

A G E N D A

SPECIAL MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK, COMMITTEE OF THE WHOLE, TO BE HELD ON MONDAY, JUNE 12, 2023, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS


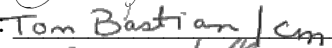
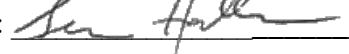
Due to the expiration of the Governor's Disaster Declaration, public participation/comment is permitted solely by attending the meeting at 825 Midway Drive.

Written Public Comments Can Be Submitted By 5:15 P.M. on June 12, 2023 to aarteaga@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. [PRESENTATION - DISCUSSION AND UPDATE REGARDING THE ORGANIZED RETAIL CRIME GRANT PROGRAM AWARDED BY THE ATTORNEY GENERAL OF THE STATE OF ILLINOIS.](#)
6. [DISCUSSION - DISCUSSION REGARDING A SPECIAL EVENT ORDINANCE UPDATE TO POLICE REGULATIONS, SECTION 5-1-13 SPECIAL EVENT PROCEDURE.](#)
7. VILLAGE ADMINISTRATOR REPORT
8. ADJOURNMENT

VILLAGE OF WILLOWBROOK**COMMITTEE OF THE WHOLE MEETING
AGENDA ITEM - HISTORY/COMMENTARY****ITEM TITLE:**

DISCUSSION AND UPDATE REGARDING THE ORGANIZED RETAIL
CRIME GRANT PROGRAM AWARDED BY THE ATTORNEY GENERAL OF
THE STATE OF ILLINOIS

AGENDA NO. 5.**AGENDA DATE:** 6/12/23**STAFF REVIEW:** Lauren Kaspar, Chief of Police**SIGNATURE:** **LEGAL REVIEW:** Tom Bastian, Village Attorney**SIGNATURE:** **RECOMMENDED BY:** Sean Halloran, Village Administrator**SIGNATURE:** **ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)**

In early March of 2023, the Police Department applied for the Organized Retail Crime (ORC) Grant Program being offered by the Attorney General of the State of Illinois for the purpose of prevention, response, investigation, and apprehension of offenders of organized retail crime.

In late March of 2023, we received notice of an award of \$182,000 in ORC grant money with a need to obligate funds by June 30, 2023.

At the May 22, 2023 Village Board meeting, the Board approved an Intergovernmental Agreement between the Village of Willowbrook and the Attorney General of the State of Illinois for the ORC Grant Program.

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

The ORC grant awarded in April 2023 is a fully funded grant with no matching funds required from the Village of Willowbrook. The scope of the grant is as follows:

- Mobile Pro Sentry Cameras for \$150,000
- Starchase Handheld GPS Launcher for \$7,000
- Overtime Pay for \$25,000

Police Department personnel met with a Mobile Pro Sentry representative and conducted a site survey to establish the best locations for cameras. An electrician is also in the process of conducting a site survey of those locations to determine power requirements.

Property owners have been contacted to determine their level of support in partnering with the Village of Willowbrook for this program. The Village Attorney is working on licensing agreements for property owners where these cameras are to be placed.

Starchase has provided a quote for the Handheld GPS Launcher. with an anticipated delivery date in August of 2023.

Overtime pay for the investigation and prevention of organized retail crime has, and continues to be, scheduled. The grant allows for overtime obligated from January 2023 to June 2023 to be paid with funds from this award.

ACTION PROPOSED: Discuss and update

VILLAGE OF WILLOWBROOK

COMMITTEE OF THE WHOLE MEETING

AGENDA ITEM - HISTORY/COMMENTARY

ITEM TITLE:

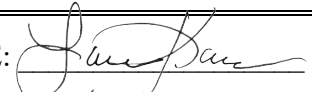
AN ORDINANCE AMENDING SECTION 5-1-13 ENTITLED "SPECIAL EVENTS PROCEDURE; CHARGES", OF CHAPTER 1, ENTITLED "POLICE DEPARTMENT", OF TITLE 5 ENTITLED "POLICE REGULATIONS", OF THE VILLAGE CODE OF ORDINANCES OF THE VILLAGE OF WILLOWBROOK, ILLINOIS

AGENDA NO. 6.

AGENDA DATE: 6/12/23

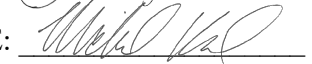
STAFF REVIEW: Lauren Kasper, Chief of Police

SIGNATURE:



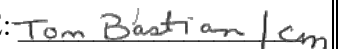
Michael Krol, Director of Community Development

SIGNATURE:



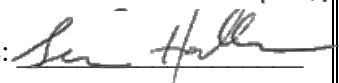
LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE:



RECOMMENDED BY: Sean Halloran, Village Administrator

SIGNATURE:



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

The Police Department and Village staff are proposing an update to the requirements for special event permits.

Every private special event application is reviewed by Village staff, the Police Department, and Tri-State Fire Protection District. The 2022 Unified Development Ordinance added Special Event Permit Regulations for zoning however staff recommends including language that all Special Event permit applications moving forward provide additional details on off-site parking, provide private security details and agreements, and provide procedures and charges for requiring extra duty police officers for the larger scale events.

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

Proposed changes add the following to 5-1-13 Special Event Procedure; Charges:

The Village Administrator or his/her designee shall be contacted in case of an emergency or be the first point of contact with any issues related to special events.

The Village may require extra duty officer(s) at any major permitted special event during all hours that the event is open to the public.

1. The Village Administrator or his/her designee will review each application for special event permits and determine whether extra duty officers may be required and determine the total number of extra duty officers required based on the scale of the event, street closures, and any other event criteria where Village resources or property are reasonably expected to be affected.
2. Should the Village require extra duty officer(s) at any major permitted event, the special event applicant ("applicant") will be informed that the applicant will be charged, payable to the Village, with the cost per extra duty officer required for each hour served on the special duty as is established by the Chief of Police, with the concurrence of the Village Administrator.
3. A minimum two (2) hour shift per extra duty officer will be required.
4. The Cost to the applicant, payable to the Village, per extra duty officer will be the applicable overtime rate of pay, as reflective of the current Police Department Collective Bargaining Agreement. If the special duty work occurs on a holiday, as designed by the Police Department

Collective Bargaining Agreement, then the cost shall be increased by one hour of additional pay for each hour of work performed.

- A. In addition to the provisions of Section 5-1-13(A)(1) of the Village Code, any person, firm, corporation or civic group or organization may request special police services by letter to the Village Administrator or his/her designee. It shall be the duty of the Village Administrator or his/her designee to review the request. Charges to the requestor will be determined pursuant to 5-1-13(A)(2) - 5-1-13(A)(4).
- B. All special events for which extra duty officers are requested shall be within the Village limits.
- C. All permitted special events utilizing off-site parking shall require a detailed off-site parking plan, with a clear identification of parking designations for all event attendees, and copies of any third-party off-site parking agreements.
 - 1. Parking attendants are required for any permitted special event reasonably expected to have over 1,000 attendees.
- D. All permitted special events utilizing private security must provide a copy of a security agreement containing the following information:
 - 1. The number of security personnel staffed for the entirety of the special event;
 - 2. The number of armed security personnel staffed and how they will be distinguished from non-armed security personnel (i.e., clothing, badges, etc.);
 - 3. Identification of the individual acting as the special event security point of contact, including all pertinent contact information; and
 - 4. Type of identification items to be worn by all security personnel (i.e., clothing, badges, etc.).
- E. Any permitted special event must be in compliance with all occupancy standards as determined by the Tri-State Fire protection District.
- F. Indoor fireworks, pyrotechnics and sparklers are prohibited with any permitted special event, including but not limited to their use as part of "bottled service" or concerts.
- G. The Village reserves the right to add inspections as it deems fit of any permitted special event.

ACTION PROPOSED: Discuss the proposed Special Event code update.

Current Willowbrook Village Code - Title 5 Police Regulations, Chapter 1 Police Department, Section 13 Special Events Procedures; Charges

5-1-13: SPECIAL EVENTS PROCEDURE; CHARGES:

Any person, firm, corporation or civic group or organization may request special police services by letter to the Chief of Police. It shall be the duty of the Chief of Police to review the request.

(A) Charge: Subject to the concurrence of the Village Administrator, should the Chief determine that the requested services will disrupt the normal operation of the department or will result in additional expense to the Village, the applicant will be informed that a charge will be made by the Village for special services, including a five percent (5%) administration fee.

(B) Officers Assigned: If the applicant agrees to payment of the charge, the Chief shall assign one or more officers to said special duty not to exceed twenty (20) hours per week, per officer.

(C) Rate: The charge to the applicant, payable to the Village, shall be at the rate per hour per officer for each hour served on the special duty as is established by the Chief, with the concurrence of the Village Administrator.

If the special duty requested occurs on a Village approved holiday, then the cost shall be increased by one hour of additional pay for each hour of work performed.

(D) Service Area: All special events for which service is requested shall be within the Village limits.

(E) Denial Of Service: Notwithstanding any of the foregoing provisions, should the Chief of Police determine that the request for special police services is not appropriate or that the Police Department will not be able to provide an appropriate level of service where such request to be granted, he may deny such requests.

(F) Bills: All bills for special events shall be rendered immediately after the scheduled event or on a monthly basis, if the events are continuing. All bills issued pursuant to this section shall be paid no later than thirty (30) days after the date of billing. If payment of the full amount of the bill is not made within said period, then a penalty of ten percent (10%) of the amount of the bill, including any penalty thereon is to be paid. If payment is not made within forty five (45) days after the date of billing, then an additional penalty of fifteen dollars (\$15.00) shall be added thereto.

(G) Nonpayment: Special event scheduling may be canceled for any person, firm, corporation, civic group, or organization, if a bill, including any penalties thereon, remains unpaid for an extended period of time. (Ord. 99-O-07, 4-12-1999)

2023 Special Event Ordinance Update:

The Village Administrator or his/her designee shall be contacted in case of an emergency or be the first point of contact with any issues related to special events.

- A. The Village may require extra duty officer(s) at any major permitted special event during all hours that the event is open to the public.
 - 1. The Village Administrator or his/her designee will review each application for special event permits and determine whether extra duty officers may be required and determine the total number of extra duty officers required based on the scale of the event, street closures, and any other event criteria where Village resources or property are reasonably expected to be affected.
 - 2. Should the Village require extra duty officer(s) at any major permitted event, the special event applicant ("applicant") will be informed that the applicant will be charged, payable to the Village, with the cost per extra duty officer required for each hour served on the special duty as is established by the Chief of Police, with the concurrence of the Village Administrator.
 - 3. A minimum two (2) hour shift per extra duty officer will be required.
 - 4. The Cost to the applicant, payable to the Village, per extra duty officer will be the applicable overtime rate of pay, as reflective of the current Police Department Collective Bargaining Agreement. If the special duty work occurs on a holiday, as designed by the Police Department Collective Bargaining Agreement, then the cost shall be increased by one hour of additional pay for each hour of work performed.
- B. In addition to the provisions of Section 5-1-13(A)(1) of the Village Code, any person, firm, corporation or civic group or organization may request special police services by letter to the Village Administrator or his/her designee. It shall be the duty of the Village Administrator or his/her designee to review the request. Charges to the requestor will be determined pursuant to 5-1-13(A)(2) - 5-1-13(A)(4).
- C. All special events for which extra duty officers are requested shall be within the Village limits.
- D. All permitted special events utilizing off-site parking shall require a detailed off-site parking plan, with a clear identification of parking designations for all event attendees, and copies of any third-party off-site parking agreements.
 - 1. Parking attendants are required for any permitted special event reasonably expected to have over 1,000 attendees.
- E. All permitted special events utilizing private security must provide a copy of a security agreement containing the following information:
 - 1. The number of security personnel staffed for the entirety of the special event;
 - 2. The number of armed security personnel staffed and how they will be distinguished from non-armed security personnel (i.e., clothing, badges, etc.);
 - 3. Identification of the individual acting as the special event security point of contact, including all pertinent contact information; and
 - 4. Type of identification items to be worn by all security personnel (i.e., clothing, badges, etc.).
- F. Any permitted special event must be in compliance with all occupancy standards as determined by the Tri-State Fire protection District.

- G. Indoor fireworks, pyrotechnics and sparklers are prohibited with any permitted special event, including but not limited to their use as part of “bottled service” or concerts.
- H. The Village reserves the right to add inspections as it deems fit of any permitted special event.