

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, JULY 24, 2023, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

Written Public Comments Can Be Submitted By 5:15 P.M. on July 24, 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. ITEMS FOR DISCUSSION:
 - a. [IMPLEMENTATION AND RECOMMENDATION OF LOCAL ADMINISTRATIVE ADJUDICATION](#)
 - b. [RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH GOWER SCHOOL DISTRICT](#)
 - c. [RECOMMENDATION OF A PARTNERSHIP WITH GOWER SCHOOL DISTRICT](#)
 - d. [RECOMMENDATION OF FIELD COLLECTION SERVICES FOR UNDERGROUND VILLAGE INFRASTRUCTURE](#)
6. ADJOURNMENT



COMMITTEE OF THE WHOLE

SUBJECT: IMPLEMENTATION AND RECOMMENDATION OF LOCAL ADMINISTRATIVE ADJUDICATION	DATE: July 24, 2023
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STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Alex Arteaga, Assistant to the Village Administrator
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Village staff is seeking a discussion with the Board about the establishment of a Local Administrative Adjudication process.

BACKGROUND/SUMMARY

The primary benefit of local adjudication is it creates an effective and efficient process for municipal code compliance and resolution. Additionally, all fines and costs assessed would be retained by the Village, not disproportionately distributed to the County as it currently stands.

Certain violations would be eligible to be adjudicated through the Village's administrative adjudication, including curfews, seat belts, overweight limits, vegetation, animal control, solicitation, zoning, stormwater, and sanitation.

Staff are seeking to implement an alternative form of adjudication which will adopt a system of administrative adjudication, to be used in conjunction with judicial adjudication to address Village code violations.

Currently, the Village only adjudicates violations through judicial adjudication held at the DuPage County Court House. The Village receives approximately 25-30% of the assessed fines on citations sent to the DuPage County Court House as outlined in the Public Act 100-0987. If the Village were to implement administrative adjudication, the Village could receive 100% of the assessed fines for various violations that are eligible for administrative adjudication. Should the Board of Trustees direct staff to continue the evaluation of establishing administrative adjudication for the Village, staff will review various local establishing ordinances, develop an establishing ordinance, and review current fee/fine structures. These items would be brought back to the Village Board for review and direction.

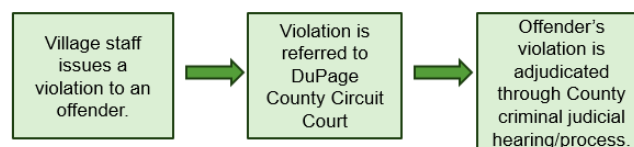


Administrative adjudication is a process in which violations of certain municipal codes are adjudicated by a hearing officer rather than through the DuPage County judicial system. Matters subject to the Village's administrative adjudication process include, but are not limited to:

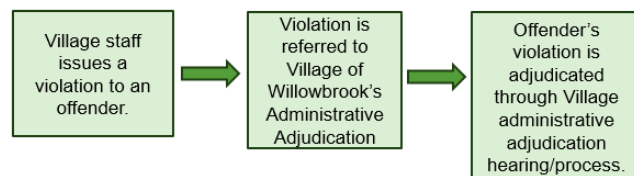
- Parking violations
- Alcoholic beverage violations
- Zoning code violations
- Building code violations
- Stormwater violations
- Business violations
- Public nuisance concerns

Currently, the Village hosts adjudication sessions for red-light camera ticket hearings. A similar procedure and process would be implemented for administrative adjudication. A process comparison of the Village's current and proposed models for non-red light camera enforcement is below:

CURRENTLY:



PROPOSED:



Below are the benefits of Administrative Adjudication, including:

- **Compliance** – If approved, the administrative adjudication process would occur on a monthly basis. While DuPage County hosts monthly court dates, they are often deferred and create long-term compliance issues.
- **Convenience** – The administrative adjudication process promotes municipal code compliance and offers a degree of malleability and expediency that judicial adjudication cannot replicate. Additionally, the administrative adjudication process is a fair and efficient process that expeditiously adjudicates violations of municipal code.
- **Fairness** – The administrative adjudication process would enhance the Village's external legitimacy by providing the Village of Willowbrook with additional procedural justice avenues relating to the Village's enforcement efforts.
- **Cost** – Administrative adjudication is cost-effective when compared to judicial adjudication, as home rule municipalities retain a greater portion of levied fines and violators are not required to pay exorbitant court costs.

Administrative adjudication is a common practice among many neighboring communities, including Burr Ridge, Westmont, Lemont, Clarendon Hills, Brookfield, and Lisle.

**FINANCIAL IMPACT**

The main costs associated with the initiative would be software procurement and a hearing officer. Several neighboring municipalities utilize DACRA Tech, which is an administrative adjudication software, for their administrative adjudication programs. Though exact costs may vary based on the individual needs/wants of a community, the general cost for DACRA Tech is \$1,500 a month. During the first year of implementation, DACRA Tech also charges a \$10,000 implementation/training/integration fee. In total, DACRA Tech would cost the Village of Willowbrook \$28,000 in year one and \$18,000 every year thereafter. Again, these are general figures that may change based on community need, however, they are valid approximations of the cost likely to be incurred by the Village of Willowbrook.

A venue for holding administrative adjudication hearings would take place at the Board Room at the Community Resource Center. Comparable municipalities hold one administrative adjudication hearing a month, which usually lasts between 2-3 hours. Given the above time frames, hearing officer and software costs would be as follows:

Item	One-Time Costs	Hourly Costs	Monthly Costs	Annual Costs
DACRA Software	\$ 10,000.00	N/A	\$ 1,500	\$ 18,000
Hearing Officer	N/A	\$ 220	\$ 440	\$ 5,280
Total	\$ 10,000	\$ 220	\$ 1,940	\$ 23,280

RECOMMENDED ACTION:

Staff recommends the Village move forward with the administrative adjudication process, which will include awarding a software vendor in the summer of 2023 (requires Board approval) and selecting a hearing officer (fall of 2023).

Should the Board of Trustees direct staff to continue the evaluation of establishing administrative adjudication for the Village, staff will review various local establishing ordinances, develop an establishing ordinance, and review current fee/fine structures. These items would be brought back to the Village Board for review and direction.



COMMITTEE OF THE WHOLE

SUBJECT: RECOMMENDATION OF AN INTERGOVERNMENTAL AGREEMENT WITH GOWER SCHOOL DISTRICT	DATE: July 24, 2023
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STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Sean Halloran, Village Administrator
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Staff is asking for a discussion with the Board regarding a potential Intergovernmental Agreement (IGA) with Gower School District for custodial services.

BACKGROUND/SUMMARY

As the Board is aware, one of staff's strategic initiatives this year is to have discussions with neighboring governmental agencies with regard to shared services and joint bidding. When this is done correctly, jointly bidding out services can be a win-win situation for all agencies involved. Some of the benefits can include tax dollar savings, and streamlining communications, all while preserving service levels and quality.

While the Village has a great relationship with Gower School District, there has not been an IGA for any level of shared services. In May 2023, Village staff met with administrative staff at Gower School District to discuss joint bidding and shared services. One of the main services that is of interest to both parties is custodial services. While the Village already has a contractor, Multisystem management, and is pleased with their performance to date, it was recommended to have the School District utilize the existing contract pricing that was bid out in 2022.

For reference, the Village Board approved a three-year contract on August 8th, 2022 with Multisystem Management for an annual cost of \$29,340. Since that time, staff has been overall pleased with the level of service provided throughout the current term.

Typically, in this situation, the School District can either take advantage of the existing pricing and enter into a contract agreement with the contractor or enter into an IGA with another governmental entity, who will be responsible for managing the contractor on the School District's behalf. In this case, the latter option was recommended by the School District. Since Village staff will be managing this additional scope of work and still overseeing the existing scope of work for Village facilities, Village staff has requested a management fee. The School District has agreed to the fee and will review the contract on an annual basis.



FINANCIAL IMPACT

Since the Village will be managing the contractor on behalf of the school district, the Village will have to create a budget amendment to cover the additional expenses that will occur. On a monthly basis, the Village will be reimbursed by the school district with a management fee.

RECOMMENDED ACTION:

Staff recommends moving forward with this IGA with Gower West.



COMMITTEE OF THE WHOLE

SUBJECT: RECOMMENDATION OF A PARTNERSHIP WITH GOWER SCHOOL DISTRICT	DATE: July 24, 2023
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STAFF REPORT

TO: Mayor Trilla and Board of Trustees
FROM: Lauren Kaspar, Chief of Police
Ben Kadolph, Deputy Chief of Police
THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Staff is asking for a discussion with the Board regarding a potential partnership with Gower West and the Village for school safety measures.

BACKGROUND/SUMMARY

Gower West School and the Willowbrook Police Department have a common interest in providing a safe learning environment for students and faculty. In May 2023, Administrator Halloran, Chief Kaspar, and Deputy Chief Kadolph met with Gower West representatives on how best to utilize existing resources to better serve the residents and school community.

Throughout that discussion, it was apparent that Gower School District 62 has invested heavily in cameras throughout its buildings. The school district and Police Department would like to utilize these resources by creating a connection from the school district cameras to the Police Department. By having this access, Willowbrook police officers will be allowed to immediately view cameras and provide situational awareness to officers responding to an emergency.

The proposed partnership will allow the police department to only access cameras during public safety incidents or when other threats exist where there is a potential for harm to an individual or damage to school property. Routine viewing of the cameras is not permitted and the viewing of the cameras is limited to authorized personnel from the Police Department.

FINANCIAL IMPACT

This partnership will not require any financial contribution from either entity.

RECOMMENDED ACTION:

Staff recommends moving forward with this partnership with Gower West.



COMMITTEE OF THE WHOLE

SUBJECT:

RECOMMENDATION OF FIELD COLLECTION SERVICES FOR
UNDERGROUND VILLAGE INFRASTRUCTURE

DATE: July 24, 2023

STAFF REPORT

TO: Mayor Trilla and Board of Trustees

FROM: Sean Halloran, Village Administrator
Andrew Passero, Public Works Foreman
Alex Arteaga, Assistant to the Village Administrator

THROUGH: Sean Halloran, Village Administrator

PURPOSE AND ACTION REQUESTED

Staff is asking for a discussion with the Board regarding field data collection for underground infrastructure.

BACKGROUND/SUMMARY

On October 24, 2011, the Board of Trustees approved an agreement with R&M Service Solutions from Trilby, Florida for valve location and exercising services. At the time, staff estimated there were 440 valves within the Village and if located would be added to a Geographical Information System (GIS) map provided by R&M Service Solutions.

The maps given to R&M Service Solutions were created by Christopher Burke Engineering based on previous Village files and field measurements taken by Village staff and Christopher Burke engineers ("Burke"). Once the data was collected and cataloged by R&M, it was to be managed by staff from Burke. At that time, Burke was still working on purchasing and implementing a GIS system of their own and had agreed to start uploading all Village-owned GIS data once it was implemented. Over the years Willowbrook has added GIS data collection to several projects (streetlight upgrades, hydrant painting, street sign inventory) with the intent to have multiple maps created.

In 2019, Burke implemented a GIS system and presented a preview of potential GIS maps. The preview was underwhelming, not user-friendly, and included outdated information. Shortly after that demonstration, the Village Administrator announced his retirement, and the project was delayed.

Throughout the past ten years, the need to identify the valves and all underground infrastructure has been a top priority of the Village but has been delayed due to a lack of a GIS system and the overall cost of this service. As the Board is aware, on April 25th, 2022, the Village approved a GIS system which created the Village's first in-house GIS map that is used by the Village Administrator's Office, Community Development, and the Police Department.

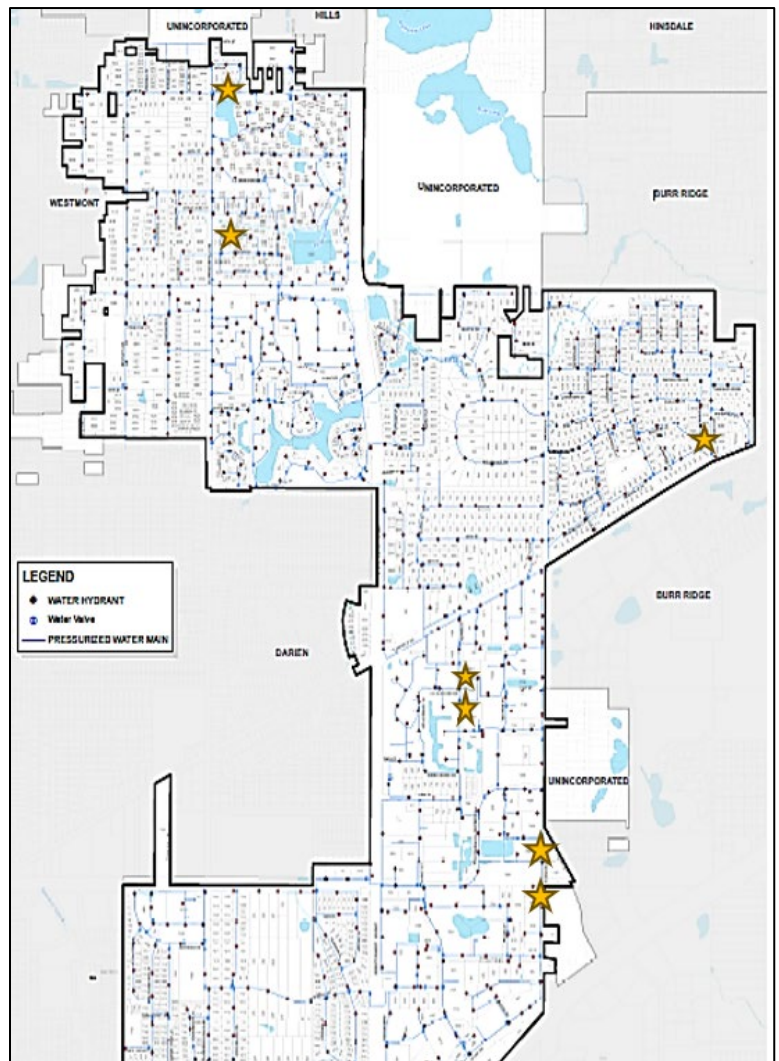


An unfortunate example as to why this service is needed was the water main break that occurred in the Knolls apartment building at Clarendon Hills Road and Knollwood Road on June 15, 2023. Staff worked with the Village-approved contractor, Kloefer Construction, to insert a replacement valve, but that did not ease the problem. After 12 hours of locating valves, Patrick Kanaverskis, a Public Works employee, located the controlling valve four blocks away from the area. The valve that was located was not on any of the Village's existing maps.

During the 14 hours it took to close the unmarked valve, Public Works staff had to close nearly forty valves in an attempt to stop the water loss. This type of approach, without the correct information for underground infrastructure, is the only option that Public Works staff has in an emergency. Due to the number of valves that were shut off, nearly 200 residents were without water for half of the day.

Lastly, the water tower associated with this water main break is at Lake Hinsdale Village. The current capacity for water at the Lake Hinsdale Village location is 20.6 feet and usually remains at that level unless there is a water main break. Since the break was unusual and of long duration, the water tank level dropped to 8 feet. In order to prevent this issue from occurring again, staff is recommending beginning the process of hiring a contractor to locate and identify all underground infrastructure.

MAP: To the right is a map of the water main breaks highlighted by the stars on the map, which have occurred from January 1, 2023:



FINANCIAL IMPACT

Since this is not a budgeted item, it will require a budget amendment within the Water Fund. If the Board would like to move forward with this project, staff will present costs after the bid is awarded.

RECOMMENDED ACTION:

Staff recommends moving forward with a Request for Proposal for field data collection services for underground infrastructure. If there is consensus, staff will present a contractor for approval after the bids are received.