establishments:		

	Floor Area In Square Feet	
	0 to 5,000	\$ 120.00 per year
	5,001 to 10,000	240.00 per year
	10,001 to 15,000	360.00 per year
	15,001 to 20,000	480.00 per year
	20,001 to 40,000	600.00 per year
	40,001 to 75,000	900.00 per year
	75,001 to 100,000	1,200.00 per year
	100,001 to 150,000	1,500.00 per year
	150,001 to 175,000	1,800.00 per year
	175,001 and over	2,100.00 per year

	Floor Area Applicable: Floor area shall be calculated as herein defined. Total floor area applicable for the determination of the yearly license fee shall include the sum total of all the floor area in use or reserved for or retained for the use of the commercial establishment, including, but not restricted to, principal and accessory floor area, cellars and basements, storage or detached accessory building, even though any such floor area may be temporarily vacant or not in use.		
29.	Scavengers and garbage collectors		See subsections 6-6-2(D) and 6-6-3(D) of this Code
30.	Dealers in secondhand articles		\$ 84.00 per year
31.	Steam boiler operator		120.00 per year
32.	Street sales		60.00 per day
33.	Taxicabs, limousines, draymen, carters, expressmen, hackmen, omnibus drivers, and porters (when based within corporate limits of the Village)		\$84.00 per vehicle per day
34.	Undertakers		\$240.00 per year
35.	Vending machines (except tobacco or cigarette vending machines)		\$18.00 per machine per year
36.	Video gaming license <sup>2</sup>		\$500.00 per machine per year

(Ord. 13-O-37, 10-14-2013; Ord. 14-O-06, 1-27-2014; Ord. 17-O-21, 11-27-2017; Ord. 19-0-27, 10-28-2019; Ord. 19-0-34, 11-25-2019)

#### Notes

<sup>1</sup> 1. See title 11, chapter 1 of this Code.

<sup>2</sup> 1. The video gaming license fee is reduced to \$125 per machine for the 2021 license year. Effective January 1, 2022, the license fee shall automatically revert to the license fee schedule set forth in this section.



<b>Class</b>	<b>Liquor License</b>	<b>Year 2020 License Fee</b>	<b>Year 2021 License Fee</b>
B	Entertainment, dancing and consumption	\$2,500	\$625
B-1	Retail - no consumption - restaurant	\$500	\$125
B-2	Retail - consumption on and off premises - coffee/sandwich shop	\$1,500	\$375
C	One day license	\$250	\$63
D	Hotel, motel type of class	\$3,500	\$875
F	Recreational facility - consumption	\$2,500	\$625
G	Private recreational facility - consumption	\$250	\$63
H	Catering	\$250	\$63
I	Indoor/Outdoor commercial recreational	\$2,500	\$625
J	Homeowners' association	\$250	\$63
L	Retail consumption on and off premises of a brewpub or Class I brewer	\$2,500	\$625
M	Retail - no consumption - gas stations	\$2,500	\$625
N	Retail - on premises consultation - hair and nail salon	\$1,500	\$375
O	Video Gaming Cafes	\$5,000	\$1,250
P	Restaurants with video gaming machines	\$5,000	\$1,250
	<b>Video Gaming Fee</b>	<b>Year 2020 License Fee</b>	<b>Year 2021 License Fee</b>
	Video gaming license fee, per machine	\$500, per machine	\$125, per machine

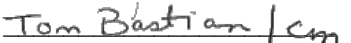
The foregoing reduced license fees set forth in Section One of this Ordinance shall be in effect for the 2021 license year. Effective January 1, 2022, the foregoing reduced license fees shall automatically revert to the license fee schedule set forth in Title 3, Chapter 12, Section 3-

## VILLAGE OF WILLOWBROOK

### BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**

A RESOLUTION CREATING SET HOURS FOR HALLOWEEN  
SOLICITATION IN THE VILLAGE OF WILLOWBROOK

**AGENDA NO.** 9**AGENDA DATE:** 10/11/2021**STAFF REVIEW:** Robert Schaller, Police Chief**SIGNATURE:** **LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:** **RECOMMENDED BY:** Brian Pabst, Village Administrator**SIGNATURE:** **REVIEWED & APPROVED BY A COMMITTEE:** YES ☐ NO ☐ N/A ☒**ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM,  
OTHER PERTINENT HISTORY)**

Since 1994, the Village Board has established by resolution suggested hours for Halloween "trick or treat" activities. This resolution is an advisory resolution, not regulatory, in that it suggests to the community to participate in "trick or treating" from 3:00 p.m. to 7:00 p.m. If approved by the Village Board, staff will distribute the information through local newspapers, the Village website ([www.willowbrookil.org](http://www.willowbrookil.org)) and our school partners, Districts 62 and 60.

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

The recommended hours for the Halloween solicitation are Sunday, October 31<sup>st</sup>, 2021 from 3:00 p.m. to 7:00 p.m.

**ACTION PROPOSED:**

Adopt the Resolution.

RESOLUTION NO. 21-R-

**A RESOLUTION CREATING SET HOURS FOR HALLOWEEN SOLICITATION  
IN THE VILLAGE OF WILLOWBROOK**

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

WHEREAS, the Village of Willowbrook is interested in protecting the safety and welfare of young children soliciting on the holiday of Halloween and in preserving the spirit of Halloween for young children; and

WHEREAS, the holiday of Halloween usually leads to an increase in vandalism due to the presence of unsupervised juveniles roaming through the Village of Willowbrook; and

WHEREAS, the Village of Willowbrook is interested in reducing vandalism and crime and in protecting the property and peace of mind of Willowbrook residents; and

WHEREAS, a need for set solicitation hours was identified by the Village Staff in recognition that Village action is needed but that an Ordinance is unnecessary; and

WHEREAS, it was recommended by the Village Staff to set solicitation hours between the hours of 3:00 p.m. and 7:00 p.m. on Sunday, October 31, 2021; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois do hereby set the hours of Halloween solicitation to be 3:00 p.m. to 7:00 p.m. on Sunday, October 31, 2021.

PASSED and APPROVED this 11<sup>th</sup> day of October, 2021 by a ROLL CALL VOTE as follows:

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

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

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

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

APPROVED:

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

ATTEST:

\_\_\_\_\_  
Deborah A. Hahn, Village Clerk