

A G E N D A

SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 17, 2020, AT 6:30 P.M. AT THE WILLOWBROOK POLICE DEPARTMENT TRAINING ROOM, 7760 QUINCY STREET, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

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

THE PUBLIC CAN UTILIZE THE FOLLOWING CALL IN NUMBER:

Dial in Phone Number: 312 626 6799

Meeting ID: 892 1826 8005

Written Public Comments Can Be Submitted By 5:15 pm on August 17, 2020 to mmertens@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 - Regular Board Meeting - August 10, 2020 (APPROVE)

NEW BUSINESS

6. ORDINANCE - An Ordinance Amending Title 11, Entitled "Taxes", of the Willowbrook Municipal Code of the Village of Willowbrook, DuPage County, Illinois (PASS)
7. RESOLUTION - A Resolution Approving and Authorizing the Submission of a COPS Office Award Application on Behalf of Willowbrook Police Department (ADOPT)

8. ORDINANCE - An Ordinance Amending Section 5-1-1 Entitled "Creation and Composition of Department", of Chapter 1, Entitled "Police Department", of Title 5 Entitled "Police Regulations", of the Village Code of Ordinances of the Village of Willowbrook, Illinois (PASS)

PRIOR BUSINESS

9. TRUSTEE REPORTS
10. ATTORNEY'S REPORT
11. CLERK'S REPORT
12. ADMINISTRATOR'S REPORT
13. MAYOR'S REPORT
14. CLOSED SESSION
15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, AUGUST 10, 2020, 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 the hour of 6:32 p.m. by Mayor Frank Trilla.

2. ROLL CALL

Those physically present at roll call were Mayor Frank A. Trilla, Trustees, Terrence Kelly, Michael Mistele and Gayle Neal. Trustee Paul Oggerino arrived at 6:34 p.m.

Also, physically present was Deputy Clerk Christine Mardegan.

Present Via Conference Call, Due to the COVID-19 Pandemic, were Village Clerk Leroy R. Hansen, Trustees Sue Berglund, and Umberto Davi.

Also, present Via conference call, due to COVID-19 Pandemic, were Village Attorney Thomas Bastian, Administrator Brian Pabst, Assistant Village Administrator Michael Mertens, Director of Finance Carrie Dittman, Chief Robert Schaller, Superintendent of Public Works Joe Coons and Building Official Roy Giuntoli.

Dan Lynch from Christopher Burke Engineering called in at 6:35 p.m.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Trustee Kelly 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 - July 27, 2020 (APPROVE)

- c. Warrants - \$ 167,761.25 (APPROVE)
- d. Monthly Financial Report - July 2020 (APPROVE)
- e. ORDINANCE - An Ordinance Extending Temporary Executive Powers Pursuant to 65 ILCS 5/11-1-6 Ordinance No. 20-O-32 (PASS)
- f. RECEIVE - Receive Plan Commission Recommendation -Public Hearing Case 20-06: Consideration of a petition to rezone the subject property from the R-1 Single Family Residence District to the R-1A Single Family Residence District, and review and recommendation regarding a Final Plat of Subdivision for 6224 South Bentley Avenue, Willowbrook, Illinois (minor subdivision for a two residential lot subdivision) and approval of a written recommendation regarding a Final Plat of Subdivision for 6224 South Bentley Avenue, Willowbrook, Illinois (minor subdivision for a two residential lot subdivision). (RECEIVE)

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

MOTION: Made by Trustee Davi and seconded by Trustee Mistele to approve the Omnibus Vote Agenda as amended with correcting scrivener's error on page 4.

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

MOTION DECLARED CARRIED

NEW BUSINESS

- 6. RESOLUTION - A Resolution of the Village of Willowbrook Determining the Lowest Responsible Bidder for the 2020/2021 Roadway Maintenance Program and Village Hall Parking Lot Paving Project and Awarding a Contract to Brothers Asphalt Paving, Inc. (ADOPT)

Assistant Administrator Mertens shared that this is two projects wrapped up into one. On July 22, the Village received requests for bids for Motor Fuel Maintenance Program. This project will include resurfacing of 71ST Street, Monroe Street, Quincy Street and various patching, pavement striping, curb, and sidewalk replacement. A total of eight (8) sealed bids were received.

Also included is the removal of 3" of asphalt, compact the base and then the addition of two layers of asphalt for a total of 4" of new asphalt, along with the removal and replacement of a 5' sidewalk for the Village Hall Parking lot. This portion of the

work is funded through the General Fund, whereas the road work is funded through the Motor Fuel Tax program. There were eight bids (8) and Brother's Asphalt Paving was the lowest bid at \$217,178.82. The Village Budgeted \$300,000 for the MFT work and \$60,000 for the parking lot work. The Brothers Asphalt Paving bid came in \$114,912.79 below the MFT budget and \$27,908.39 below the parking lot repair General Fund budget. Brothers Asphalt Paving, Inc., Addison, IL, is an IDOT pre-qualified bidder. The bid has been reviewed by our Village Engineer, Christopher B. Burke Engineering and was found to be the most responsive and responsible bidder for the 2020/2021 Village of Willowbrook MFT program and related parking lot project. Dan Lynch is here if you have any technical questions.

MOTION: Made by Trustee Mistele and seconded by Trustee Kelly to pass Ordinance No. 20-R-37 as presented.

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

7. ORDINANCE - An Ordinance of the Village of Willowbrook, DuPage County, Illinois, Approving and Authorizing the Mayor and the Village Clerk to Execute a First Amendment to an Improvement Agreement regarding the Beyond Self-Storage Facility (PASS)

Assistant Administrator Mertens stated, on May 13, 2019, the Village of Willowbrook approved Ordinance No. 19-O-07 between the Village and Northpoint Development, LLC for the development of the Beyond Self Storage Facility. The ordinance included certain conditions and certain improvements to be installed by the developer as part of the Subdivision Improvement Agreement. The agreement called for the developer to install, at its own cost and expense, one (1) streetlight at the corner of 79th Street and Il Route 83 Frontage Road. The developer has determined that the proximity of multiple underground utilities makes the installation of the streetlight not feasible. Staff has worked with the developer on other options for this situation such as extending a sidewalk to the north of the development. Unfortunately, this option was also not feasible due to extensive improvements needed with the drainage ditches in the area. It was recommended that in lieu of installing one (1) streetlight at the corner of 79th Street and Il Route 83 Frontage Road, the developer would deposit the sum of twenty thousand dollars (\$20,00.00) to the Village. The payment

in lieu would be deposited into the Village of Willowbrook General Corporate Fund to be used exclusively for sidewalk improvements.

MOTION: Made by Trustee Davi and seconded by Trustee Kelly to pass Ordinance No. 20-O-33 as presented.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal. PRESENT: Trustee Oggerino NAYS: None.

8. WORKSHOP - A Workshop Discussion on Police Staffing

Assistant Administrator Mertens stated this presentation will be hosted by myself, Chief Schaller, and Director Dittman. The Village has been approved for a Grant through the Cops Grant Program. Slide one and two show the overall organization chart of the Village and the Police Department. There is a total of twenty three (23) officers which include the Police Chief and Deputy Chief. The current police staff summary is:

- Authorized and Budgeted Officers FY 20/21 - 23
- The Village is Currently Paying 21 Officers
- There is One Officer on Military Leave for 1-Year
- Current Officer Vacancies - 2
- Possible New Vacancies by September 2020 - 2
- Slots Available in October 2020 Police Academy - 4
- Slots Available in 2021 Police Academy - 6

The next slide shows the officers' years of service and their pension tier.

Chief Schaller related, within the next five (5) years there may be up to five possible retirees, myself included. This is not taking into consideration any resignations or lateral moves.

Assistant Administrator Mertens summarized, we were awarded a COPS Grant for three new officers above our current budgeted amount of twenty-three (23), which would bring the Village up to twenty-six (26) officers if we accepted the grant. The grant is specifically for new officers, not replacement officers. The Village needs to keep the officers on staff for 4 years total. The grant amount is \$375,000 over 3 years or \$41,666.67 per officer per year for 3 years. The cost per officer per year with benefits and pension is \$181,771 on average. The cost of three (3) officers for a 4-year period is \$2,181,252. The Net Cost to the Village for 3 Officers for 4 Years is an Additional \$1,806,252 Over Our Current Budget Presumes 2.85% adjustment at 05/01/19 and then 2% Raises per year after.

Alternatively, the cost of three Officers for a 4-Year Period is \$2,201,317. The Net Cost to the Village for three Officers for 4 Years is an Additional \$1,826,317 Over Our Current Budget, presuming a 2.85% adjustment on 05/01/19, 3% at 05/01/20, 3.15% at 05/01/21 and then 2% raises per year after. The Cost per Officer per Year with Benefits and Pension is \$183,443, which is an average. Does anyone have any questions?

Trustee Oggerino asked, if we accepted the grant when would the hiring take place?

Chief Schaller responded, it could take place this year. Depending on the officers passing all the testing.

Trustee Oggerino asked if anything has been done with the lateral list?

Chief Schaller stated there is not lateral list.

Mayor Trilla mentioned there are concerns with staffing levels and finances.

Trustee Oggerino stated, as a Board, the staffing levels need to be considered. Can we come up with a creative way to pay for this? The citizens/businesses deserve all the protection we can provide under the certain climate.

Trustees Neal stated, we need to look in the budget and see where we can cut.

Mayor Trilla advised that red light cameras could go away, along with the revenue that ties to the program.

Director Dittman explained the next few slides which highlight the cost of an officer for the first 5 years.

Assistant Administrator Mertens stated, the Village Board Policy is to Maintain a Fund Balance of 120 Days or Higher. The current FY 20/21 Fund Balance is 190 Days with 23 Officers budgeted. The projected Fund Balance with 3 Additional Officers (Increased to 26) FY 24/25 (after four years) is 27 Days. This does not include any additional cuts in general funds expenditures or an additional revenue. This presumes no new salary adjustments for Non-Union Staff and presumes Village Revenue normalizes in 2021 with the COVID pandemic issues that we are all experiencing. In

four (4) years we must think about cutting expenses and services to the community or adding more revenue. The next slide shows the FY2020-21 General Fund Budgeted Revenues of \$9,234,559. Staff has suggested a six (6) options for future revenue streams which include property tax, Home Rule Sales Tax, amusement tax on streaming services, real estate transfer tax, Village vehicle sticker and package liquor tax.

Director Dittman summarized the last few slides that were highlighted.

Director Dittman explained property tax, home rule sales tax, real estate transfer tax, vehicle stickers and package liquor. Levy can be changed annually, can be tied to a specific expense such as police operations (limited) or police pension levy (no cap). Assuming Business District closed, and tax applied on all Village Businesses, assuming no continuing drop in sales volume due to pandemic or higher tax rate.

Mayor Trilla asked if we could increase sales tax to 9 % across the board?

Director Dittman stated we cannot go that high. I believe it is 1% but you can go to increments of .25.

Mayor Trilla asked, what if we go 1% for the next two years? Most of the towns in the surrounding area have a higher sales tax.

Director Dittman responded that Willowbrook is at 7% and 8% in the Business District. A home rule sales tax in the business district would not work. The Business District is a stand-alone entity.

Mayor Trilla suggested that we go from 7%-8% sales tax to 8%-9%. What is the maximum we are allowed?

Assistant Mertens stated, we only can increase sales tax to 1 % every year. Attorney Bastian agreed, but this should be confirmed with IDOR.

Mayor Trilla asked Consultant Todd Kupsak to speak about the grant.

Chief Schaller is concerned that we will not have enough officers with experience with the future retirements.

Consultant Todd Kupsak responded in a couple years our country could have a pandemic. We have no idea what could happen.

Trustee Kelly asked, if we hire three (3) officers and then we have three (3) retirees, would we lose the COPS grant?

Assistant Administrator Mertens responded, the Village needs to fill those spots due to retirement.

Trustee Oggerino added, this is a Federally funded grant. How do we know if this will still be good for 6-8 months?

Consultant Kupak questioned are you asking if the grant/money will be available?

Trustee Oggerino, yes, that is correct.

Consultant Kupak stated. I have been doing this for over 20 years and I have never seen the money go away. The money should be there. This is a drastic situation. I doubt this would happen.

Mayor Trilla questioned, could we start with 21 officers instead of 23 officers?

Consultant Kupak advised, you could amend the ordinance.

Trustee Neal stated, 5.1.1 amendment used over the years to amend and to adapt the staff needs and many Villages do not add a number to the ordinance. Many Villages do not have a number in the ordinance.

Trustee Oggerino stated, the numbers are not accurate. We need to have more officers, twenty-three is not an accurate number.

Trustee Neal added that the Chief, Deputy Chief and the detectives are administration.

Assistant Administrator Mertens wanted to clarify the grant is for an additional three officers.

Consultant Kupak stated, it is more important than ever to accept this grant. The talent pool in five years may not exist. It is crucial to hire these officers and take advantage of the grant. The money may not be available in five years.

Administrator Pabst agreed with the Mayor that something must be done to increase revenue.

Discuss was had on how to increase revenue.

Assistant Administrator Mertens advised that the 1% sales tax across the Village would help the revenue shortfall while having the least impact on the residents.

Attorney Bastian stated that we may be able to abate the 1% business tax. We do not want to dissolve the entire Business District.

Assistant Administrator Mertens asked, how do you abate a sales tax?

Trustee Neal asked Assistant Administrator Mertens, are you saying we propose a 7% -8%?

Assistant Administrator Mertens recommended 1% Home Rule Sales Tax and abolish the business district. It would be 8% across the community.

Trustee Kelly asked, what does that do the commitments we made to the Business District?

Assistant Administrator Mertens replied there would have to be a separate incentive agreement tagging the Home Rule Sales Tax with a specific incentive.

Trustee Neal discussed extending Pete's Liquor License hours.

Trustee Oggerino, can we change the zoning for Cannabis retail?

Attorney Bastian stated, yes, you can change the zoning.

Mayor Trilla asked the Board Members to give their opinion on the Grant. Trustee Neal and Oggerino are in favor. Trustee Mistele, Berglund and Davi are against the Grant. Trustee Kelly suggested property taxes but is unsure on the Grant.

The Grant needs to be authorized by August 21, 2020. Staff recommends having a Special Meeting on Monday, August 17 to discuss the grant and Home Rule Sales Tax. This will allow the Board more time for consideration.

PRIOR BUSINESS

10. TRUSTEE REPORTS

Trustee Neal asked Superintendent of Public Works if he knew who painted the crosswalk lines by Gower School.

Superintendent Coons stated I believe they were included with the MFT program. Mayor Trilla asked Superintendent to investigate this.

Trustee Kelly had no report.

Trustee Mistele had no report.

Trustee Berglund had no report.

Trustee Davi had no report.

Trustee Oggerino was not present.

11. ATTORNEY'S REPORT

Attorney Bastian had no report.

12. CLERK'S REPORT

Clerk Hansen had no report.

13. ADMINISTRATOR'S REPORT

Administrator Pabst had no report.

14. MAYOR'S REPORT

Mayor Trilla had no report.

15. CLOSED SESSION

Mayor Trilla advised there was no need for closed session at tonight's meeting.

16. ADJOURNMENT

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Village Board Minutes
August 10, 2020

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to adjourn the Regular Meeting at the hour of 8:36 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

_____, 2020.

Frank A. Trilla, Mayor

Minutes transcribed by Deputy Clerk Christine Mardegan.

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AMENDING TITLE 11, ENTITLED "TAXES", OF THE VILLAGE OF WILLOWBROOK MUNICIPAL CODE OF THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

AGENDA NO. 6.

AGENDA DATE: 08/17/2020

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE: 

LEGAL REVIEW: Thomas Bastian, Village Attorney

SIGNATURE: 

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: 

REVIEWED & RECOMMENDED AT THE 8/10/20 VILLAGE BOARD WORKSHOP: YES ☒ NO ☐ N/A ☐

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

The Village Board reviews the community's revenue and expenditures during their annual budget meetings in the spring of each year as part of their annual fiscal budget process. Additionally, the Board receives monthly revenue and expenditure financial reports throughout the year. The Board strives to keep the Village of Willowbrook fiscally sound while not compromising the service quality that residents have come to expect.

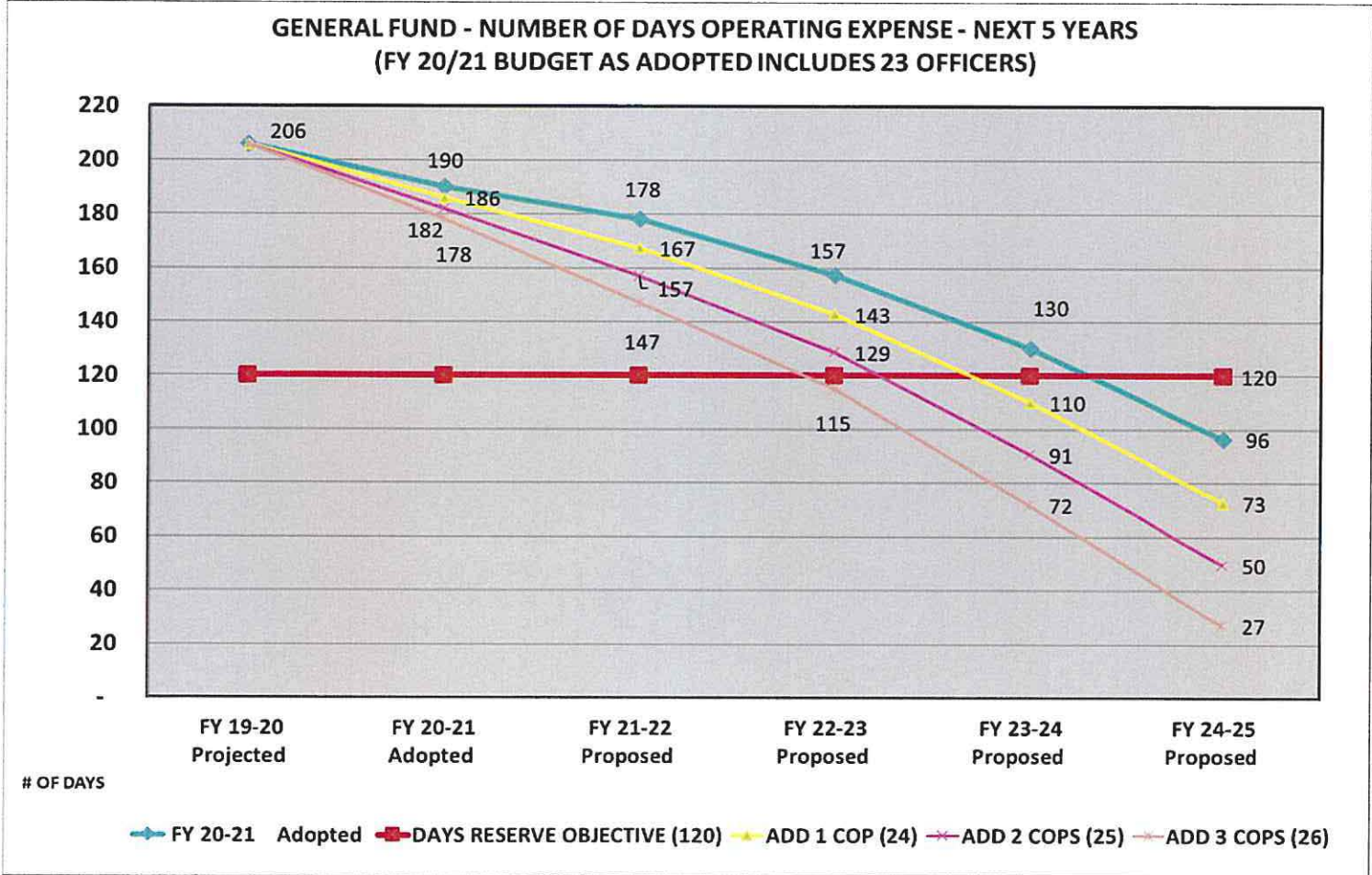
One of the main services that the Village supplies the community is a first-class Accredited Police Department. A hands-on customer service orientated police department is both needed and valued by our residents. As the Village completes its sixtieth (60th) anniversary as a community, several of our senior police patrol officers will soon be retiring. Due to this pending staffing adjustment the Village finds it beneficial to consider adding additional patrol officers to help bridge the retirement gap and help manage the community needs through these unique times.

Under this thought process the Village Board held a Police Staffing Workshop during their regularly scheduled Board meeting held on August 10, 2020. At that meeting staff presented an overview of the police department, comparable community statistics, police department statistics, financial impact of staffing and revenue consideration for possible police staffing enhancements.

The current approved police department budget including twenty-three (23) sworn officers accounts for 55.7% of the Village's General Fund Expenditures. The Village of Willowbrook's 2019 police pension contribution was \$871,084, accounting for 18% of the total police expenditures and 10% of the total General Fund budget. In Fiscal Year 20/21 the police pension contribution is \$1,074,713, based on 23 sworn officers. The following is a summary of comparable community's FY 2019 police expenditures to Willowbrook's General Fund expenditures for reference.

Community	Police Expenditures	General Fund Expenditures	Police % of General Fund Expenditures
Burr Ridge	\$4,953,855	\$8,125,105	61.0%
Clarendon Hills	\$2,837,987	\$6,562,536	43.2%
Darien	\$8,165,123	\$12,806,142	63.8%
Hinsdale	\$4,924,379	\$17,929,833	27.5%
La Grange	\$5,717,735	\$13,646,089	41.9%
Lemont	\$5,414,223	\$9,983,010	54.2%
Westmont	\$8,643,183	\$23,189,399	37.3%
Willowbrook	\$4,827,592	\$8,674,705	55.7%
Winfield	\$3,062,791	\$4,322,315	70.9%
Wood Dale	\$6,748,651	\$13,216,054	51.1%
Woodridge	\$11,347,879	\$21,135,499	53.7%
Average	\$6,058,491	\$12,690,062	50.9%

The Village strives to take a proactive approach to fiscal responsibility and constantly analyzes its finances to ensure revenues keep pace with expenditures. During the FY 20/21 budget process the Village enacted several cost cutting measures to ensure the Village will remain financially responsible even during these times of fiscal stress. Non-Union salaries were held steady, and capital items were cut. The current Village policy is to maintain a General Fund Balance of 120 Days or higher. The General Fund balance projected for FY 20/21 is 190 Days with 23 officers budgeted. At this current staffing level, the Village's Five (5) Year Budget Forecast projects deficit spending on an annual basis beginning FY 20/21 and each year thereafter and already excludes capital spending and non-union staff increases. The projected General Fund balance should the Village hire three new officers (from 23 to 26) in FY 24/25 (after four years) is 27 days. Without adding the additional officers, the Village General Fund balance reserve would fall below our Fund Balance Policy of 120 Days in FY 24/25, thus further highlighting the need for enhanced revenue consideration, as illustrated below:



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

The changing needs of the community dictate that the Village consider additional revenue sources to meet the needs of the Village. During the August 10, 2020 Village Board Police Staffing Workshop, staff presented six (6) options for revenue enhancements to meet the community policing and police pension obligations, along with the general day-to-day operations and capital improvements needed to keep the Village running smoothly without additional cuts to expected levels of service. The consensus of the Village Board during that meeting was to recommend a new one (1%) percent Home Rule Sales Tax. This revenue option was recommended as it had the least impact on Village residents as it is estimated that the majority of retail sales come from non-Village residents. Home Rule Sales Tax would apply to general tangible personally property retail sales items, including packaged liquor sales. The Village cannot choose to omit certain items from a Home Rule Sales Tax. Additionally, Home Rule Sales Tax would not affect titled property, such as vehicle sales, or general groceries and drugs. The new tax would also not apply to labor-related professional services such as doctors or lawyers. The Illinois Department of Revenue (IDOR) has confirmed that there is no maximum to the Home Rule Sales Tax Percent that may be imposed by a Home Rule Community. IDOR allows changes twice per year: an Ordinance passed before October 1st would go into effect on January 1st of the following year, and if passed by April 1 would be effective July 1 of that year.

The Village Board is committed to not considering a full Village property tax. As can be seen from the chart below, the Village only levies a nominal amount solely dedicated for ADA Park Improvements and road and bridge improvements assessed by the Township. This small levy makes up 1.7% of our General Fund, compared to the 21.3% average property tax percentage of the General Fund of our comparable communities.

Community	Property Tax	Sales Taxes	Income Tax	Other Sources & Taxes	Total	Property Tax % of General Fund
Burr Ridge	\$1,338,667	\$2,249,890	\$1,091,703	\$4,121,449	\$10,934,650	12.2%
Clarendon Hills	\$4,083,547	\$878,083	\$896,962	\$2,272,788	\$8,548,466	47.8%
Darien	\$2,230,641	\$5,667,938	\$2,144,307	\$5,858,084	\$19,680,302	11.3%
Hinsdale	\$7,206,910	\$3,399,114	\$1,632,648	\$8,656,673	\$23,063,739	31.2%
La Grange	\$7,040,021	\$2,944,569	\$1,509,733	\$4,529,280	\$17,613,056	40.0%
Lemont	\$2,719,268	\$2,161,208	\$1,655,284	\$4,626,579	\$11,401,893	23.8%
Westmont	\$5,268,153	\$10,364,623	\$2,396,642	\$10,164,773	\$31,623,336	16.7%
Willowbrook	\$187,616	\$4,183,416	\$829,140	\$4,325,862	\$11,192,932	1.7%
Winfield	\$998,689	\$497,801	\$953,414	\$2,863,476	\$6,487,752	15.4%
Wood Dale	\$3,081,866	\$3,761,268	\$1,336,915	\$5,039,013	\$14,861,404	20.7%
Woodridge	\$3,368,718	\$5,701,706	\$3,158,462	\$7,821,405	\$24,775,947	13.6%
Average	\$3,411,281	\$3,800,874	\$1,600,474	\$7,567,687	\$16,380,316	21.3%

A summary of the Current Sales Tax Rates by Comparable Communities is as follows:

Community	County	Current Additional Locally Imposed Sales Tax	Current Sales Tax Total
Burr Ridge	Cook, DuPage	0.25%	9.25% / 7.25%
Clarendon Hills	DuPage	N/A	7.00%
Darien	DuPage	1.00%	8.00%
Hinsdale	Cook, DuPage	1.00%	10.00% / 8.00%
La Grange	Cook	1.00%	10.00%
Lemont	Cook, DuPage, Will	1.00%	10.00% / 8.00% / 8.00%
Westmont	DuPage	0.50%	7.50%
Willowbrook	DuPage	1.00% (Business District)	7.00% / 8.00% (Bus District)
Winfield	DuPage	0.50%	7.50%
Wood Dale	DuPage	1.00%	8.00%
Woodridge	Cook, DuPage, Will	0.75%	9.75% / 7.75% / 7.75%
Average		0.80%	8.17%

The Village is proposing the addition of a 1.00% Home Rule Sales Tax to be applied to the Village as a whole. If approved the Village sales tax rate would be 8.00%, and the Business District would be 9.00%; however, restaurants/bars (i.e. "places for eating") pay an additional 1.00% tax, so those rates would be 9.00% in the Village & 10.00% in the Business District as follows:

Willowbrook	Current- gen. businesses	7.00% (outside Business District)	8.00% (Business District)
Willowbrook	Current – those subject to places of eating tax	8.00% (outside Business District)	9.00% (Business District)
Willowbrook	Proposed -gen. businesses	8.00% (outside Business District)	9.00% (Business District)
Willowbrook	Proposed- those subject to places of eating tax	9.00% (outside Business District)	10.00% (Business District)

The Village could separately consider the termination of the Business District. To accomplish that, separate agreements would need to be made with the Willowbrook Town Center development and the Willows of Willowbrook development to account for the existing incentive obligations with those redevelopment properties. Without early termination, the Business District will expire in 23 years from inception (July 2039).

A sales tax estimation for the potential 1% Home Rule Sales Tax (Based on pre-pandemic sales generated May 2019 - April 2020, excluding recent and potential COVID-19 vacancies):

All businesses within the Village	\$4,082,278
Businesses exempt from Home Rule Sales Tax:	
Vehicle Sales	\$(656,214)
Grocery stores	\$(820,239)
Drug/Pharmacy	\$(126,568)
Estimated Potential Revenue 1% Sales Tax for the Entire Village	\$2,479,257

ACTION PROPOSED:

Pass the Ordinance.

ORDINANCE NO. 20-O_____

**AN ORDINANCE AMENDING TITLE 11, ENTITLED “TAXES”,
OF THE WILLOWBROOK MUNICIPAL CODE OF THE
VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS**

WHEREAS, the Village of Willowbrook, DuPage County, Illinois (the “Village”) is an Illinois home rule municipality; and

WHEREAS, Section 8-11-1 of the Illinois Municipal Code (65 ILCS 5/8-11-1) provides that the corporate authorities of a home rule municipality may impose a tax upon all persons engaged in the business of selling tangible personal property, other than an item of tangible personal property titled or registered with an agency of the State’s government or on the sales of food for human consumption that is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks and food that has been prepared for immediate consumption) and prescription and nonprescription medicines, drugs, medical appliances and insulin, urine testing materials, syringes and needles used by diabetics, at retail in the municipality on the gross receipts from these sales made in the course of such business, provided the home rule municipality also imposes a tax at the same rate under Section 8-11-5 of the Illinois Municipal Code; and

WHEREAS, Section 8-11-5 of the Illinois Municipal Code (65 ILCS 5/8-11-5) provides that the corporate authorities of a home rule municipality may impose a tax upon all persons engaged, in such municipality, in the business of making sales of service at the same rate of tax imposed pursuant to Section 8-11-1, of the selling price of all tangible personal property transferred by such servicemen either in the form of tangible personal property or in the form of real estate as an incident to a sale of service, but not on the sales of food for human consumption which is to be consumed off the premises where it is sold (other than alcoholic beverages, soft

drinks and food which has been prepared for immediate consumption) and prescription and nonprescription medicines, drugs, medical appliances and insulin, urine testing materials, syringes and needles used by diabetics; and

WHEREAS, the corporate authorities of the Village find that it is in the best interest of the Village to impose a Home Rule Municipal Retailers Tax pursuant to Section 8-11-1 of the Illinois Municipal Code and impose a Home Rule Municipal Service Occupation Tax pursuant to Section 8-11-5 of the Illinois Municipal Code.

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

SECTION 1. That the foregoing preambles are incorporated into this Ordinance.

SECTION 2. That Title 11, entitled "Taxes," of the Willowbrook Municipal Code is hereby amended by inserting therein a new Chapter 11, entitled "Home Rule Municipal Retailers' and Service Occupation Tax," which should read as follows:

CHAPTER 11
HOME RULE MUNICIPAL RETAILERS' AND SERVICE OCCUPATION TAX

11-11-1: TAX IMPOSED

11-11-2: COLLECTION; ENFORCEMENT

11-11-1: TAX IMPOSED:

(A) A tax is hereby imposed upon all persons engaged in the business of selling tangible personal property, other than an item of tangible personal property titled or registered with an agency of this State's government, at retail in the Village at the rate of 1% of the gross receipts from such sales made in the course of such business while this chapter is in effect; and a tax is hereby imposed upon all persons engaged in the Village in the business of making sales of service, at the rate of 1% of the selling price of all tangible personal property transferred by such servicemen, either in the form of tangible personal property or in the form of real estate, as an incident to a sale of service. Such "Home Rule Municipal Retailers' Occupation Tax" and the "Home Rule Municipal Service Occupation Tax" shall not be applicable to the sales of food for human consumption which is to be consumed off the premises where it is sold (other than alcoholic beverages, soft drinks and food which has been prepared for immediate consumption)

and prescription and non-prescription medicines, drugs, medical appliances and insulin, urine testing materials, syringes and needles used by diabetics.

(B) The imposition of these home rule taxes are in accordance with the provisions of Sections 8-11-1 and 8-11-5, respectively, of the "Illinois Municipal Code" (65 ILCS 5/8-11-1 and 65 ILCS 5/8-11-5 (2016 State Bar Edition)).

11-11-2: COLLECTION; ENFORCEMENT:

The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the State Department of Revenue. The Department of Revenue shall have full power to administer and enforce the provisions of this chapter.

SECTION 3. The Village Clerk or such other Village official, officer or employee shall file a certified copy of this Ordinance with the Illinois Department of Revenue.

SECTION 4. This Ordinance shall be in full force and effect upon its passage and approval in the manner provided by law.

PASSED and APPROVED this 17th day of August, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

A RESOLUTION APPROVING AND AUTHORIZING THE SUBMISSION OF A COPS OFFICE AWARD APPLICATION ON BEHALF OF THE WILLOWBROOK POLICE DEPARTMENT

AGENDA NO. 7.

AGENDA DATE: 08/17/20

STAFF REVIEW: Robert Schaller, Police Chief

SIGNATURE: R. Schaller /man

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: T. Bastian /man

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE: B. Pabst /man

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

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

As you are aware, the Village of Willowbrook has approved 23 sworn officers as part of our FY 20/21 budget. The Village is currently paying 21 sworn officers with one (1) officer on a one (1) year military leave. The Village may have two new vacancies by September 2020 due to a retirement and personnel changes within the organization. The Village has worked with Administrative Consulting Specialists to apply for a Community Oriented Policing Services (COPS) grant. We have been advised that the Village of Willowbrook will be awarded a grant for three (3) new officers above the current budgeted level of 23 sworn officers. The grant would be for \$375,000 in total over the course of the grant term. The grant is not a 75% split on a yearly basis as the Village originally thought when we applied for the grant.

If the grant is accepted by the Village, it would move the Village sworn officer commitment from 23 to 26 officers. The COPS grant criteria call for the grant to be applied to new officer hires that are not currently budgeted. The officers must be kept on staff for four (4) years total after the award of the grant. A summary of the grant requirements highlighting these criteria is listed below for further detail.

Community Oriented Policing Services (COPS) Grant Summary

At the time of award application, your agency committed to retaining all sworn officer positions awarded under the COPS Hiring Program (CHP) award with local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally funded sworn officer positions that would have existed in the absence of the award. Your agency cannot satisfy the retention requirement by using CHP-funded positions to fill locally funded vacancies resulting from attrition. 34 U.S.C. § 10382 (c)(8).

Why this condition: The retention requirement ensures that the increased officer staffing level under the CHP award continues with state or local funds for a minimum of 12 months after federal funding ends.

What you should do: At the time of award application, your agency was required to affirm that it plans to retain all sworn officer positions funded under the CHP award and identify the planned source(s) of retention funding. Your agency committed to retaining each awarded position for at least 12 months following the conclusion of 36 months of federal funding for that position. The retention period begins for an awarded officer position once

that position has completed the 36-month implementation period. If an agency is awarded several officer positions, the retention period for each individual officer position begins upon completion of 36 months of funding for that position (not based on the cumulative award end date). The retained CHP-funded position(s) must be added to your agency's law enforcement budget with local funds at the conclusion of award funding, over and above the number of locally funded sworn officer positions that would have existed in the absence of the award. Absorbing CHP-funded positions through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement. In addition, COPS Office award funding may not be used to retain positions awarded under a previous COPS Office hiring award.

2020 COPS Hiring Program (CHP) Award Owner's Manual Your agency should maintain documentation demonstrating when the 36-month award funding period expired for each awarded position and that each retained position was above and beyond the number of officer positions that your agency would have otherwise funded with local funds. We understand that your agency's identified source(s) of retention funding may change during the life of the award, so your agency should maintain documentation of any changes in the event of an audit, monitoring, or other evaluation of your award compliance.

Please note that your agency is required to retain the officer position(s) awarded under the CHP award and not the specific officer(s) hired to fill the award position(s). If a position funded by the CHP award becomes vacant during the retention period, your agency is required to take active and timely steps consistent with your agency's hiring policies and procedures to fill the position with a new officer to complete the remainder of the 12-month retention period. Your agency should maintain documentation demonstrating that you did not delay filling the position and that the steps your agency took to fill the position were consistent with your hiring policies and procedures.

At the conclusion of federal funding, agencies that fail to retain the sworn officer positions awarded under the CHP award may be ineligible to receive future COPS Office hiring awards for a period of one to three years. If your agency is unable to retain any of the awarded officer positions, you should contact your COPS Office Grant Program Specialist for further review.

STAFF RECOMMENDATION

The Village has conducted an online testing and interviews for a new officers list. The department is also working on a lateral officer program to help fill the needs of the department. The Village has four (4) spaces available in the academy set to begin in October 2020. The Village also has six (6) available slots for 2021 police academies.

The grant award amount is \$375,000 over three (3) years or \$41,666.67 per officer per year for three (3) years. The average cost of an officer per year with benefits and pension is \$183,443. The cost of three (3) officers for the four (4) year commitment is a minimum of \$2,201,317 (Presumed a 2.85% raise of 05/01/19, 3% at 05/01/20, 3.15% at 05/01/20 and then 2% raises per year after - attached). If you apply the grant of \$375,000, then the financial commitment of the Village for three (3) new sworn officers above the current budgeted amount would be \$1,826,317 for the four (4) year program. The Village of Willowbrook has 45 days to accept the COPS grant once formally awarded, with the final acceptance date of August 21, 2020, thus the need for the Special Village Board meeting to consider the grant program.

ACTION PROPOSED:

Consider authorizing the acceptance of the 2020 COPS Grant in the amount of \$375,000 for three (3) new patrol officers above the current budgeted authorized amount for a total of four (4) years.

VILLAGE OF WILLOWBROOK
COST OF NEW OFFICER
AT ORIGINAL CONTRACT OFFER WAGE INCREASES (2.85%, 3.00%, 3.15%)

AT ORIGINAL CONTRACT OFFER WAGE INCREASES (2.85%, 3.00%, 3.15%)										Note 1																								
										(single)		(single)		10% ^		Per Officer		1 Officer		2 Officers		3 Officers												
										5% ^		5% ^		Est.		Pension																		
										Health Ins		Dental		Life Ins		Contribution		Uniform		Annual		Annual		Annual										
							Salary			Payroll Taxes		SUI				Pension Contrib.				Total		Total		Total										
							5/1/2018			66,725		70,414		74,100		77,788		81,475																
							2.85%		5/1/2019		68,627		72,421		76,212		80,005		83,797															
							% actual increase				8.54%		8.23%		7.97%		7.72%																	
							3.00%		5/1/2020		70,685		74,593		78,498		82,405		86,311															
							% actual increase				8.69%		8.39%		8.13%		7.88%																	
							3.15%		5/1/2021		72,912		76,943		80,971		85,001		89,030															
							% actual increase				8.85%		8.55%		8.28%		8.04%																	
							2.00%		5/1/2022		74,370		78,482		82,590		86,701		90,810															
							% actual increase				7.64%		7.34%		7.08%		6.83%																	
							2.00%		5/1/2023		75,858		80,052		84,242		88,435		92,627															
							% actual increase				7.64%		7.34%		7.08%		6.83%																	
							2.00%		5/1/2024		77,375		81,653		85,927		90,204		94,479															
							% actual increase				7.64%		7.34%		7.08%		6.83%																	
											29,452		427		258		3,245		212		166		46,727		13,667		750		94,903		189,807		284,710	
											(5 months Dec-April)																		(5 months Dec-April)					
											76,943		1,116		258		8,177		534		180		51,399		13,667		750		153,025		306,050		459,075	
											82,590		1,198		258		8,586		561		194		56,539		13,667		750		164,343		328,686		493,029	
											88,435		1,282		258		9,016		589		207		62,193		13,667		750		176,397		352,794		529,192	
											55,113		799		258		5,522		361		222		68,412		13,667		750		145,104		290,207		435,311	
											(7 months May-Nov))																		(7 months May-Nov))					

RESOLUTION NO. 20-R-_____

**A RESOLUTION APPROVING AND AUTHORIZING THE SUBMISSION OF A COPS
OFFICE AWARD APPLICATION ON BEHALF OF THE
WILLOWBROOK POLICE DEPARTMENT**

WHEREAS, the Village of Willowbrook Police Department desires to submit a COPS Office Award Application (“Grant Application”) for a grant award of \$375,000.00 over a period of three (3) years as funding for the hiring of three (3) new police officers in the Village; and

WHEREAS, if the Village of Willowbrook Police Department is awarded the Grant, the sum of \$41,666.67 will be allocated to underwrite a portion of the salaries and related cost of each of the three (3) newly hired officers, each year, for a period of three (3) years.

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

Section 1. **NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the submission of a COPS Office Award Application, on behalf of the Village of Willowbrook Police Department, is hereby approved.

Section 2: **BE IT FURTHER RESOLVED** that the Police Chief of the Village of Willowbrook is hereby directed and authorized to execute the Grant Application and all other necessary and related documents on behalf of the Village of Willowbrook and to take all other actions reasonably necessary to make the application for those funds requested in the COPS Office Award Application.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Section 3: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

ADOPTED and APPROVED this 17th day of August, 2020 by a roll call vote as follows:

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk

VILLAGE OF WILLOWBROOK

BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

AN ORDINANCE AMENDING SECTION 5-1-1 ENTITLED "CREATION AND COMPOSITION OF DEPARTMENT", OF CHAPTER 1, ENTITLED "POLICE DEPARTMENT", OF TITLE 5 ENTITLED "POLICE REGULATIONS", OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, ILLINOIS

AGENDA NO. 8.

AGENDA DATE: 08/17/20

STAFF REVIEW: Mike Mertens, Assistant Village Administrator

SIGNATURE:

M. Mertens

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE:

T. Bastian /man

RECOMMENDED BY: Brian Pabst, Village Administrator

SIGNATURE:

B. Pabst /man

REVIEWED & DISCUSSED AT VILLAGE BOARD POLICE WORKSHOP:

YES ☒

NO ☐

N/A ☐

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

On August 10, 2020, the Village Board held a Police Staffing Workshop at their regularly scheduled board meeting. During this workshop staff provided an overview of the department, comparable community statistics, police department statistics, financial impact of staffing and revenue consideration for staffing enhancements.

One of the main services that the Village supplies the community is a first-class Accredited Police Department. A hands-on customer service orientated police department is both needed and valued by our residents. As the Village completes its sixtieth (60th) anniversary as a community several of our senior police patrol officers will soon be retiring. Due to this pending staffing adjustment the Village finds it beneficial to consider adding additional patrol officers to help bridge the retirement gap and help manage the community needs through these unique times. Based on this board directive it is recommended that the Village Board consider updating the department makeup within the Village Code of Ordinances.

STAFF RECOMMENDATION

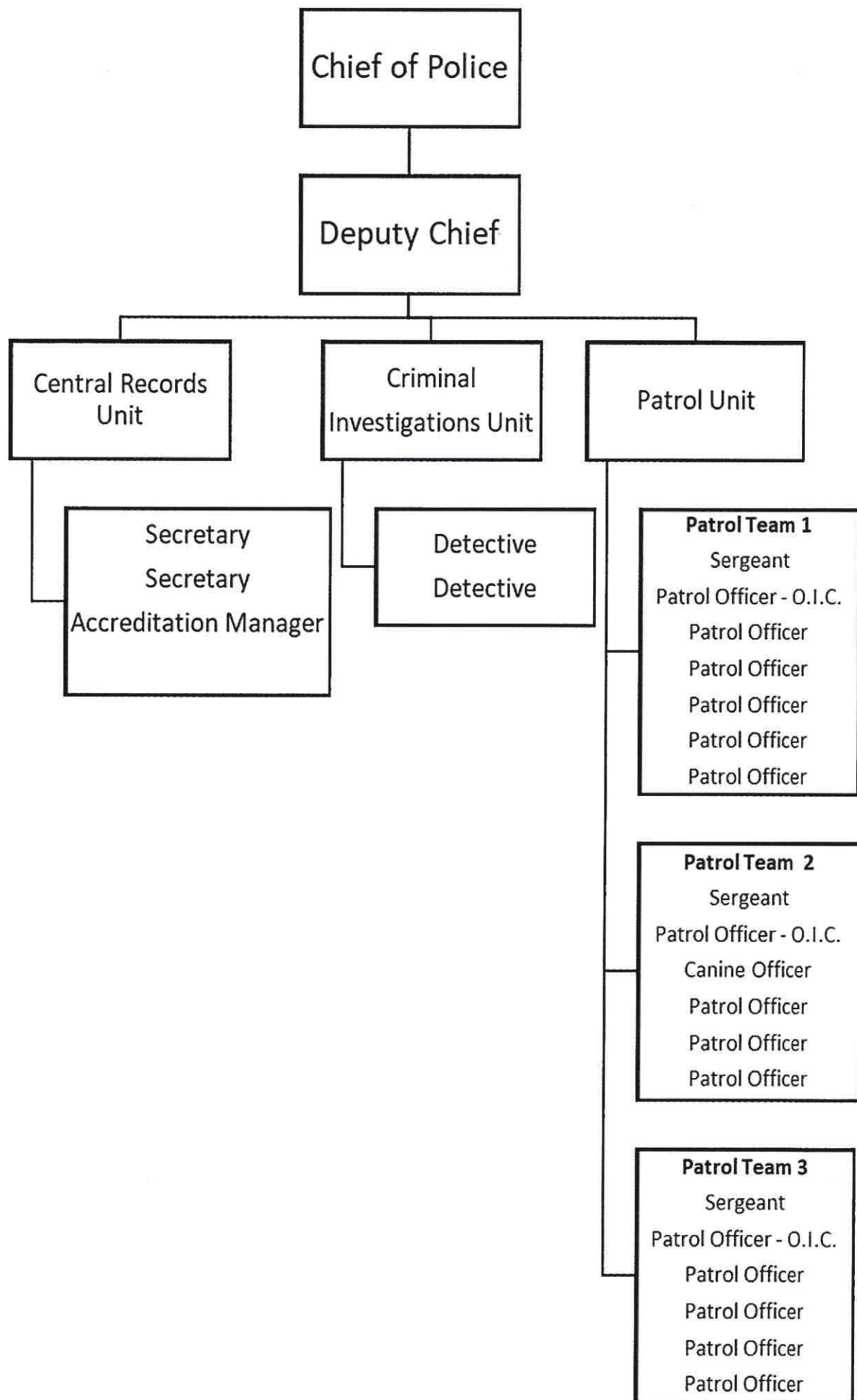
The current language in the Code of Ordinances for the department makeup is listed as follows:

The Police Department shall consist of one Chief of Police, who shall be the Director thereof, one Deputy Chief, five (5) Sergeants, and eighteen (18) patrol officers, for a total of twenty-five (25). Provided, however, that the number of Sergeants within the department shall only be five (5) during the time that: a) a current Sergeant is absent on PEDDA leave, and b) a current Sergeant is assigned to the Detective Division. After the PEDDA leave expires, and after the currently assigned Sergeant is removed from the Detective Division, the number of Sergeants shall be reduced by one or two (2), at the time those individual events occur, and the department composition shall ultimately return to a total of three (3) Sergeants, for a total department composition of twenty three (23).

The proposed Code of Ordinance enhancement for the department makeup is listed as follows:

There is hereby created a Police Department, an executive department of the Village. The Police Department shall consist of one (1) Chief of Police, one (1) Deputy Chief, three (3) Sergeants and patrol officers, in such numbers as may be provided from time to time by the Mayor and Board of Trustees for a total department composition not to exceed twenty-six (26) members.

ACTION PROPOSED: Pass the Ordinance



ORDINANCE NO. 20-O _____

AN ORDINANCE AMENDING SECTION 5-1-1 ENTITLED “CREATION AND COMPOSITION OF DEPARTMENT”, OF CHAPTER 1, ENTITLED “POLICE DEPARTMENT”, OF TITLE 5 ENTITLED “POLICE REGULATIONS”, OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, ILLINOIS

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that Section 5-1-1 Entitled “Creation and Composition of Department”, of Chapter 1 entitled “Police Department”, of Title 5 Entitled “Police Regulations”, of the Village Code of Ordinances of the Village of Willowbrook, DuPage County, Illinois, as amended, is hereby further amended in its entirety to read as follows:

SECTION 1.

“5-1-1: Creation and Composition of Department:

There is hereby created a Police Department, an executive department of the Village. The Police Department shall consist of one (1) Chief of Police, one (1) Deputy Chief, three (3) Sergeants and patrol officers, in such numbers as may be provided from time to time by the Mayor and Board of Trustees for a total department composition not to exceed twenty-six (26) members.”

SECTION 2. Any ordinance or portion of any ordinance in conflict with the provisions of this Ordinance is expressly repealed solely to the extent of said conflict.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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

PASSED and APPROVED this 17th day of August, 2020.

ROLL CALL VOTE:

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED:

Frank A. Trilla, Mayor

ATTEST:

Leroy R. Hansen,
Village Clerk