



WHERE HISTORY & PROGRESS MEET

## FINANCE COMMITTEE

**THURSDAY, APRIL 28, 2022  
6:00 P.M. – CITY COUNCIL CHAMBERS**

### AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
  - A. Finance Committee Meeting Minutes of February 24, 2022
3. Public Participation / Presentations
4. Items for Consent
  - A. Resolution No. 22-R-0022 – Side Letter with the FOP – Canine Unit
5. Items for Discussion
  - A. Presentation on Issuing Notes for a Proposed Development
  - B. Funding for the DuPage Senior Citizens Council
6. Unfinished Business
7. New Business
8. Reports from Staff
9. Executive Session (if needed)
10. Adjournment

## MINUTES

### FINANCE COMMITTEE

February 24, 2022

#### 1. Call to Order, Roll Call, and Establishment of a Quorum.

Alderman Dimas called the meeting to order at 6:00 p.m. Roll call found Aldermen Dimas, Chassee, Dettmann, Sheahan, and Swiatek present. Absent: Stout and Morano.

Staff in attendance: City Administrator Michael Guttman, Administrative Services Director Linda Martin, Community Development Director Tom Dabareiner, Public Works Director Mehul Patel, and Police Chief Colin Fleury.

#### 2. Approval of Minutes

A. Finance Committee Meeting minutes of December 9, 2021

**Alderman Swiatek moved and Alderman Chassee seconded a motion to approve the minutes. Voting Aye: Aldermen Chassee, Dimas, Dettmann, Sheahan, and Swiatek. Voting Nay: 0. Absent: Stout and Morano. Motion Carried**

#### 3. Public Participation / Presentations – None.

#### 4. Items for Consent

- A. Ordinance No. 22-O-0006 – Approving the Downtown Tax Increment Financing District No. 2 Redevelopment Project Area, Plan and Project
- B. Ordinance No. 22-O-0007 – Designating the City of West Chicago Downtown Tax Increment Financing District No. 2 Redevelopment Project Area
- C. Ordinance No. 22-O-0008 – Adopting Tax Increment Financing for the Downtown Tax Increment Financing District No. 2
- D. Resolution No. 22-R-0014 – Amendments to the Civil Service Commission Rules
- E. Resolution No. 22-R-0016 – Authorizing Mayor to Sign Engagement Letter with Auditors for Fiscal Years 2022, 2023, and 2024

Alderman Chassee informed the Committee that she will not be attending the March 7, 2022 City Council meeting and will send her comments.

Alderman Morano arrived at 6:03pm.

Alderman Dimas said that she hopes the City uses the funds for redevelopment.

**Alderman Chassee moved and Alderman Sheahan seconded a motion to approve the items for consent. Voting Aye: Alderman Chassee, Dimas, Dettmann, Sheahan, Swiatek and Morano. Voting Nay: 0. Absent: Stout. Motion Carried**

- 5. **Items for Discussion** – None
- 6. **Unfinished Business** – None
- 7. **New Business** - None
- 8. **Reports from Staff** - None
- 9. **Executive Session (if needed)** – None
- 10. **Adjournment**

**Alderman Chassee moved and Alderman Dettmann seconded a motion to adjourn at 6:06 p.m. Voice Vote: All Aye. Absent: Stout.**

Respectfully submitted,  
*Josie Avilez*

## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:** Resolution No. 22-R-0022

A Resolution approving updated terms of compensation for Canine Officer, per the 2021-22 Collective Bargaining Agreement

**AGENDA ITEM NUMBER:** \_\_\_\_\_

**FILE NUMBER:** \_\_\_\_\_

**COMMITTEE AGENDA DATE:** April 28, 2022

**COUNCIL AGENDA DATE:** May 2, 2022

**PREPARED BY:** Colin Fleury, Chief of Police

**SIGNATURE** \_\_\_\_\_

**APPROVED BY:** Michael Guttman, City Administrator

**SIGNATURE** \_\_\_\_\_

#### ITEM SUMMARY:

The existing Collective Bargaining Agreement (CBA) between the Illinois Fraternal Order of Police Labor Council (ILFOP) and the City of West Chicago contains a provision (section 7.8) covering compensation to police officers who function in the capacity of Canine Handlers for daily care and maintenance of their assigned canines while off duty.

The existing Canine Officer compensation is listed as an "annual stipend of \$2,400 for the additional time required to care for the dog, which stipend shall be included within the employees' base pay."

The United States Department of Labor mandates that Canine Handlers be compensated for "at-home care" of police dogs under the Fair Labor Standards Act. This care includes feeding, bathing, brushing, exercising, grooming, cleaning of the dog's kennel or transport vehicle, administering medicine, training the dog at home, and transporting the dog to and from an animal hospital are all compensable activities. An agency's failure to compensate a handler has resulted in litigation where the agency was found liable for 2-3 years of back pay for the handler.

In an effort to fairly compensate the Canine Officer, it is suggested that the handler, who will be scheduled to work four ten-hour days, receive a stipend of one hour of straight time pay (at the current Officer's rate of pay) for each day scheduled to work per pay period. This stipend will also be paid for unplanned bereavement leave and pre-approved time off and will not be included as part of the Officer's base pay.

At the selected Canine Officers' current rate of pay, this stipend would have an annual cost of \$9,368.

The Side Letter of Agreement between the ILFOP and the City of West Chicago necessary to effect this change is attached.

#### ACTIONS PROPOSED:

Staff recommends approval of Resolution No. 22-R-0022.

#### COMMITTEE RECOMMENDATION:

**RESOLUTION NO. 22-R-0022**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE UPDATED TERMS TO A  
CERTAIN LABOR AGREEMENT BETWEEN THE CITY OF WEST CHICAGO AND THE  
FRATERNAL ORDER OF POLICE**

BE IT RESOLVED by the City Council of the City of West Chicago, in regular session assembled, that Mayor is hereby authorized to execute and the Deputy City Clerk is authorized to attest updated terms to a certain Labor Agreement between the City of West Chicago and the Fraternal Order of Police, in substantially the form attached hereto and incorporated herein as Exhibit "A"

APPROVED this 2nd day of May 2022.

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Mayor Ruben Pineda

ATTEST:

\_\_\_\_\_  
Deputy City Clerk Valeria Perez

**Side Letter of Agreement  
Between  
The Illinois Fraternal Order of Police Labor Council  
And  
The City of West Chicago**

The parties agree to comply with the updated terms and agreement of the following provision for the purpose of Canine Officer Compensation, Section 7.8 Canine Unit Benefits and Canine Unit work schedule, Section 6.2 Normal Workday and Pay Period. This Side Letter of Agreement shall become immediately effective upon full execution by the parties, thus voiding the existing yearly stipend amount of \$2,400, and shall be attached to and made a part of the 2021-2022 Collective Bargaining Agreement between the parties and continuing.

**Canine Unit 7.8:**

The Officer assigned as the Department's Canine Officer will receive a stipend of one hour of straight time pay (at the current Officer's rate of pay, non-pensionable) for each day scheduled to work per pay period. A scheduled workday for purposes of this section is defined as a day the Canine Officer is scheduled to work or is attending the required sixteen (16) hours of training per month or any other training that is scheduled as a regularly scheduled workday. The Canine Officer will also receive the stipend of one hour of straight time pay for each day of approved time off. Canine Officer Benefits will only be provided to an active Canine Officer as defined in the Department's Policies.

**Normal Work Day 6.2**

The Department's Canine Officer will work ten (10) continuous hours from 4:00 P.M. to 2:00 A.M. for eight (8) shifts per pay period, with a stipend of one hour of straight-time pay for each scheduled day worked. The normal pay period shall be eighty (80) hours during the fourteen (14) day pay period. The Canine Officer's schedule is subject to change per Department needs or by the discretion of the Chief of Police

For the City of West Chicago:

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|              |      |
|--------------|------|
| Ruben Pineda | Date |
| Mayor        |      |

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|                   |      |
|-------------------|------|
| Valeria Perez     | Date |
| Deputy City Clerk |      |

For the ILFOP Labor Council:

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|                           |      |
|---------------------------|------|
| Kevin S. Krug             | Date |
| Northern Field Supervisor |      |

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|                |      |
|----------------|------|
| Michael Levato | Date |
| Unit Steward   |      |

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|              |      |
|--------------|------|
| Jeffrey Moos | Date |
| Unit Steward |      |

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|              |      |
|--------------|------|
| Ed Berg      | Date |
| Unit Steward |      |

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|              |      |
|--------------|------|
| Jake Fuller  | Date |
| Unit Steward |      |

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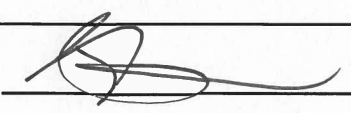
|                |      |
|----------------|------|
| Chris Richards | Date |
| Unit Steward   |      |

## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

Proposed Use of Notes as a Financing and Incentive  
Tool  
Pritzker Realty Group  
SEC Roosevelt at Fabyan

**AGENDA ITEM NUMBER:** \_\_\_\_\_**FILE NUMBER:** \_\_\_\_\_**COMMITTEE AGENDA DATE:** April 28, 2022**COUNCIL AGENDA DATE:** \_\_\_\_\_**STAFF REVIEW:** Tom Dabareiner, AICP**SIGNATURE** **APPROVED BY CITY ADMINISTRATOR:** Michael Guttman**SIGNATURE** \_\_\_\_\_

Pritzker Realty Group (PRG) proposes to build one or two warehouse distribution facilities in the far southeast corner of Roosevelt and Fabyan TIF District. The City has had several interested parties for this location but, to date, none have made it through their due diligence period. Several things need to happen before this project could take place, including a rezoning from Office Research Industrial (ORI) to Manufacturing. Also, PRG is seeking incentives to pay for certain Tax Increment Financing (TIF)-eligible expenses up front.

PRG proposes an incentives approach that would require the City to issue Notes to help pay for TIF-eligible costs. The basic difference is a Note is more like a traditional loan, with payments made at set time periods and, and includes a specified return. While they can run as long as 20 years, most Notes run two to ten years. The terms of a Note are set by agreement in advance, which include the profit amount and payment timing. Notes carry less risk for the City than the Bond approach that will be needed for the Central-Main Street Project, as previously discussed by the Finance Committee.

With Notes, the Developer will front the money for the TIF-eligible improvements and a portion of the annual property tax increment will repay the Developer until it is whole. With Bonds the City borrows the money and it is then repaid with the property tax increment.

Before arriving at the amount of the Note, it is important to have a clear understanding of what it means to be a TIF-eligible project. In brief, if the project is in the ground or on its surface, it is a TIF-eligible expense. Once a project goes vertical like a building, the building is not TIF-eligible. Therefore, roadways and sidewalks, along with stormwater and other utilities, are eligible expenses. The cost of the land is also eligible. PRG seeks assistance with these expenses through the use of Notes. There are certain subtleties to this process that should be mentioned. As a matter of policy, the City may wish to pay only for the infrastructure projects, such as a roadway and utilities, rather than for the cost of land. Or the City may choose to pay only for the portion of infrastructure that exceeds the demands of the proposed demand in order to serve a larger area and other projects. By example, a new project will require the construction of a stormwater facility on the property. If that facility is built to accommodate more than the runoff from the new building, parking lot and other related impervious surfaces, the City might agree to pay for the 100% of the oversized capacity, while paying a lower share for the infrastructure costs that are normal and anticipated parts of the proposed project. Finally, in general, the City may not wish to pay for a portion of the land costs, which might have been best handled between the seller and the buyer during negotiations.

Staff has been holding regular meetings with Kane McKenna & Associates, our TIF consultant, and PRG representatives to establish and double-check values of the infrastructure in comparison with the amount of increment anticipated to be generated by the TIF by the PRG project. This will help determine the value of the Note. In addition, whether the Note is tax exempt and the magnitude of the interest rate will affect the Note. Notes may also be sold to qualified institutional buyers at any time, per the agreement, after completion of the first phase of the project or during this period to eligible owners with a majority interest in the development.

Because the City has not issued Notes as a method for incentivizing development and because it carries some differing characteristics from the more familiar Bonds, Staff seeks to gain direction to proceed with the approach using Notes as the primary tool, which would provide cash up front to the developer for specified improvements.

If the Finance Committee is comfortable with issuing Notes for this project, Staff and PRG representatives will subsequently discuss the types of improvements for which the Notes will be issued, as well as the percentage of the incentive to be paid to the Developer versus other costs within the TIF District.

**ACTIONS PROPOSED:**

Consideration and Discussion of Notes as a Financing and Incentives Tool.

**COMMITTEE RECOMMENDATION:**

Pc: Economic Development Coordinator

## CITY OF WEST CHICAGO

### FINANCE COMMITTEE AGENDA ITEM SUMMARY

**ITEM TITLE:**

DuPage Senior Citizens Council – Request for Additional Funding

**AGENDA ITEM NUMBER:** \_\_\_\_\_**FILE NUMBER:** \_\_\_\_\_**COMMITTEE AGENDA DATE: 4/28/2022****COUNCIL AGENDA DATE:****STAFF REVIEW:****SIGNATURE** \_\_\_\_\_**APPROVED BY CITY ADMINISTRATOR:****SIGNATURE** \_\_\_\_\_**ITEM SUMMARY:**

Back when I first started working for the City, the City Council annually distributed about \$100,000+ in grants to local agencies like CableCom (this was always a huge debate), WAYS, DuPage Senior Citizens Council and more. In 2021, staff was directed to end this grant distribution, but for the DuPage Senior Citizens Council, and \$10,000 was to be annually allocated in the Budget for this agency, which staff has done.

Every year, reps from the Council provide the required end of year report on its activities in West Chicago, which is included in my monthly/weekly update; each year, there is an ask for more than \$10,000, but staff has kept with the initial direction of only budgeting for the \$10,000.

Upon reflection, it would be appropriate for the Finance Committee to affirm or change that direction, and it shouldn't be presumed that the status quo would remain. A copy of this year's summary and ask is attached. I did not invite reps from the Council to attend the Finance Committee meeting, but will do so if that is desired for a future meeting.

**STAFF RECOMMENDATION:**

Direction to staff as to whether or not more than \$10,000 annually should be granted to the DuPage Senior Citizens Council.

**COMMITTEE RECOMMENDATION:**



## DuPage Senior Citizens Council

*Providing Meals and More...*

March 23, 2022

Mayor Rueben Pineda  
City of West Chicago  
475 Main Street  
West Chicago, IL 60185

Dear Mayor Pineda,

Every community has a vulnerable senior population that needs us. These elderly persons have earned respect and deserve to live with dignity; however, many of them have become frail or otherwise lack the resources to provide for their own needs and rely on others for help – it is our responsibility to do what we can to help them.

After two years of maneuvering through the challenges of the Covid-19 Pandemic, we salute you and the Village of West Chicago for all you have done for the residents.

We are happy to report that as your partner, the DuPage Senior Citizens Council (DSCC) never missed a beat during these extremely difficult years either. We adjusted our services to accommodate social distancing and lack of resources. We focused on the 40% increase in the number of older adults requiring our services to ensure that no West Chicago senior fell through the cracks.

### **Our Partnership with West Chicago**

For over 40 years, DSCC has been serving the needs of seniors in DuPage County with Home Delivered Meals, Well-Being Checks, Minor Home Repairs, and other needed services. Our dedicated staff and volunteers meet the needs of seniors in West Chicago day in and day out.

### **Our Investment in West Chicago**

In West Chicago, last year alone, DSCC invested over **\$113,110** in serving seniors in need. However, that investment is greater than the amount of funds that are available for West Chicago, which means we have a shortfall. This shortfall will continue to increase as the aging population increases.

### **Our Plan**

The strategic plan for DSCC includes continued investment in West Chicago so that the growing needs of the senior population can be met.

Here is how you can help DSCC and seniors in West Chicago:

- Continue with your support and investment in DSCC.
- Become more aware of how DSCC cares for seniors in West Chicago.
- Get involved with DSCC as a partner and as an advocate.



As you continue to partner with DSCC, you continue to take an active role in your commitment to your senior residents. Knowing that DSCC has been consistently supporting West Chicago through the years should assure you that your financial support has multiplied many times over.

Being a consistent partner with DSCC, you can be assured that seniors who are in need will have access to our programs and services that will help them live independently in West Chicago. Without proper funding, the services that seniors depend on will be reduced or eliminated.

Please review our request for funding for continued services for senior residents in West Chicago.

Thank you,



Marilyn Krolak  
Executive Director

cc: Michael Guttman, City Administrator  
Valeria Lopez, Deputy City Clerk/FOIA Officer  
Aldermen

encl: *Attachment A –Request for Funding & Support Overview*  
*Attachment B – DSCC Services & Statistics - Village of West Chicago*

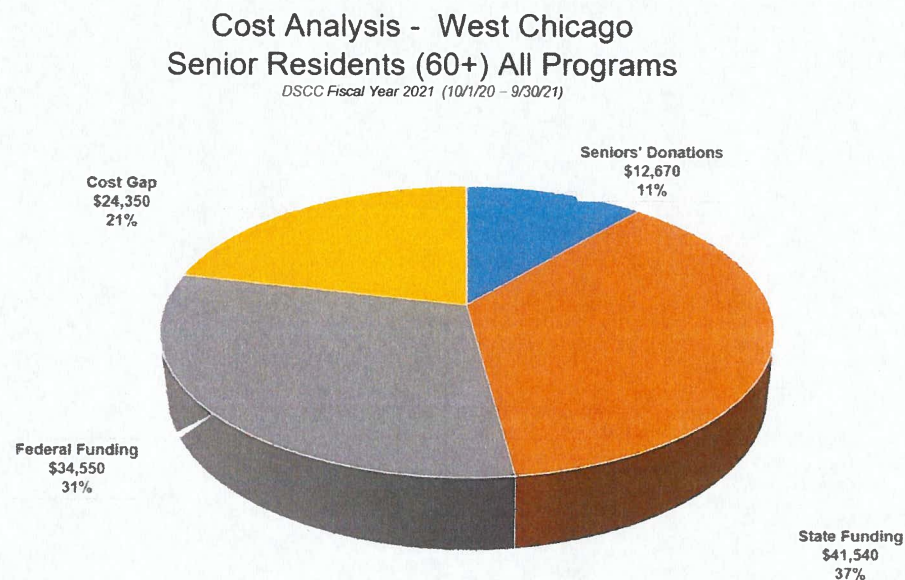
## Attachment A

### Request for Funding & Support Overview

During the past year, DSCC invested over **\$113,110** to serve the senior residents in West Chicago. However, we only received grants, donations, and funding that covered **\$88,760**, leaving us with a **\$24,350** deficit for West Chicago.

DSCC historically receives grant awards from Federal and State sources that cover approximately half of our overall funding. That is why support from municipalities is needed so we can maintain service levels for the increasing number of seniors and avoid cutting critical life-saving components.

The chart below shows the breakdown of the funding and donations designated for West Chicago specifically.



**Projections for 2022/2023 indicate that more funding is needed to support the seniors we are currently serving, plus the huge increase of additional seniors needing services.**

West Chicago has supported DSCC in the past. Below is a chart of the support we have received in the past.

| CONTRIBUTIONS FROM WEST CHICAGO |                       |
|---------------------------------|-----------------------|
| DSCC Fiscal Year                | Contribution Received |
| FY 2016                         | \$10,000              |
| FY 2017                         | \$10,000              |
| FY 2018                         | \$10,000              |
| FY 2019                         | \$10,000              |
| FY2020                          | \$10,000              |
| FY2021                          | \$10,000              |
| FY2022                          |                       |
| FY2023                          |                       |
| FY2024                          |                       |

#### **Supporting DSCC/West Chicago Seniors in 2022-2023.**

The services that we provide to seniors in West Chicago have been consistent. To continue the service level and meet the growing needs of the seniors, we are asking for your partnership and continued/constant financial support.

**To help offset the shortfall projected for 2022-2023, we are asking for an increase in support – we need your assistance to help fill as much of the \$24,350 cost gap as possible.**

We truly value the seniors we serve in West Chicago, and we look forward to working closely with you in 2022-2023.

If you have any questions or need additional information, don't hesitate to contact me directly at 630-620-0804, press 4, then 7; 630-546-0626, cell; or email [Marilyn.Krolak@DupageSeniorCouncil.org](mailto:Marilyn.Krolak@DupageSeniorCouncil.org).

## Attachment B

### DSCC Services & FY2021 Statistics - Village of West Chicago

#### DSCC and About Those We Serve

DSCC is a non-profit agency committed to seniors and operates several programs, including the Meals on Wheels program in DuPage County. Since starting in 1975, our mission has been to promote the ability of elderly persons to live in dignity with as much independence as possible.

Most of our clients are homebound seniors who live alone, and nearly 99% of them are at or below the poverty level. DSCC is a safety net for many individuals who might not otherwise eat a meal during the day, have someone to help with a task or have someone to check in on them. Below are a few of the services that seniors in West Chicago depend on the most.

#### DSCC Services

##### Home Delivered Meals and Shelf Stable Meals

Our Home Delivered- Meals on Wheels program delivers hot/fresh meals each weekday to frail and homebound seniors in West Chicago by DSCC staff and volunteers. Additional Shelf Stable meals are delivered monthly. All meals served are balanced, nutritious, and meet special dietary needs such as low salt, vegetarian, or diabetic. Each meal is equivalent to 1/3 of the Dietary Reference Intake for adults 60 and over.

- **We delivered 10,220 meals to 140 unduplicated seniors in West Chicago last year.**

##### Health and Wellness Education

Keeping seniors informed about issues and topics that are relevant to them is important. COVID-19 education was paramount, along with a variety of educational information given directly to seniors through mailings, direct delivery, and friendly phone calls from our volunteers and staff to our homebound seniors. As seniors become aware of preventive measures and helpful topics, they stay safe and improve their health.

- **We educated approximately 140 senior residents each month in West Chicago last year**

##### Well Being Checks and Emergency Follow-Ups

Every senior who receives a service from us also receives a Well Being Check, which allows DSCC to observe any changes in a senior's physical or mental health or physical surroundings. We provide this service and maintain social distancing protocols. This extra step has resulted in several documented cases where staff and volunteers have saved lives by finding a fallen or injured senior or uncovered a dangerous household situation.

When we find a senior is not at home when they should be, our Emergency Follow-Up procedure allows crucial collaboration between the West Chicago police and fire departments to ensure every senior is safe and accounted for. These Well Being checks and Emergency Follow-Up procedures provide real cost-savings to West Chicago compared to the cost to dispatch an EMT service.

- **We performed over 7,300 Well Being Checks and Emergency Follow-ups for seniors in West Chicago last year.**

**Friendly Phone Calls & Assistance**

Social Isolation and a decline in mental health are currently significant concerns. We converted our Friendly Visit to a Friendly Phone Call service to help seniors with companionship and socialization through this difficult year. Seniors sometimes need someone to talk to. Our volunteers take the time to interact and engage with seniors who could benefit from a friendly call.

- **We performed 225 hours of Friendly Phone Calls & Assistance for seniors in West Chicago last year.**

**Home Maintenance Program (adjusted to provide social distancing)**

Living alone as a senior has its challenges, and everyday tasks can be impossible or dangerous for seniors. DSCC's Home Maintenance program provides low-cost minor home repairs to assist older persons with basic home responsibilities associated with daily living. Home repairs include repairing or replacing leaky faucets or toilets, light fixtures, locks, or deadbolts. Additional services that enhance a senior's safety and security include installing bath benches, grab bars, and non-slip strips and repairing and reinforcing walkway steps and stair railings. In cases where homes require larger repair services, DSCC also offers estimates and provides contractor referrals to seniors. These services help seniors stay in their homes longer.

- **We performed over 15 Minor Home Repairs & Yard Clean Up Services to seniors living in West Chicago last year.**

Due to COVID-19, DSCC adjusted our services to accommodate social distancing and focused on the 40% increase in the number of older adults that required our help. DSCC provided additional shelf-stable meals to all of our Meals on Wheels clients and created Drive-Thru Food Events at various locations throughout DuPage County to reach older adults that were not part of the Home Delivered Meals service but were prone to food insecurity.