

A G E N D A

COMMITTEE OF THE WHOLE MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 28, 2025, AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER (CRC), 825 MIDWAY DRIVE, WILLOWBROOK, IL, DUPAGE COUNTY, ILLINOIS

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 THE MINUTES (APPROVE)
  - b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, April 14, 2025 (APPROVE)
6. ITEMS FOR DISCUSSION:
  - a. ECONOMIC DEVELOPMENT PROGRAM (EDP) PRESENTATION
  - b. EMPLOYEE HANDBOOK UPDATE
  - c. DISCUSSION OF SHARED SERVICES SOCIAL WORKER PROGRAM THROUGH NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES (NEDFYS)
  - d. POLICE DEPARTMENT QUARTERLY CRIME UPDATE - Q1 2025
7. ADJOURNMENT

MINUTES OF THE COMMITTEE OF THE WHOLE OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, APRIL 14, 2025 AT 5:30 P.M. AT THE COMMUNITY RESOURCE CENTER, 825 MIDWAY DRIVE, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

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 Trilla, Trustees Mark Astrella, Sue Berglund, Umberto Davi, Michael Mistele, Gayle Neal, Gregory Ruffolo, Village Attorney Michael Durkin, Village Administrator Sean Halloran, Assistant Village Administrator Alex Arteaga, Chief Financial Officer Lora Flori, Director of Community Development Michael Krol, Director of Public Works Rick Valent, Chief Lauren Kaspar, and Deputy Clerk Christine Mardegan.

ABSENT: Village Clerk Gretchen Boerwinkle, Director of Parks and Recreation Dustin Kleefisch, Deputy Chief Kadolph, and Deputy Chief Gerard Wodka.

A QUORUM WAS DECLARED

3. PLEDGE OF ALLEGIANCE

Mayor Trilla asked Chief Kaspar to lead everyone in saying the pledge of allegiance.

4. VISITORS' BUSINESS

None present.

5. OMNIBUS VOTE AGENDA

- a. WAIVE READING OF THE MINUTES (APPROVE)
- b. MINUTES - BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING, January 27, 2025 (APPROVE)

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

MOTION: Made by Trustee Mistele and seconded by Trustee Davi to approve the Omnibus Vote Agenda as presented.

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

MOTION DECLARED CARRIED

6. ITEMS FOR DISCUSSION:

- a. PROPOSED ORDINANCE ESTABLISHING A TEMPORARY USE PERMIT (TUP) PROCESS TO REGULATE OUTDOOR RESTAURANT DINING AND SEATING

Administrator Halloran noted that with an increased interest in outdoor dining and the inquiries of local businesses, staff proposes adopting a Temporary Use Permit (TUP) ordinance to regulate and formalize outdoor dining options in the Village to maintain safety, consistency, and compliance with public health in our zoning laws.

The scope of the ordinance includes:

- Requires a Temporary Use Permit (TUP) for all outdoor dining operations utilizing temporary structures
- Initial permit applications must be approved by the Village Board; identical renewals may be approved administratively
- Annual permit valid from April 1 to November 1 with a \$1,000 fee
- The ordinance includes detailed requirements for site plans, safety barriers, lighting, hours of operation, sanitation, and sound control
- Barriers required (3 ft minimum height)
- Hours: 7:00 a.m. to 11:00 p.m. (unless otherwise approved).
- No open flame, cooking, or food storage outdoors
- No smoking and must comply with sanitation standards.
- No permanent improvements unless pre-approved
- All furniture must be durable, cleanable, and secure against wind.
- Alcohol: 11:00 a.m. to 11:00 p.m. with fencing, supervision, license.
- All permit holders must provide indemnification agreements and proof of insurance naming the Village as an additional insured
- Village may revoke with 30 days' notice or suspend as needed.
- Requires landlord/property owner approval (private property).

The Village has allowed outdoor dining in the past on a temporary basis, primarily during the COVID19 shutdown. This ordinance simply formalizes the process and procedures required.

If the Board provides positive feedback, the ordinance is on the agenda for approval at the regular meeting tonight. This will allow any businesses interested in the TUP to come before the Board at the April 28<sup>th</sup> meeting for approval of their plan.

Trustee Berglund expressed concern over the issue of limited parking. She noted that some areas already have limited parking and that this ordinance would make that issue worse. She cited Clarendon Hills recent changes in their downtown area, blocking public parking for outdoor

dining which has made parking for shoppers difficult. She indicated she did not want to make shopping difficult for Willowbrook residents and visitors. Administrator Halloran noted that in the Unified Development Ordinance (UDO) there are specific standards for minimum number of parking spaces and that as part of the approval process, the parking requirements would be noted.

Trustee Berglund also wanted to know who had expressed interest in outdoor dining. Mayor Trilla responded that it had been recently requested by (Dell Rhea's) Chicken Basket, and last year by Madisons (Pub & Grill). He also noted that Chicken Basket has about seventy spaces over the required minimum number of parking spaces.

Trustee Davi noted that he considered this a wonderful idea to bring people out and enjoying themselves. His concern is for safety and standards for barricades. Administrator Halloran indicated that barricade standards and requirements would be based on the individual applicants and determined by Village analysis as well as a review by Tri-State staff. Director Krol reiterated that impact barricades were definitely one of the areas that would strictly reviewed and enforced.

Trustee Neal's concern was for out-of-season storage of the dining equipment used. Attorney Durkin noted that the ordinance was written to allow for on-site storage although not out-of-doors, or it can be stored off-site.

The Board provided a positive consensus to move forward with passing the Temporary Use Permit ordinance for outdoor dining.

Before adjournment, the Chief invited the Board members to view the completed TWA Flight Memorial at the police department.

#### 7. ADJOURNMENT

MOTION: Made by Trustee Davi and seconded by Trustee Berglund to adjourn the Committee of the Whole meeting at the hour of 5:42 p.m.

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

MOTION DECLARED CARRIED

PRESENTED, READ, and APPROVED.

\_\_\_\_\_, 2025.

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Frank A. Trilla, Mayor

Minutes transcribed by Administrative Assistant Jody Wegrzynski.



Village of  
**WILLOWBROOK**

**Village Administrator's  
Office**

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## COMMITTEE OF THE WHOLE

**AGENDA ITEM NO: 6.a.**

**DATE: April 28, 2025**

**SUBJECT:**

WILLOWBROOK ECONOMIC DEVELOPMENT PARTNERSHIP (WEDP) ECONOMIC DEVELOPMENT PRESENTATION

### STAFF REPORT

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

### PURPOSE AND ACTION REQUESTED

As required, the Willowbrook Economic Development Partnership (WEDP) will provide a presentation on economic development matters within the Village of Willowbrook.

### BACKGROUND/SUMMARY

The Board approved an agreement with the WEDP in 2022 and funds were approved through the 2022 bond and will expire in October 2025. As part of the agreement, the WEDP is required to report to the Village Board with an update on economic development matters within the Village.

Below is the budget for the WEDP:

Category	Amount
Personnel	\$60,000
General Expenses (Audit, Software, Telephone)	\$20,000
Marketing and Program Expenses	\$20,000
<b>Total</b>	<b>\$100,000</b>

### FINANCIAL IMPACT

The Board has already approved a funding agreement.

### RECOMMENDED ACTION:

There is no recommendation for the Board to consider.



# Village of **WILLOWBROOK**

**Village Administrator's  
Office**

## **COMMITTEE OF THE WHOLE**

**AGENDA ITEM NO: 6.b.**

**DATE:** April 28, 2025

**SUBJECT:**

VILLAGE EMPLOYEE HANDBOOK UPDATE

### **STAFF REPORT**

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

#### **PURPOSE**

This memorandum outlines recommended revisions to the Employee Handbook, following a comprehensive internal review and updates proposed by the Village Administrator's Office. The changes are intended to clarify expectations, reinforce operational standards, and improve policy alignment with current practices, particularly within the Public Works Department.

#### **BACKGROUND/SUMMARY**

As part of the Village Administrator's Office's 2025-2026 Strategic Goals, one of the key initiatives was to complete a comprehensive update of the Village of Willowbrook Employee Handbook. Following a thorough internal review, the revised policies reflect operational best practices, promote personnel clarity, and align the handbook with current labor standards and administrative needs. The most substantial updates focus on the Public Works Department's operational roles, expectations for availability, and enhancements to the health insurance opt-out program.

#### **Summary of Proposed Changes:**

##### **1. Public Works First Responder Designation (New Section):**

Establishes that Public Works employees are essential personnel, formally designating them as first responders available year-round for emergency call-outs, weather events, and infrastructure failures.

##### **2. Public Works Standard Work Hours (Updated Section 5.1):**

Outlines the standard schedule for Public Works employees (7:00 a.m. to 3:30 p.m.), including break and lunch guidelines and clarification that working through breaks does not authorize early departure unless approved.

##### **3. Call-Out, Remote Response, and On-Call Pay (Updated Section 5.2):**

Codifies that employees on-call receive a \$50 weekly stipend. Also outlines minimum compensation for after-hours responses: two hours for in-person and one hour for remote (e.g., SCADA system) responses. Affirms the Village's authority to engage contractors if internal staffing is insufficient to meet operational demands.



**4. Clarification on Vacation Availability (Updated Section 5.3.8):**

Clarifies that vacation leave only covers the specified day(s) requested. Employees must indicate whether they are "available" or "unavailable" for emergency call-out during vacation. The Village will honor declared unavailability but may contact those marked as available.

**5. Public Works Seasonal Scheduling (Updated Section 5.3.8):**

Provides restrictions during peak operations (e.g., snow season, leaf collection, construction). Limits on the number of employees off at one time may apply. Employees on call must clearly state their availability.

**6. CDL Testing Policy Compliance (Updated Section 4.5.5):**

Adds language to affirm compliance with FMCSA regulations requiring drug and alcohol testing for CDL holders, including random, post-accident, and reasonable suspicion testing.

**7. Health Insurance Opt-Out Incentive Increase (Updated Section 7.1.3):**

Increases the health insurance buyback for employees with proof of alternative qualifying group coverage from \$4,000 to \$7,000. The intent is to reduce overall insurance expenditures while offering a meaningful benefit to employees not utilizing Village coverage.

### **FINANCIAL IMPACT**

The financial impact of this agreement is consistent with the Village's approved budget.

### **RECOMMENDED ACTION**

Staff recommends approval of the resolution.

## **EXHIBIT A**

### **1. Public Works First Responder Designation**

#### **Section 5.1.5 – Public Works First Responder Designation**

Public Works employees are designated as essential personnel and are considered first responders for operational and emergency response purposes. Employees are expected to be available for emergency callouts, severe weather events, and infrastructure failures 24 hours a day, 7 days a week, including weekends and holidays.

### **2. Public Works Standard Work Hours**

#### **Section 5.1.6 – Public Works Standard Hours**

The typical work schedule for full-time Public Works employees is 7:00 a.m. to 3:30 p.m., Monday through Friday. During each shift, employees receive two 15-minute paid breaks and one 30-minute unpaid lunch. Breaks and lunch periods should be taken in a way that supports ongoing operations and service to the community. On occasion, employees may request to work through a break or lunch; however, this should be discussed in advance with a supervisor, and approval must be granted. Working through scheduled breaks does not automatically permit early departure unless specifically authorized.

### **3. Call-Out, Remote Response, and On-Call Pay**

#### **Section 5.2.3 – Public Works Call-Out, Remote Response, and On-Call Pay**

Employees designated as on-call will receive a \$50 weekly stipend in recognition of their availability outside of normal working hours.

Employees called in outside of their regular schedule will receive a minimum of two (2) hours of pay at the applicable rate. Employees who respond remotely to work-related phone calls or SCADA system alerts will receive a minimum of one (1) hour of pay at the applicable rate.

Overtime opportunities will be distributed based on operational qualifications and seniority. Repeated refusals to respond to emergency call-outs may affect future eligibility for voluntary overtime.

If the Village is unable to meet operational needs with available staff, it reserves the right to utilize outside contractors to ensure essential services are maintained.

## 4. Clarification on Vacation Availability

### **Section 5.3.8.1 – Availability Status During Vacation Leave**

Vacation time is granted in full-day or hourly increments based on the approved request (e.g., 8 hours for a full day). Vacation leave does not extend beyond the specific hours granted. For example, if vacation is taken on a Friday, only that Friday is covered — the weekend remains standard time off and is not considered part of the vacation.

Employees requesting vacation leave must indicate whether they are available or unavailable for call-in during that time:

- If you indicate you are **unavailable**, the Village will respect your status and you will not be called in.
- If you indicate you are **available**, you may be contacted and expected to report to work in the event of an emergency or operational need.

This designation allows the Village to maintain operational readiness while honoring employee time off.

## 5. Public Works Seasonal Scheduling

### **Included in Section 5.3.8.1**

Vacation requests should be submitted with as much advance notice as possible.

Employees are encouraged to notify their supervisor at least five (5) days in advance of the requested time off. Approval of leave is contingent upon staffing levels and operational needs.

During peak periods such as winter storms, summer construction, and seasonal leaf collection, the number of employees approved for leave may be limited to ensure adequate coverage. Employees may be required to declare their availability status during such periods, especially when designated as on-call.

## 6. CDL Testing Policy Compliance

### **Section 4.5.5 – Circumstances Requiring Drug and Alcohol Testing**

Employees who hold a Commercial Driver's License (CDL) are subject to drug and alcohol testing under Federal Motor Carrier Safety Administration (FMCSA) regulations. Testing includes:

- Random testing
- Post-accident testing
- Reasonable suspicion testing
- Return-to-duty and follow-up testing

These requirements apply regardless of whether the employee is actively operating a commercial vehicle at the time. Compliance with these federal regulations is mandatory for continued employment in a CDL-required role.

## **7. Health Insurance Opt-Out Incentive Increase**

### **Section 7.1.3 – Health Insurance Opt-Out Program**

Eligible employees who provide proof of alternative qualifying group health coverage may elect to opt out of the Village's group health insurance plan. Employees who elect this option will receive a taxable opt-out incentive of \$7,000 per fiscal year, payable in accordance with the Village's regular payroll cycle.



# Village of **WILLOWBROOK**

**Police**

## **COMMITTEE OF THE WHOLE**

**AGENDA ITEM NO: 6.c.**

**DATE: April 28, 2025**

**SUBJECT:**

DISCUSSION OF SHARED SERVICES SOCIAL WORKER PROGRAM THROUGH NORTHEAST DUPAGE FAMILY AND YOUTH SERVICES (NEDFYS)

### **STAFF REPORT**

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

#### **PURPOSE AND ACTION REQUESTED**

To provide the Village Board with background information on a shared social worker pilot program with Darien, Burr Ridge, and Hinsdale Police Departments.

#### **BACKGROUND/SUMMARY**

Every year police agencies receive numerous calls for service which would greatly benefit from a social services follow-up. The types of calls that would best benefit from a social services referral include but are not limited to domestic violence, behavioral health, mental health, juvenile issues, homelessness, abuse, elder services, and social service emergencies. In 2024, the Willowbrook Police Department handled 229 mental health and domestic related calls for service alone. Although there are several not-for-profit organizations which provide resources to law enforcement agencies, very few of them are 24/7 and none spend time on site. To combat this issue and an increase in this type of call volume, police agencies across the country are bringing social service programs in-house.

This past fall, staff was presented with a unique opportunity to partner with three of our collar agencies, Burr Ridge, Hinsdale, and Darien Police Departments, and explore the option of a shared services social worker. After meeting with the other agencies, an introduction was made to representatives of Northeast DuPage Family & Youth Services (NEDFYS). Currently, NEDFYS social workers and counselors have private offices located in seven partner police departments including Woodridge, Glendale Heights, Addison, Bartlett, Bensenville, Bloomingdale, Itasca, and Villa Park.

NEDFYS provides the following services to their partner police departments:

- Domestic Violence Follow-up: Immediate and ongoing assistance to victims and children in the home.
- 24/7 On-Call Crisis Intervention: Assistance with youth and adult mental health emergencies, domestic violence incidents, family conflict, juvenile cases, traumatic incidents and deaths, violent crime victims, substance use/overdoses, services for physically, mentally, and developmentally disabled individuals and senior citizens.
- Crisis Intervention Follow-up: Immediate and ongoing services to individuals and families that have experienced mental health or other types of crises.



- Counseling: Individual, family, and group sessions treating depression, anxiety, trauma, and more.
- Case Management: Assessment of needs, care coordination with other providers, and referrals to community resources.
- Youth Crisis Intervention Services: NEDFYS provides 24/7 customized crisis intervention services to adolescents between the ages of 11 and 17 in DuPage County.

As part of NEDFYS's mission, their goal is to provide the above listed social work services to police departments to enhance service to the community and achieve the following goals:

- Increased access to community-based behavioral health care and domestic violence services
- Reduced need for emergency room transports and hospital police presence
- Expedited response time for mental health calls and facilitates a quicker return to patrol duties
- Decreased arrests and jail admissions
- Decreased repeat encounters with police improve community relations
- Improved officer, resident, visitor and community safety

NEDFYS has two current police partners, Glendale Heights and Bloomingdale, that operate under a similar shared services model to the one that staff is proposing. Glendale Heights provided the statistics below to show how the partnership has positively affected their community over the last three years.

	Referrals to NEDFYS Police Social Workers	Crisis Intervention Incidents	Domestic Disturbance	Domestic Battery
2022	608	98	383	292
2023	758	103	404	287
2024	889	67	361	258

### **Summary:**

Referrals up 46% from 2022; up 17% from 2023 to 2024

Crisis Intervention incidents down 34% from 2023 to 2024

Domestic disturbance incidents down 10% from 2023 to 2024

Domestic battery down 10% from 2023 to 2024

After meeting with the partner agencies and representatives of NEDFYS, staff feels that this opportunity would be a unique way to provide additional resources to the citizens of Willowbrook at a reduced cost for a one-year pilot program. The services to be provided to the Village of Willowbrook mirror those listed above and include ten social worker hours and four intern hours per week at a designated office space within the Willowbrook Police Department.



## FINANCIAL IMPACT

The one-year Memorandum of Understanding with NEDFYS comes at a cost of \$22,500. It should be noted that NEDFYS has applied for a grant on behalf of the four partner agencies through the DuPage County Member Initiative Program which would cover half of the first year's cost.

## RECOMMENDED ACTION:

Provide feedback on the shared services social worker program.



## **Memorandum of Understanding Between Northeast DuPage Family and Youth Services (NEDFYS) and Willowbrook Police Department**

### **Overview**

Northeast DuPage Family and Youth Services (NEDFYS) is a community-based organization that provides high quality, accessible mental health, and social services to underserved and diverse residents of DuPage County. NEDFYS works with children, adolescents, adults, and families from diverse backgrounds to promote physical and mental wellness, healthy relationships, and cognitive and social skill development.

As part of our mission, NEDFYS provides social workers to police departments in order to enhance service to the community and achieve the following goals:

- Increased access to community-based behavioral health care and domestic violence services
- Reduced need for emergency room transports and hospital police presence
- Expedited response time for mental health calls and facilitate a quicker return to patrol
- Decreased arrests and jail admissions
- Decreased repeat encounters with police Improve community relations
- Improved officer, consumer, and community safety

The Willowbrook Police Department's mission is to work in partnership with the community to ensure that the Village of Willowbrook continues to be a safe and pleasant place to work and live. Together, the Parties enter into this Memorandum of Understanding (MOU) to mutually promote the mental health and social services needs of Willowbrook residents.

### **Term of MOU**

The term of this MOU is June 1, 2025-May 31, 2026.

### **Cost for Services**

The total cost for services for this contract is not to exceed \$22,500.

## **Staffing**

NEDFYS will provide the Willowbrook Police Department with a social worker for up to 10 hours per week for the term of the contract. Selection of the social worker will be done in collaboration with the PD to ensure the most appropriate fit.

Position requirements:

- Master's degree and partial or full licensure (LPC, LSW, LCSW, LCPC, LMFT) maintained for the duration of employment;
- 3+ years of experience working with high-risk adolescents and families
- 3+ years of experience with mental health crisis intervention
- Experience with domestic violence victims/Certified Domestic Violence Professional (CDVP) 40-hour training a plus
- Ability to partner effectively and work cooperatively with law enforcement personnel in a police setting
- Excellent oral and written communication skills
- Flexible, organized, and resourceful
- Knowledge of trauma treatment modalities
- Must successfully pass a comprehensive criminal background check, including a fingerprint inquiry
- Must adhere to all police department policies, including but not limited: Workplace Violence Prevention, Workplace Harassment Prevention, and the Drug and Alcohol for Workplace Policy

NEDFYS will provide at least one master's level intern (up to 4 hours per week) to support the social worker. Interns are supervised by fully licensed clinicians and can provide services such as short-term counseling, crisis stabilization, case management, and safety planning. Interns must successfully pass a comprehensive criminal background check, including a fingerprint inquiry, and adhere to all police department policies, including, but not limited to: Workplace Violence Prevention, Workplace Harassment Prevention, and Drug and Alcohol for Workplace Policy.

## **NEDFYS Roles and Responsibilities**

Under this MOU, NEDFYS agrees to provide the following:

- Follow-up on police referrals for mental health emergencies and ongoing resident needs
- On-site response to mental health crisis situations once active scene is secured
- Case management and immediate linkage to community resources
- Short-term counseling sessions to achieve crisis stabilization
- Suicide and mental health assessments
- Assistance with DCFS calls
- Assistance with issues related to homelessness, food insecurity, and other basic needs
- 24/7 on-call coverage for social service emergencies; remote and in-person responses as needed\*
- "Walk in" services for community residents during designated office hours
- Domestic violence counseling, safety planning and resource linkage
- Extended case management for residents with complex and ongoing needs
- Home visits for targeted residents (accompanied by police officers)
- Outreach and training for community residents, village officials, and police department staff

- Participation in roll calls and regular ride alongs with officers
- Open communication and collaboration with referring officers
- Participation in village, department, and community meetings and events to promote the police social work program

NEDFYS will provide the police social worker with a laptop computer and basic office supplies.

### **\*24/7 On-Call System**

The 24/7 on-call system can be used for urgent mental health or other related community emergencies that fall outside of the normal working hours of the social worker. Normal working hours for the social worker are agreed upon by NEDFYS and the police department.

These services are available, subject to the social worker's availability, at the rate of \$50/hour and include direct services such as phone/remote consultations, on-scene response, and travel time to/from the scene. Indirect services in follow-up to a crisis response such as gathering collateral information, documentation time, and supervisor consultation are billed at the regular hourly rate for the police social worker.

### **PD Role and Responsibilities**

Under this MOU, the Police Department agrees to provide the following:

- Office and meeting space in the police department to perform administrative and client service functions
- Police reports and other documentation needed to facilitate proper incident follow-up
- Assigned staff member to serve as the main point of contact for the social worker and serve as the liaison between the social worker, patrol, and administration
- Access to officers and staff and ensure officers are trained to work with the social worker and provide necessary support for joint interventions
- Regular and open communication for case follow-ups, community outreach, and to report on program effectiveness
- Intermittent use of office equipment as needed to perform duties (copy, scan, etc.)

### **Liability Insurance**

NEDFYS maintains insurance which covers its personnel and liability for providing identified services. NEDFYS will provide a certificate of insurance in a form acceptable to the Village.

### **Modification of Agreement**

The terms of this agreement may be amended or modified in writing and signed by both parties.

### **Termination of Agreement**

Either party may terminate this agreement providing 60 days' written notice to the other party.

## **Invoicing and Payment for Services**

NEDFYS will provide the Village with an invoice for allowable costs under this contract on or before the 10th of each month.

Allowable costs under this agreement include:

- Salary for assigned social worker
- Fringe benefit allocation for assigned social worker
- Indirect costs billed at 10% of monthly expenses (payroll services, liability insurance, workmen's compensation, accounting services, electronic health record, fiscal/administrative costs).

Payment to NEDFYS shall be made pursuant to the Illinois Prompt Payment Act (50 ILCS 505) either via electronic funds transfer or by check. If by check, payment should be sent to the following address:

Northeast DuPage Family and Youth Services  
777 Army Trail Blvd, Flr. 2  
Addison, IL 60101  
Attn: Shannon Hartnett

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

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Lauren Kaspar  
Chief of Police  
Village of Willowbrook

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Shannon Hartnett  
Executive Director  
NEDFYS

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Date

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Date



# Village of **WILLOWBROOK**

**Police**

## **COMMITTEE OF THE WHOLE**

**AGENDA ITEM NO: 6.d.**

**DATE: April 28, 2025**

**SUBJECT:**

POLICE DEPARTMENT QUARTERLY CRIME UPDATE – Q1 2025

### **STAFF REPORT**

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

### **PURPOSE AND ACTION REQUESTED**

Presentation and discussion of the Quarterly Crime Report for the first quarter of the calendar year 2025.

### **BACKGROUND/SUMMARY**

At the close of each calendar year, the Police Department publishes an annual report outlining various department statistics, projects, and changes that occurred throughout the year. Additionally, staff provides a snapshot of crime information in the Village's Monthly Information Report. The purpose of this quarterly report is to brief the Board at the Committee of the Whole meetings on a quarterly basis to provide a more in-depth discussion and comparison to what is being seen throughout the County.

Below you will find summarized information for the following items:

- a. Total Dispatched Calls for the first quarter of calendar years 2021 through 2025
- b. Traffic Enforcement Summary for the first quarter of calendar years 2021 through 2025
- c. Traffic Accident Summary for the first quarter of calendar years 2021 through 2025
- d. Offense Trends from January 2024 to current
- e. A heat map overview for all calls requiring written reports during the first quarter of calendar year 2025
- f. Investigative section updates

### **FINANCIAL IMPACT**

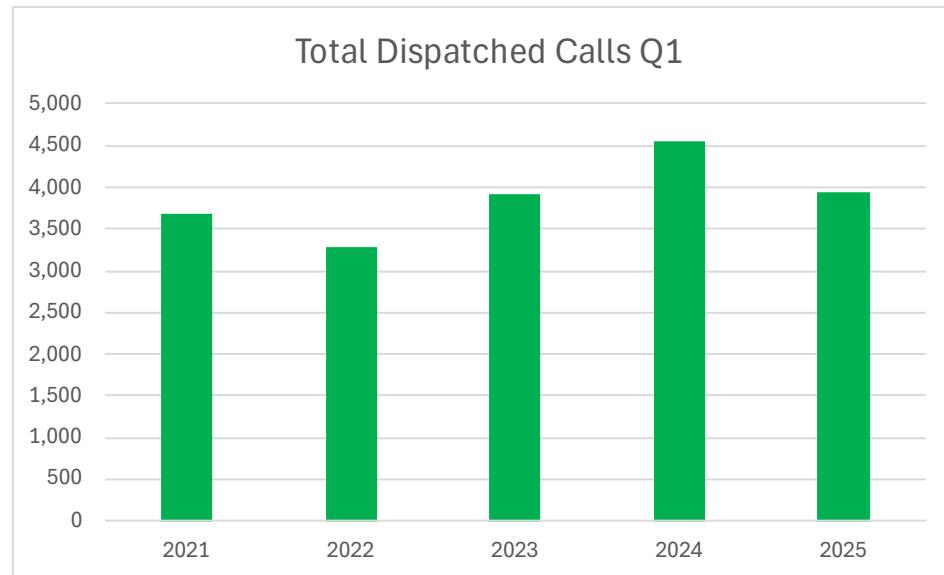
There is no financial consideration as part of this presentation.

### **RECOMMENDED ACTION:**

Provide comments or feedback and/or ask questions.

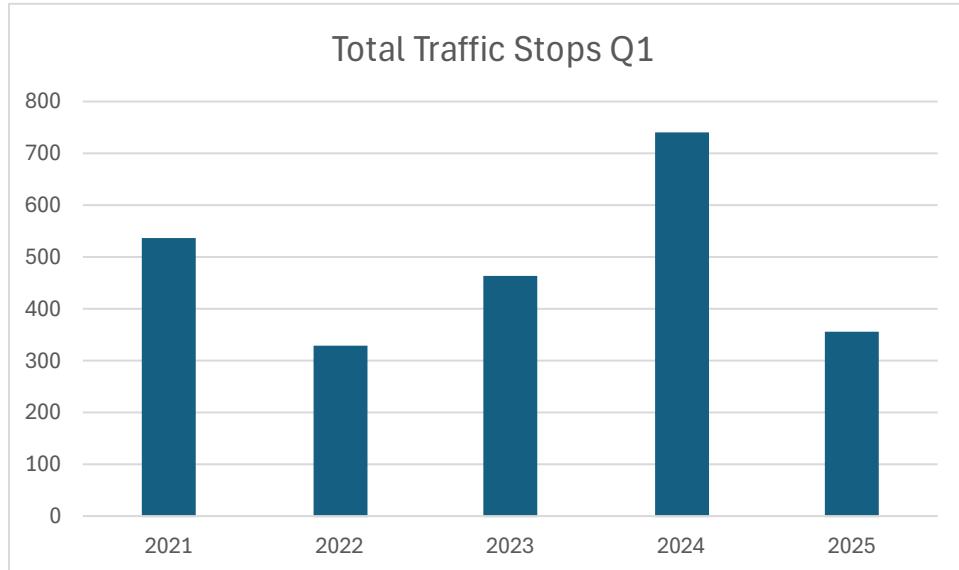


a. Total Dispatched Calls for the first quarter of calendar years 2021 through 2025



Year	2021	2022	2023	2024	2025
Calls	3,677	3,284	3,920	3,920	3,943

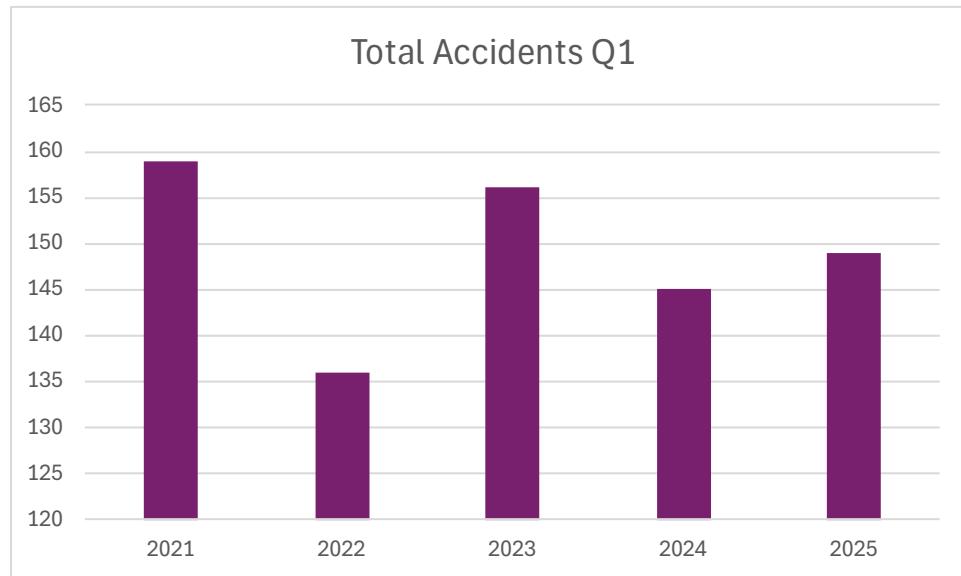
b. Traffic Enforcement Summary for the first quarter of calendar years 2021 through 2025



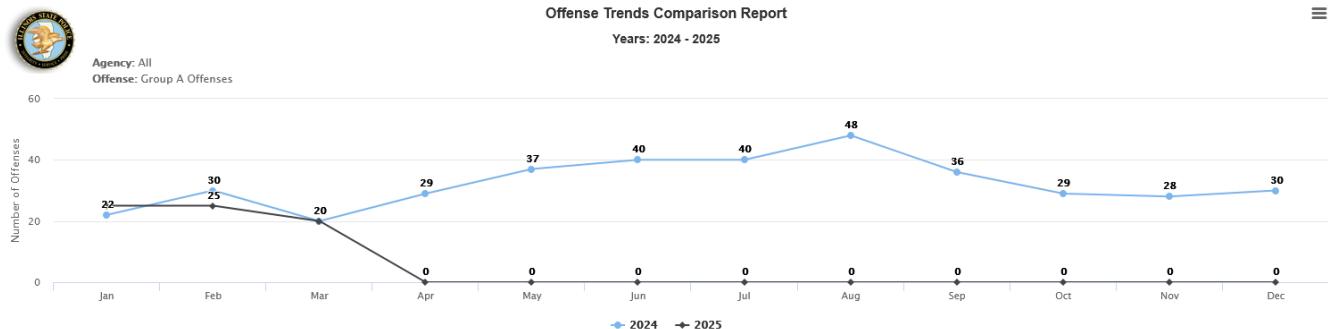
Year	2021	2022	2023	2024	2025
Calls	539	330	465	743	355



c. Traffic Accident Summary for the first quarter of calendar years 2021 through 2025



d. Offense Trends from January 2024 to current

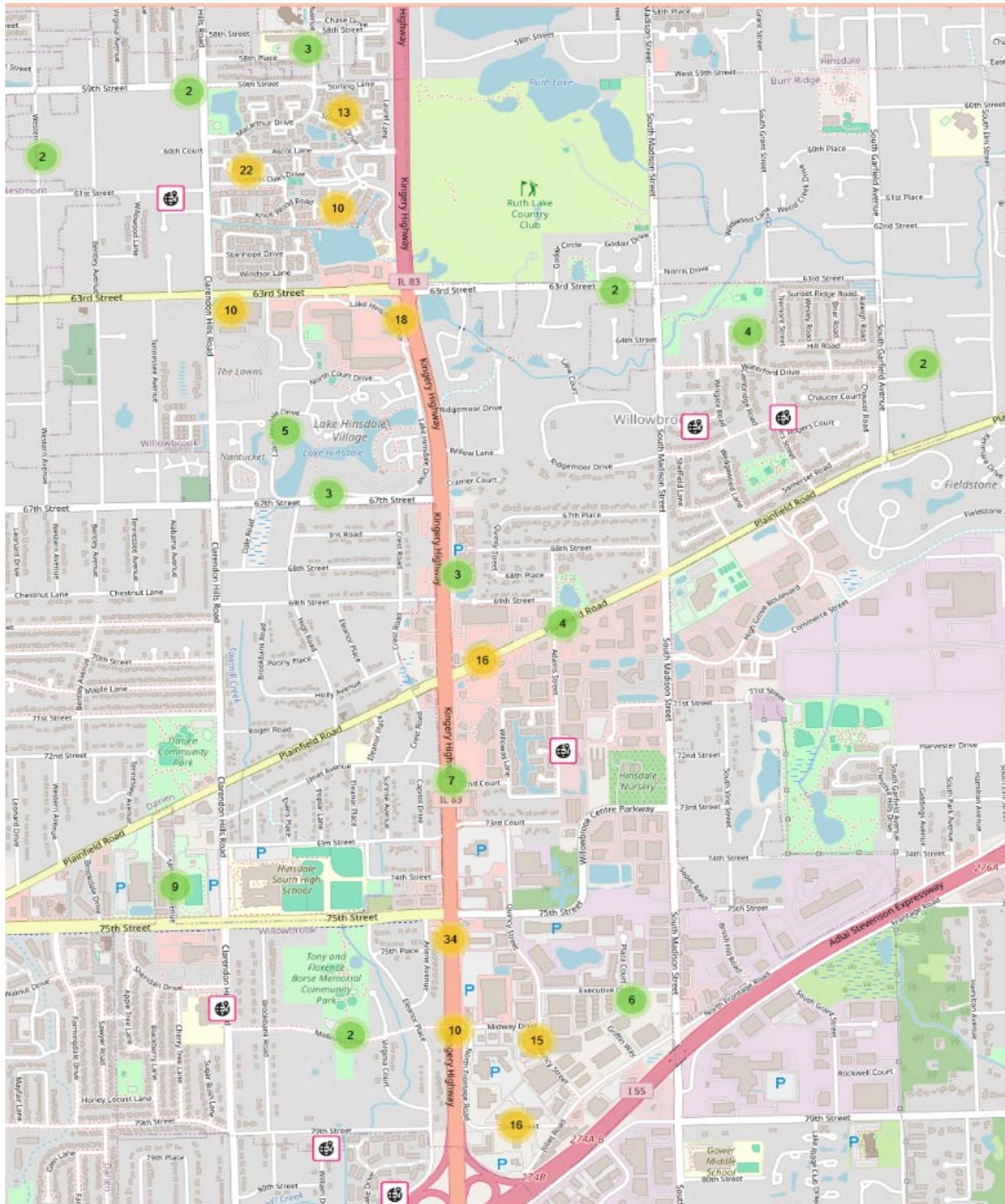


Month	2024	2025
Jan	22	25
Feb	30	25
Mar	20	20
Apr	29	0
May	37	0
Jun	40	0
Jul	40	0
Aug	48	0
Sep	36	0
Oct	29	0
Nov	28	0
Dec	30	0
<b>Total</b>	<b>389</b>	<b>70</b>

- Group A offenses include crimes against persons, property, and society as defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) National Incident-Based Reporting System (NIBRS)



e. A heat map overview for all calls requiring written reports during the first quarter of calendar year 2025



f. Investigative section updates