

CITY OF WARRENVILLE
MEMORANDUM

To: Mayor and City Council
From: Chief Samuel Bonilla *Samuel A. Bonilla*
Finance Director Kevin Dahlstrand *Kevin Dahlstrand*
Subject: SUMMARY OF AGENDA ITEMS FOR MAY 27, 2025 PUBLIC SAFETY AND FINANCE COMMITTEE OF THE WHOLE REGULAR MEETING
Date: May 22, 2025

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. Disposal and Recycling of IT-Related Equipment (Attachment) (AM)

Orbis Solutions, Inc. (Orbis), the City's IT managed services provider, has identified various IT-related equipment that is no longer in service due to being replaced by upgraded technology or having exceeded its useful life. These items, which are no longer functional or needed, include computers, monitors, printers, network switches, servers, keypads, and other IT accessories.

Orbis will coordinate the pickup and recycling of these items through E-Scrap Technologies, Inc. or the Kane County Recycling Center. This service will be provided at no cost to the City, with limited exceptions. All devices have been reviewed and securely wiped of data by Orbis staff.

Included with the agenda backup material is Exhibit A listing the proposed items for disposal, and a draft ordinance authorizing the disposal of the surplus equipment.

Committee Action Requested: Recommend the City Council approve an ordinance authorizing the disposal of surplus personal property owned by the City of Warrenville.

Staff Recommendation: Assistant City Administrator Morgan recommends this action.

Budgetary Impact: Not applicable

Other Resources Required: Staff time to coordinate with Orbis for the disposal process.

Strategic Plan Goal: #3 Quality City Services – Maintain and Replace City Infrastructure

2. Professional Services Agreement Resolution – Security Camera Upgrades (Attachment) (SB)

This item was presented in the FY 2026 Budget as Decision Package POL 26.01.

Based on the current security cameras and accompanying technology being unable to support modern technology standards, and being inadequate or non-existent, a total system replacement is being recommended. The Orbis Solutions, Inc. (Orbis) proposal includes security cameras being accessible on the AXIS platform together with the AXIS keyless entry system. Detailed information, which includes a Second Amendment to the current Orbis agreement, is contained within a memo from Deputy Chief Dawson, who will attend the meeting to answer any questions.

Staff recommends the Committee move forward with this decision package and request City Council waive the competitive bidding requirement and approve a Second Amendment to the current Orbis Solutions, Inc. Agreement to include security camera upgrades for both the Police Department (\$59,136.37) and the Warrenville Historical Museum (\$6,000), and an annual maintenance agreement (\$9,000) relative to these upgrades. This recommendation is based upon Orbis's high degree of knowledge of the City's network infrastructure and City operations that are necessary for technical support, security, and continuity of operations. Additionally, Orbis has supplied a competitively priced quote for these upgrades. In this instance, waiving the competitive bidding requirements falls under exemption number one (1) of the City Code Section 1-8-4 Purchasing Procedures. The exemption states:

“Purchase contracts for either labor, services, materials, equipment, or a combination thereof, which by nature are not adaptable to award by competitive bidding, such as, but not limited to, contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individuals plays an important part, and contracts for supplies, materials, parts, or equipment which are available only from a single source.”

Included with the agenda backup material are the following items:

- Memo from Deputy Chief Dawson
- Orbis project Proposals and Scope of Work
- Resolution relative to a Second Amendment to the current Orbis Agreement

Committee Action Requested: Accept staff recommend and recommend the City Council waive the competitive bidding requirement and approve a proposal with Orbis Solutions, Inc. for the purchase of security camera upgrades at the Police Department and Warrenville Historical Museum in a total amount of \$65,136; and the annual technology services maintenance agreement in the amount of \$9,000.

Staff Recommendation: Police Chief Bonilla and Deputy Chief Dawson recommend this action.

Budgetary Impact: Sufficient funds are included in the FY 2026 Budget.

Other Resources Required: Staff time to coordinate installation.

Strategic Plan Goal: #3: Quality City Services - Maintain and Replace City Infrastructure

3. Consideration of Police Operations Assessment Vendor Contract (SB)

This item was authorized in the FY 2026 Budget as Decision Package POL 26.03. Police Department Command staff continually review the department's operations to ensure compliance with State and Federal laws, State training standards, and to maintain a strong and readied operational service based on the needs of the community. In January and February, several vendors were contacted to provide proposals for a Police operations assessment. Of these vendors, The Center for Public Safety Management (CPSM) stood out among the others based on their disciplines, data-driven decision making processes, and their organization's high degree of law enforcement based workforce experience and knowledge.

Staff recommends the Committee move forward with this decision package and City Council waive the competitive bidding requirement and approve entering into a vendor contract with CPSM. Waiving the competitive bidding requirements falls under exemption number one (1) of the City Code Section 1-8-4 Purchasing Procedures. The exemption states:

“Purchase contracts for either labor, services, materials, equipment, or a combination thereof, which by nature are not adaptable to award by competitive bidding, such as, but not limited to, contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individuals plays an important part, and contracts for supplies, materials, parts, or equipment which are available only from a single source.”

Included with the agenda backup material are the following items:

- Memo from Police Chief Bonilla
- The Center for Public Safety Management Proposal

Committee Action Requested: Recommend City Council waive the competitive bidding requirement and direct the City Attorney to draft a Resolution entering into a vendor contract with The Center for Public Safety Management for a Police Operations Assessment in the amount of \$48,500, and travel costs not to exceed \$5,000.

Staff Recommendation: Police Chief Bonilla recommends this action.

Budgetary Impact: Sufficient funds are included in the FY 2026 Budget.

Other Resources Required: Staff time to coordinate the assessment with the vendor.

Strategic Plan Goal: Not applicable

4. Contract renewal with City prosecutor (Attachment) (SB)

The City Prosecutor represents the City of Warrenville at regular traffic court sessions held at the Wheaton Field Court location. Attorney Charkewycz has been serving in this capacity since April 2015 and has provided excellent service to the City and the Police Department. Ms. Charkewycz recently submitted her proposed legal services agreement for the period of June 1, 2025, through December 31, 2025, after which time she will retire. The proposed services agreement includes a per session fee increase of \$10 from the expiring agreement. Included with the agenda backup material is a copy of the proposed agreement.

A search for a replacement City Prosecutor will be conducted, and it is anticipated that a new service contract for the remainder of the fiscal year will be presented at the November Public Safety & Finance Committee meeting.

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, 2025, through December 31, 2025.

Staff Recommendation: Police Chief Bonilla recommends this action.

Budgetary Impact: Funding is included in the FY 26 budget

Other Resources Required: None.

Strategic Plan Goal: #3 Quality City Services – Deliver Services Sustainably

5. Informational update – ERP (KD)

Finance Director Dahlstrand will provide an update on the progress of the implementation of the new BS&A ERP, from a finance department related perspective, focusing on financials and utility billing related updates.

Committee Action Requested: Not applicable, informational only

Staff Recommendation: Not applicable

Budgetary Impact: Not applicable

Other Resources Required: Not applicable

Strategic Plan Goal: Not applicable

6. Review and file Administration, Finance, and Police Department FY 2026 Work Plans and Decision Packages status report (FYI) (Attachment)

As part of the FY 2026 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 in addition to normal day-to-day core operational and service-delivery responsibilities the staff of each department expected to address during the fiscal year. Work plan preparation and presentations help staff and the City Council establish realistic expectations for priority projects and initiatives to be addressed during the fiscal year.

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

Committee Action Requested: No action requested, informational only.

Staff Recommendation: Not applicable

Budgetary Impact: Not applicable

Other Resources Required: Not applicable

Strategic Plan Goal: #3 Quality City Services – Effectiveness of Financial Policies

KD-SB/kd