

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor and City Council

From: Chief Raymond G. Turano *RT*
Finance Director Kevin Dahlstrand *Kevin Dahlstrand*

Subject: SUMMARY OF AGENDA ITEMS FOR MAY 28, 2019 PUBLIC SAFETY AND FINANCE COMMITTEE OF THE WHOLE REGULAR MEETING

Date: May 23, 2019

Please contact the City Administrator or the corresponding Department Head with questions pertaining to agenda items by noon on the day of the meeting.

F. BUSINESS OF MEETING

1. Former Citgo Gas station site update (Attachment) (RM)

From 2016 to 2018, the City expended a considerable amount of resources negotiating for the potential purchase and cleanup of the former Citgo gas station property at the northeast corner of the Batavia and Warrenville Road intersection. Ultimately, these negotiations were unsuccessful.

The current property owner recently engaged Rick Levin & Associates to facilitate the sale of the property through a sealed bid auction scheduled to conclude on June 26, 2019. Active marketing of the property commenced on Thursday, May 16, 2019. The property is being auctioned in “as is” condition and subject to an unpublicized reserve amount.

Community and Economic Development Director Mentzer has prepared a memo dated, March 22, 2019, to document the current status and condition of the property, summarize the City’s most recent basis for and efforts to acquire the property, and to recommend a Closed Session discussion regarding the City’s potential acquisition of the property. A copy of the memo is included with the agenda backup materials. Director Mentzer will make a brief presentation, address questions, and solicit feedback on what additional information the Council needs for an informed and productive Closed Session discussion.

Committee Action Requested: Direct staff to include a Closed Session discussion regarding the City’s potential acquisition of the former Citgo gas station property located at 28 W 244 Warrenville Road on the June 3, 2019, City Council agenda.

Staff Recommendation: Community and Economic Development Director recommends this action.

Budgetary Impact: To be determined pending additional direction from the Council. The 2020 City budget includes \$570,000 for the potential purchase of this property, environmental remediation, and related legal fees.

Other Resources Required: Staff and consultant time to assemble information and prepare for the recommended Closed Session discussion.

Strategic Plan Goal: #1 Economic Development and #3 Open Space and Environment

2. Loss control procedures and policies (Attachment) (CW)

The City's Safety Committee is continuing its review of policies available through the City's Worker's Compensation carrier, Illinois Public Risk Fund (IPRF), and revising them to meet Warrenville's needs. Eventually, these policies will be combined to form a revised Safety Manual to replace the current manual that was last updated in 2013.

To date, the City Council has approved the Safety Committee, Inspections, and Slip, Trip, and Fall Prevention policies. Included with the agenda backup materials is a copy of the draft General Loss Control Procedures policy, which describes the City's safety or loss control program. Additional policies will be presented in the coming months for review and consideration.

Committee Action Requested: Recommend the City Council adopt the General Loss Control Procedures policy, effective immediately.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None

Other Resources Required: Staff time to communicate the policy to all City employees.

Strategic Plan Goal: Not applicable.

3. Disposal of surplus City property (Attachment) (CW)

City staff has identified computer and electronic equipment that is no longer in service because upgraded equipment has been installed, or the equipment has exceeded its lifespan and no longer functions. This includes equipment such as monitors, computers (CPUs), printers, fax machines, and computer accessories.

Included with the agenda backup material is a list of the items that will be disposed of utilizing E-Scrap Technologies, Inc. E-Scrap will pick up and recycle old electronic devices at no charge (with some exceptions). All of the devices have been reviewed and wiped clean by AIS, the City's IT consultant.

Committee Action Requested: Recommend the City Council authorize the disposal of City property as listed utilizing E-Scrap Technologies, Inc.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

4. Disposal of surplus City property – broken equipment (Attachment) (RT)

The Police Department currently has outdated or broken equipment for disposal, which no longer serves a City need. Past practice for disposal of surplus City property has been to sell it at auction. However, the vendor, PropertyRoom.com, will not accept these items for various reasons, such as the age of the equipment, its broken condition, or its marketability. After discussion with City attorneys, it was determined that the best course of action for disposal of these items would be either through scrapping, electronic recycling, or the City's regular waste collection service.

Included with the agenda backup material are the following items:

- Memo from Deputy Police Chief Jacobson seeking authorization for disposal of City owned property through various recommended means
- Draft City Ordinance authorizing disposition of personal property owned by the City
- Exhibit A to draft ordinance, listing items to be disposed

Committee Action Requested: Recommend the City Council approve an ordinance authorizing the disposal of City-owned property through metal scrapping, electronic recycling, or the City's regular waste collection service.

Staff Recommendation: Police Chief Turano and Deputy Chief Jacobson recommend this action.

Budgetary Impact: None.

Other Resources Required: Minimal staff time to remove items from storage.

Strategic Plan Goal: Not applicable.

5. Disposal of surplus City property – Radars (Attachment) (RT)

The Police Department has rotated five mobile radar units (MRU) out of service and replaced them with new units. The five units were rotated out of service due to their being broken and/or their age, and due to these two factors, have not been recommended for repair.

The current radar vendor, Radar Man, Inc., has requested to take the out-of-service MRU in exchange for an open-ended account credit, which would apply to future MRU purchases through that vendor. The credit amount established by the vendor is between \$500 and \$1000 total. It is anticipated that the credit amount would be exhausted within one year's time.

Included with the agenda backup material are the following items:

- Memo from Deputy Police Chief Jacobson seeking authorization for disposal of City owned property through the exchange of that property toward future MRU purchase credit
- Exhibit A, listing items to be disposed
- Draft City Ordinance relative to Exhibit A, authorizing disposition of personal property owned by the City

Committee Action Requested: Recommend the City Council approve an ordinance authorizing the disposal of surplus City owned property through exchange of said property with Radar Man, Inc., for future City purchase credit.

Staff Recommendation: Police Chief Turano and Deputy Chief Jacobson recommend this action.

Budgetary Impact: A minimal budgetary impact in the form of a credit, which will be applied to future purchases.

Other Resources Required: None.

Strategic Plan Goal: #2 Fiscal Conservatism

6. Code amendment Title 5 Chapter 3 – vehicle removal (Attachment) (RT)

Staff consulted with the City Attorney regarding amending City Code Title 5 Chapter 3, *Removal of Vehicles*. Specifically, staff sought to articulate the police department's ability to remove vehicles involved in traffic accidents, disabled vehicles, or vehicles that were an impediment to traffic and presented a danger to vehicles and pedestrians. The City Attorney recommendations include adding a new Section (D), *Vehicles Creating a Traffic Hazard*, which accomplishes the police department safety goals.

Included with the agenda backup material is a draft City Ordinance relative to Title 5, Chapter 3, *Removal of Vehicles*, reflecting the addition of Section D through designated language inserts.

Committee Action Requested: Recommend the City Council approve the proposed amendment to Title 5, Chapter 3, Section 11, *Removal of Vehicles*, to include Section (D), *Vehicles Creating Traffic Hazard*.

Staff Recommendation: Police Chief Turano and Deputy Chief Leonard recommend this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: #5 Public Safety

7. Fee schedule consideration – vehicle removal (Attachment) (RT)

In reviewing the fee schedule for Police Department approved tow companies, it was determined that a complete listing of fees to cover both light duty and heavy duty tows was not clearly articulated. Light and heavy duty tows are determined by their gross vehicle weight rating (GWVR). Light duty vehicles are considered to be vehicles up to and including a 10,000 GWVR. Heavy duty vehicles are considered to be vehicles exceeding a 10,001 GWVR. In consulting with the City Attorney, it was suggested a separate fee schedule covering both classification types be proposed to the City Council for adoption consideration. Included with the agenda backup material is a copy of the proposed applicable fee schedules, which would be reviewed bi-annually by staff for any possible fee change recommendations.

Committee Action Requested: Recommend the City Council adopt a fee schedule for light and heavy duty vehicle removal.

Staff Recommendation: Police Chief Turano and Deputy Chief Leonard recommend this action.

Budgetary Impact: None.

Other Resources Required: Minimal staff time to bi-annually review the fee schedule.

Strategic Plan Goal: Not applicable.

8. Code amendment Title 2 Chapter 4 – volunteers (Attachment) (RT)

In an effort to further increase the professionalism of the Emergency Management Agency (EMA) organization, City staff and attorneys have suggested additional revisions to City Code Title 2, Chapter 4, *Emergency Management Agency*.

Those revisions include the removal of Section 13(J), *Volunteer Member Requirements*, in its entirety, and the addition of some minor language changes to incorporate that change.

Included the agenda backup material are the following items:

- Memo from Deputy Police Chief Jacobson outlining the proposed language change(s)
- Draft City Ordinance relative to Title 2, Chapter 4, *Emergency Management Agency*, reflecting those changes through designated language strikeouts and inserts.

Committee Action Requested: Recommend the City Council approve the proposed amendments to Title 2, Chapter 4, *Emergency Management Agency*, to update current language.

Staff Recommendation: Police Chief Turano and Deputy Chief Jacobson recommend this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

9. City prosecutor contract renewal (Attachment) (RT)

The City Prosecutor represents the City of Warrenton at regular traffic court sessions held at the Wheaton Field Court location. Christine Charkewycz has been serving in this capacity since April 20, 2015, and has provided excellent service to the City and the Police Department. The proposed agreement for legal services (June 1, 2019 through May 31, 2020) for City Prosecutor Charkewycz includes a single proposed change to the current agreement, dated June 4, 2018, which is an increase of \$10 in the per session court fee. A copy of the proposed agreement is included with the agenda backup materials. The following table summarizes the fees referred to within the proposed agreement:

Services Description	Proposed Fee, per Hour	Change from Last Approved Agreement
Per Court Session Fee (4x per month)	\$190	\$10 increase
Per Court Session Fee (extends beyond 2 hours)	\$0	No change
Routine telephone calls from Police Officers	\$0	No change
Preparation in connection with prosecution of City Ordinance violations	\$100	No change
Preparation in connection with prosecution of City Building Code violations	\$140	No change
Reimburse out-of-pocket expenses incurred in the prosecution of ordinance violations (e.g. postage)	As incurred	No change

Committee Action Requested: Recommend the City Council approve the contract renewal for City Prosecutor services with Attorney Christine Charkewycz for the period of June 1, 2019 through May 31, 2020.

Staff Recommendation: Police Chief Turano recommends this action.

Budgetary Impact: Court costs: \$190 per session, \$100 per hour for City Ordinance violation research and court preparation, and \$140 per hour for City Building Code violations research and court preparation.

Other Resources Required: None.

Strategic Plan Goal: Not applicable

10. EMA Assistant Coordinator appointment (Attachment) (RT)

On May 14, 2019, current Warrentville Emergency Management Agency (EMA) Assistant Coordinator John Detwiler tendered his resignation from this position. Mr. Detwiler explained that, due to his current full-time job responsibilities, he is no longer able to fulfill the requirements of the position. He has requested to remain involved in EMA as a volunteer member.

EMA Coordinator Pasciak recommends Robert Miller, a current EMA volunteer, to fill the vacant Assistant Coordinator position. Mr. Miller is a well-credentialed and long-tenured member of EMA who has submitted his letter of interest and résumé for consideration of the Mayoral appointment. In addition, Mr. Miller has been assisting Coordinator Pasciak with his duties, and has proven to be both trustworthy and knowledgeable. Included with the agenda backup material are:

- Letter of resignation from current EMA Assistant Coordinator John Detwiler
- Letter of interest and résumé of EMA volunteer Robert Miller

Committee Action Requested: Recommend the City Council approve the appointment of Robert Miller to the position of Warrentville Emergency Management Agency Assistant Coordinator.

Staff Recommendation: Police Chief Turano and EMA Coordinator Pasciak recommend this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

11. Code amendment Title 4 Chapter 6 – Fireworks permits (Attachment) (JC)

The City Code requires a fireworks display permit in compliance with state statutes and the Office of the State Fire Marshal rules. State law requires a City permit as well as a permit issued by the Fire Chief. Therefore, both the Fire District and the City issue pyrotechnic display permits. Although the City Council annually approves a permit for the July Fourth fireworks show, it has never had an actual permit form. So, the City Attorney prepared a City permit application form and also recommended a City Code change that would accept the Fire District permit in place of the Fire Chief's signature on the City's permit.

Included with the agenda backup materials are copies of the new City fireworks display permit application and the proposed ordinance to amend the City Code.

Committee Action Requested: Recommend the City Council pass an ordinance amending the City code, title 4, Chapter 6 regarding pyrotechnic display permits

Staff Recommendation: City Administrator Coakley recommends approval.

Budgetary Impact: None.

Other Resources Required: A modest amount of staff time to review, process, and issue the permits.

Strategic Plan Goal: None.

12. Strategic Plan updates (Attachment) (CW)

As promised, City staff has been reviewing the 2015 Strategic Plan goals and objectives to provide a status update on action steps taken and proposed. Included in the agenda back-up is a progress report for the following three goals: Fiscal Conservatism, City Infrastructure, and Public Safety.

The progress reports for Economic Development, Open Space and Environment, and Diversity will be presented at a future Committee meeting.

Committee Action Requested: Informational Purposes Only

Staff Recommendation: Not applicable.

Budgetary Impact: None

Other Resources Required: None.

Strategic Plan Goal: None.

13. FY 2020 Work Plan updates (Attachment) (FYI)

As part of the FY 2020 Budget process, the Administration, Finance, and Police Departments prepared and presented detailed work plans to the City Council. The work plans identified specific projects and initiatives the staff of each department expected to address during the fiscal year, in addition to normal day-to-day core operational and service-delivery responsibilities. The work plan preparation and presentations helped staff and the City Council establish realistic expectations for priority projects and initiatives to be addressed during the fiscal year.

Please note, the updates on the status of decision packages have been combined with the work plan updates in the departmental reports to avoid duplication of reporting efforts, and because the work plans and decision packages are so intertwined for each of the departments.

Included with the agenda backup material are the combined work plan and decision package updates (where applicable) for Administration, Finance, and Police.

Committee Action Requested: No action requested, informational only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal #2: Fiscal Conservatism