

**CITY OF WARRENVILLE  
PUBLIC SAFETY AND FINANCE  
COMMITTEE OF THE WHOLE  
REGULAR MEETING  
Monday, July 28, 2025 at 7:00 p.m. at City Hall  
28W701 Stafford Place**

This meeting will be conducted in the traditional in-person format at the location listed above. For convenience, the public may view the meeting virtually on the Official YouTube Channel of the City at: <https://www.youtube.com/channel/UCcO8hN6YoUmWZrDFNASMzAQ/featured>

Public comment will only be available in-person during the meeting. The remote meeting access is for viewing purposes only.

**A G E N D A**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. PUBLIC COMMENTS**

**E. OFFICIALS AND STAFF COMMENTS**

**F. BUSINESS OF MEETING**

1. Consideration of a request repealing and replacing City Code Title 4, Chapter 8, Repossession of Vehicles (JJ)
2. Post-event overview of Independence Day activities (JJ)
3. Review and file Administration, Finance, and Police Department FY 2026 Work Plans and Decision Packages status report (FYI)

**G. MISCELLANEOUS**

**H. CLOSED SESSION**

**I. ADJOURN**

Key: JJ=Deputy Chief of Police Jeff Jacobson. Questions regarding agenda items should be directed to City Administrator or Finance Director by Monday morning of the meeting.

**ADA ACCOMMODATION NOTICE:** Requests for accommodations should be submitted to the Assistant City Administrator at (630) 836-3050 or [amorgan@warrenville.il.us](mailto:amorgan@warrenville.il.us) at least 48 hours in advance of the meeting.

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**Upcoming Meetings and Dates to Remember:**

*(please note, meetings/events occasionally get cancelled, rescheduled, or added – please confirm meeting dates and times on the City Website at <https://www.warrenville.il.us/calendar.aspx>)*

July	28	7:00 p.m.	Public Safety and Finance Committee
<b>Aug</b>	<b>01</b>	<b>5pm – 11:30pm</b>	<b>Summer Daze</b>
	<b>02</b>	<b>10am – 11:30pm</b>	<b>Summer Daze</b>
	04	7:00 p.m.	City Council
	<b>05</b>	<b>5pm – 9pm</b>	<b>National Night Out – Cerny Park</b>
	07	7:00 p.m.	Plan Commission / Zoning Board of Appeals
	11	7:00 p.m.	Public Works and Infrastructure Committee
	12	6:30 p.m.	Bicyclist and Pedestrian Advisory Commission
	14	7:00 p.m.	Tourism and Arts Commission
	18	7:00 p.m.	City Council
	19	7:00 p.m.	Environmental Advisory Commission
	19	7:00 p.m.	Inclusion, Diversity, Equity and Awareness Commission
	21	7:00 p.m.	Plan Commission / Zoning Board of Appeals
	26	7:00 p.m.	Board of Fire and Police Commissioners

# 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 JULY 28, 2025 PUBLIC SAFETY AND FINANCE COMMITTEE OF THE WHOLE REGULAR MEETING  
Date: July 24, 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. Repeal and Replace Repossession of Vehicles Ordinance (Attachment) (JJ)

Due to an increased number of vehicles being reported “stolen” from private property parking lots and the lack of proper notification by tow companies to the Police Department prior to vehicle repossessions, a review of Title 4, Chapter 8, Repossession of Vehicles, was conducted.

During this review, Deputy Chief Jacobson found that in most reported instances vehicles were either repossessed or relocated. Additionally, the current City Code does not provide for the relocation of vehicles, associated penalties were generalized, and it minimally addressed enforcement actions that could be taken against a non-compliant tow company. Other municipalities were contacted, and it was learned that many of them require tow companies to obtain a permit and pay a permitting fee before a vehicle may be repossessed or relocated.

City Attorney Lenneman was then asked to review the current ordinance and supporting investigative information, and concluded that a complete replacement of Title 4, Chapter 8, would be the most appropriate action.

Included with the agenda backup material are the following documents:

- Memo from Deputy Chief Jacobson, dated July 1, 2025
- Draft City ordinance repealing and replacing City Code Title 4, Chapter 8, Repossession of Vehicles, in its entirety
- Exhibit A, revised Title 4, Chapter 8, Repossession and Relocation of Vehicles

**Committee Action Requested:** Recommend City Council approve an ordinance repealing and replacing current City Code Title 4, Chapter 8, Repossession of Vehicles, in its entirety, with draft City ordinance, Title 4, Chapter 8, Repossession and Relocation of Vehicles.

**Staff Recommendation:** Chief Bonilla and Deputy Chief Jacobson recommend this action.

**Budgetary Impact:** Permit fees could be added to the General Fund or to a fund deemed appropriate by City Council.

**Other Resources Required:** Staff time to notify applicable private property parking lot owners of the updated ordinance.

**Strategic Plan Goal:** #3 *Quality City Services – Building and Life Safety Codes*

2. Overview of Independence Day Activities (Attachment) (JJ)

Police Deputy Chief Jacobson will provide an overview of the Independence Day related activities spanning between June 27 and July 6, 2025. Included with the agenda backup material is a comparative document charting both 2024 and 2025 statistical data for events, calls for service, issuance of tickets, and overtime.

**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 *Engaged and Connected Community – Public Engagement with the City*

3. 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*

**POLICE DEPARTMENT**  
**MEMORANDUM**

TO: Sam Bonilla, Chief of Police  
FROM: Jeff Jacobson, Deputy Chief of Operations   
SUBJECT: REPEALING AND REPLACING WARRENVILLE CITY CODE TITLE  
4, CHAPTER 8, REPOSSESSION OF VEHICLES  
DATE: July 01, 2025

In March 2025, I had a conversation with some of the Sergeants who informed me there has been an increase over the past several months of people reporting their vehicles stolen from different private property lots in Warrenville. After spending time investigating these complaints, I learned that in most cases these vehicles were not stolen but were towed away by contracted tow companies that did not make proper notification to the Police Department, as required by City ordinance. For reference, there were 402 vehicles repossessed or relocated between March 2023 and March 2025.

I conducted a review of City Code Title 4, Chapter 8, *Repossession of Vehicles*, which contains language that requires tow truck companies to notify the Police Department:

*“No person shall repossess any motor or nonmotor vehicle within the corporate limits of the city unless written information is first furnished to the Warrenville police department specifying the matters set forth in section 4-8-3 of this chapter.”*

However, the current ordinance does not address relocation of vehicles, penalties are generalized, it does not provide for much police enforcement action.

After contacting multiple area agencies to learn about their current practices, some agencies charge the tow company a small fee to register when they are repossessing or relocating vehicles. That registration process uses Oxcart Permit Systems – the same online system the City uses to register and collect overweight trucks permit fees. In addition, the same agencies also fine tow companies that do not complete the permitting process prior to a vehicle repossession or relocation.

I contacted City Attorney Lenneman requesting her assistance with reviewing the current City ordinance, the issues we have been facing, and the results of my agency contacts. After that review, Attorney Lenneman drafted an ordinance repealing and replacing Title 4, Chapter 8, in its entirety for ease of clarity purposes. Among the changes are updated tow company requirements, including a \$15.00 permitting fee through Oxcart System, and fine provisions for each offense.

Should the attached draft ordinance be approved by City Council, Police Department staff would notify all in-city locations that have private property parking lots, and provide them with the updated ordinance.

Recommend the City Council repeal City Code Title 4, Chapter 8, Repossession of Vehicles, in its entirety, and approve a draft replacement City ordinance regarding Title 4, Chapter 8, Repossession and Relocation of Vehicles, and its updated language.

**AN ORDINANCE REPEALING AND REPLACING TITLE 4, CHAPTER 8 OF THE  
WARRENVILLE CITY CODE REGARDING  
THE REPOSSESSION AND RELOCATION OF VEHICLES**

WHEREAS, the City is a home rule municipal corporation pursuant to Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, Title 4, Chapter 8 of the Warrenville City Code ("**City Code**") regulates the repossession of vehicles; and

WHEREAS, the City desires to repeal and replace Title 4, Chapter 8 of the City Code in its entirety in order to further regulate the repossession of vehicles and regulate the relocation towing of trespassing vehicles from private property ("**Proposed Amendments**"); and

WHEREAS, the Proposed Amendments require that a permit from the City must be obtained prior to repossessing or relocating a vehicle from private property so that the City Police Department is aware of the activity and informed sufficiently to answer questions from vehicle owners regarding the activity; and

WHEREAS, the Police Department desires that the require permits be obtained through the Oxcart System, which is currently used to process and issue overweight truck permits for the City, which Oxcart System will charge additional administrative processing fees of \$3.00 per plus applicable credit card processing fees; and

WHEREAS, the Mayor and the City Council have determined that it is in the best interest of the City and the public to approve the Proposed Amendments and amend the City Code in accordance with this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Ordinance as if fully set forth in this Ordinance.

SECTION 2: Repeal and Replacement of Chapter 8, Title 4. Chapter 8, titled "Repossession of Vehicles," of Title 4, titled "Police Regulations," is hereby repealed and replaced in its entirety with a new Chapter 8, titled "Repossession and Relocation of Vehicles," as set forth on **Exhibit A** attached to and made a part of this Ordinance.

SECTION 4: Effective Date. This Ordinance shall be in full force and effect 10 days after its passage, approval, and publication in the manner provided by law.

*[Signatures and Voting Record on Following Page]*

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2025.

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_, 2025.

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

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**EXHIBIT A**

**CHAPTER 8**

**REPOSSESSION AND RELOCATION OF VEHICLES**

**4-8-1: DEFINITIONS:**

When used in this chapter, the following words and terms will have the meanings set forth below:

**VEHICLE:** Includes automobiles, trucks, trailers, construction and excavation equipment, campers, boats and watercraft on trailers, snowmobiles and all other apparatus on wheels which may either be driven or towed.

**PERSON:** Includes individual persons, corporations, partnerships and all other entities.

**RELOCATOR:** Any person or entity engaged in the business of removing trespassing vehicles from private property by means of towing or otherwise and thereafter relocating and storing such vehicles.

**REPOSSESSOR:** Any person or entity conducting business, or an employee of the business, who, for any type of consideration, engages in the business of, accepts employment, or agrees to provide collateral vehicle recovery.

**4-8-2: TOWING PERFORMED PURSUANT TO A POLICE ORDER:**

Nothing contained in this chapter shall be construed to regulate or otherwise affect towing performed by any relocator pursuant to the order of a law enforcement official or agency in accordance with 625 ILCS 5/4-201 – 5/4-204 of the Illinois Vehicle Code or Title 5, Chapter 5 of this Code.

**4-8-3: RELOCATORS – UNLAWFUL PRACTICES:**

It shall be unlawful for any relocator to:

- A. Relocate a vehicle if it is parked in a space on private property where it is authorized to be parked.
- B. Relocate a vehicle from private property without express, written authorization from a property owner, lessee, or agent of the owner or lessee.
- C. Relocate a vehicle prior to obtaining a valid permit issued by the city as required by this chapter.
- D. Relocate a vehicle without having a valid operator's license issued by the Illinois Commerce Commission.
- E. Relocate a vehicle from a location that does not include the signage required by this chapter.
- F. Relocate a commercial motor vehicle that requires a commercial driver's license to operate, as required under 625 ILCS 5/6-500 et seq., unless the relocator driver has the appropriate driver's license classification.

- G. Demand, collect, or receive anything of value or compensation in relation to its relocation business from the property owner, lessee, or their agents or from any person, in a manner or amount not in accordance with the terms in the contract entered into with the property owner or lessee or their agent.
- H. Demand, collect, or receive compensation from the vehicle owner, lessee, or their agents greater than the amount posted on the required signage on the private property from which the vehicle was relocated.
- I. Refuse to release the relocated vehicle upon proper payment.
- J. Relocate a vehicle to a location other than the location identified on the required signage.
- K. Not take the relocated vehicle directly to the identified storage location or move the vehicle from one storage location to another.

#### **4-8-4: RELOCATORS – PREREQUISITES TO OPERATING WITHIN THE CITY:**

- A. Relocators must only employ as a driver or otherwise use the services of people who have been duly licensed by the Illinois Commerce Commission and the Illinois Secretary of State pursuant to the applicable laws, rules, and regulations.
- B. Relocators must operate in conformance with applicable laws, regulations, and rules, including, without limitation, the laws, rules and regulations of the Illinois Commerce Commission.
- C. All vehicles operated by relocators must:
  - 1. pass a safety test as required in 625 ILCS 5/13-101;
  - 2. have the proper identification, equipment, and insurance for that vehicle;
  - 3. carry a copy of 625 ILCS 5/18A of the Illinois Vehicle Code and a copy of this chapter of the City Code, which documents must be made available to any complainant at their request in the event of a dispute regarding vehicle relocation; and
  - 4. carry a copy of the Illinois Commerce Commission operator's license, which license must be presented to any investigator or enforcement officer of the Illinois Commerce Commission upon request.
- D. The relocator must accept cash and major credit cards as forms of payment for release of the vehicle.

#### **4-8-5: SIGNAGE REQUIRED TO BE POSTED - VEHICLE RELOCATION:**

- A. Generally. It shall be unlawful for an owner or other person in lawful possession or control of private property to remove, or employ a relocator to remove, an unauthorized vehicle from the property unless written notice is provided pursuant to the administrative rules of the Illinois Commerce Commission, including 92 Ill. Admin. Code 1710.51, as such rules may be amended from time to time. The notice must consist of a sign posted in a conspicuous place in the affected parking area of a size and with the content required by the Illinois Commerce Commission. The sign must state the amount of the towing charges

to which the person parking may be subject. The sign must be posted at least 24 hours before any vehicle is relocated from the lot.

- B. Application to residential property. No express notice is required under this chapter for the relocation of vehicles from residential property when a person paying due regard to the circumstances in the surrounding area would observe that the parking area is clearly reserved or intended exclusively for the use or occupation of residents or their vehicles.
- C. Sign specifications:
  - 1. Each sign must contain:
    - a. A warning that unauthorized vehicles will be relocated;
    - b. The full legal name of the relocator as it appears on the relocator's state license, the address and telephone number of the relocator, and the address and telephone number of the location to which the vehicle will be relocated and at which it can be reclaimed (only one location may be listed), if different from the address of the relocator;
    - c. The maximum fee that the relocator will charge the vehicle's owner as a condition of reclaiming the vehicle, and any restrictions on the form of payment which will be accepted by the relocator, provided that no sign may indicate a restriction on the form of acceptable payment that is contrary to section 4-8-4(D);
    - d. The hours during which the owner can reclaim the vehicle and the dates and times when the relocator is closed to the public due to observation of holidays or otherwise. To the extent that a sign does not show limitation on hours or days when the vehicle can be reclaimed, the sign will constitute a representation that the vehicle can be reclaimed at any time or on any day.
  - 2. The sign(s) must be visible and readable from all entrances and exits to the property, both during the day and at night and be free of any natural or man-made interference.

#### **4-8-6: REPOSSESSORS – UNLAWFUL PRACTICES:**

It shall be unlawful for any reposessor to:

- A. Repossess a vehicle prior to obtaining a valid permit issued by the city as required by this chapter.
- B. Repossess vehicle without having a valid license issued by the Illinois Commerce Commission.
- C. Violate any other provision of this chapter or state law, including, without limitation, Illinois Commerce Commission regulation or order, or 22 ILCS 422/1 et. seq.
- D. Repossess a vehicle from private property where such entry or removal constitutes a breach of the peace.
- E. Repossess a vehicle without having provided the notice required pursuant to this chapter.

#### **4-8-7: NOTICE OF REPOSSESSION:**

At the time of the repossession of any motor or nonmotor vehicle, the person repossessing the vehicle must post a letter in a conspicuous place at the residence of the person from whom the vehicle is being repossessed, if known, and if unknown, at the place the vehicle is located, immediately prior to the repossession stating the information required by subsections 4-8-9.D.1, D.2, D.3, and D.4 of this chapter.

#### **4-8-8: PERMIT; PERMIT FEE REQUIRED:**

No person shall repossess or relocate any motor or nonmotor vehicle within the corporate limits of the city unless they have first obtained a permit from the City and paid the \$15.00 permit fee, plus applicable third-party processing fees.

#### **4-8-9: PERMIT APPLICATION REQUIREMENTS:**

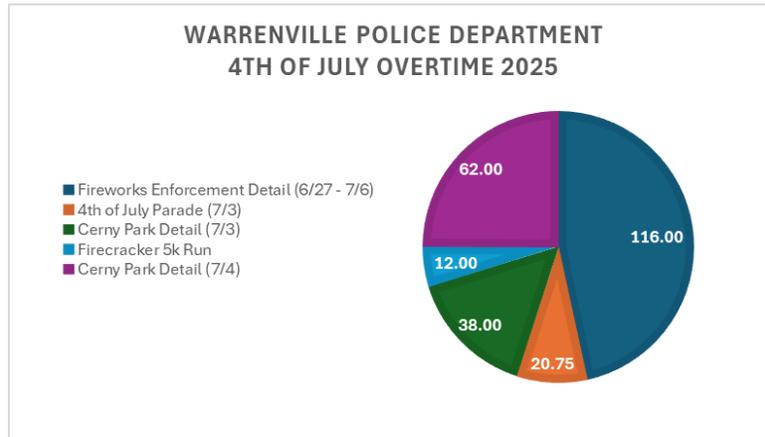
The following information must be provided to the City:

- A. A copy of the valid license issued from the Illinois Commerce Commission.
- B. Valid driver's license.
- C. Entity identification.
- D. If relocating a vehicle:
  - 1. the description of the vehicle to be relocated including the make, year and license plate number, vehicle identification number (VIN), if available;
  - 2. the location from which the vehicle will be removed and the location to which the vehicle will be transported and stored; and
  - 3. the date and time of the relocation.
- E. If repossessing a vehicle:
  - 1. the description of the vehicle to be repossessed, including the make, year and license plate number, vehicle identification number (VIN), if available;
  - 2. the name and address of the person from whom the vehicle is to be repossessed; the name and address of the person holding a lien on the vehicle to be repossessed for whom such repossession is to be performed;
  - 3. a copy of the letter, court order or other document executed by the lienholder or court and authorizing the repossession;
  - 4. the date of the proposed repossession.
- E. A telephone number at which the relocater or reposessor may be contacted at any time, 24 hours each day.
- F. A telephone number that will be advertised for the purpose of effectuating the release of a relocated vehicle.

**4-8-10: PENALTY:**

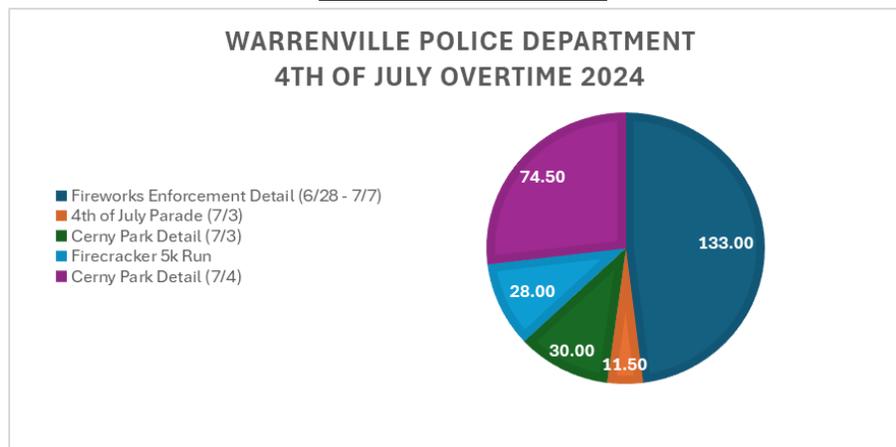
Any person violating the provisions of this chapter shall be subject to a fine not less than \$100.00 and not more than \$500.00 for each and every offense.

## 2025 RESULTS



<u>Event</u>	<u>Hours</u>	<u>Fireworks Calls for Service:</u>	
Fireworks Enforcement Detail (6/27 – 7/6):	116.0	Citation:	1
4 <sup>th</sup> of July Parade (7/3):	20.75	Warnings:	1
Cerny Park Detail (7/3):	38.0		
Firecracker 5k Run (7/4):	12.0		
Cerny Park Detail (7/4):	<u>62.0</u>		
<b>Total:</b>	<u>248.75</u>		

## 2024 RESULTS



<u>Event</u>	<u>Hours</u>	<u>Fireworks Calls for Service:</u>	
Fireworks Enforcement Detail (6/28 – 7/7):	133.0	Citation:	5
4 <sup>th</sup> of July Parade (7/3):	11.5	Warnings:	1
Cerny Park Detail (7/3):	30.0		
Firecracker 5k Run (7/4):	28.0		
Cerny Park Detail (7/4):	<u>74.5</u>		
<b>Total:</b>	<u>277.0</u>		

## FY 2026 Administration Department Work Plan

(last revised by A Morgan 07/23/2025)

### INTRODUCTION

The Administration Department consists of five full-time positions responsible for human resources, labor relations, information technology, public information, risk management, communication, utility and cable franchise administration, oversight of operations and services of all city departments, maintenance of official city records, and support of elected and appointed officials. The Work Plan does not provide details on normal and day-to-day activities staff performs. Rather, it identifies those special projects or assignments, in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	Other Departments	City Plan
<b>Ongoing Projects and Initiatives Expected to Continue</b>					
T1-1	Complete a Facilities and Space Needs study, including opportunities to improve building efficiency and reduce negative impacts on the environment. (CA) (ADM 24.01)	4/30/2026	Request for Proposals drafted and will be issued in late July.	All	SP - Quality City Services: City Infrastructure
T1-2	Communications to the Public of new software tools. Includes (ERP/EAM/App, etc.) (CC)	4/30/2026	Anticipated public launch to coincide with CE App launch.		SP - Energetic & Health Economy: Engagement with City
T1-3	Implementation of Citizen Engagement App (CC/ACA)	4/30/2026	Anticipated public launch early August 2025.	All	SP - Quality City Services: City Infrastructure
<b>Proposed New FY 2026 Projects and Initiatives</b>					
T1-4	Evaluate the City's time-off benefits and recommend changes, if needed (ACA/HRG)	4/30/2026	Not started	All	SP - Supported and Responsive Workforce: Salary & Benefits
T1-5	Update training and development policies and procedures to include executive coaching (ACA/CA)	4/30/2026	Not started	All	SP - Supported and Responsive Workforce: Staff & Elected Training
T1-6	Issue an employee engagement and benefits survey and identify feasibility of recommendations (HRG/ACA)	4/30/2026	In progress. Draft survey in review. Expected to go out Summer 2025	All	SP - Supported and Responsive Workforce: Positive Work Culture
T1-7	Review the findings of the staffing studies completed in the last five years and determine what remaining recommendations should be implemented, including budgetary analysis and other impacts (CA)	4/30/2026	In progress.	All	SP - Supported and Responsive Workforce: Staffing
T1-8	Collective Bargaining Negotiations Continued for MAP 213 and 214 (ACA/HRG)	4/30/2026	Draft CBA in review for MAP 214. Ongoing negotiations for MAP 213.	ADM/PD/FIN	SP - Supported and Responsive Workforce: Salary & Benefits
T1-9	Facilitate discussions with the CMRP and long-range financial groups to identify opportunities/concepts to diversify the tax base (CA)	4/30/2026	In progress.	ADM/FIN/PW	SP - Energetic & Health Economy: Economic Trends
T1-10	Engage in proactive drinking water quality education to public (CC)	4/30/2026	In progress.	ADM/PW	SP - Safe & Healthy Neighborhoods: Proactive Education

T1-11	Waste Franchise Agreement Renewal or RFP (Groot contract expires 4/30/26) (ACA)	4/30/2026	Expected to begin Fall 2025	ADM/PW	SP - Quality City Services: Building and Life Safety Safety Codes
T1-12	Create and engage in proactive education on living with hard water (CC)	4/30/2026	In progress.	ADM/PW	SP - Safe & Healthy Neighborhoods: Proactive Education
T1-13	ADA Compliance Accessibility (CC)	4/30/2027	Communications and public outreach started. Data collection in progress.	All	SP - Engaged & Connected Community; Engagement with City
<b>TIER TWO INITIATIVES</b>					
Item	Project Description	Expected Completion Date	Status	Other Departments	City Plan
<b>Ongoing Projects and Initiatives Expected to Continue</b>					
T2-1	IGA to transfer City parks to Park District (CA)	4/30/2026	LOU approved for IGAs for Cerny Park to address improvements and future transfer. Remaining parks will be evaluated at a later date. This is ongoing.	ADM/FIN/PW	SP - Quality City Services: City Infrastructure
T2-2	Reorganization of liability files (HRG)	4/30/2026	In Progress		SP - Quality City Services: City Infrastructure
<b>Proposed New FY 2026 Projects and Initiatives</b>					
T2-3	Evaluate the City's health and wellness benefits and recommend changes, if needed (ACA/HRG)	4/30/2026	Not started	All	SP - Supported and Responsive Workforce: Salary & Benefits
T2-4	Evaluate training and education tools that are cost effective and increase access to future leaders (HRG)	4/30/2026	Not started	All	SP - Supported and Responsive Workforce: Staff & Elected Training
T2-5	Evaluate an internship program for Administration and Finance Departments (ACA/HRG)	4/30/2026	Not started	ADM/FIN	SP - Supported and Responsive Workforce: Staffing

TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date	Status	Other Departments	City Plan
<b>Proposed New FY 2026 Projects and Initiatives</b>					
T3-1	Evaluate a High School internship program in collaboration with the CUSD 200 Job Shadow Program (CA/ACA)	4/30/2027	Not started	All	SP - Supported and Responsive Workforce: Staffing
T3-2	Develop or update Standard Procedures for Administration Critical Functions (ALL)	4/30/2027	Not started		SP - Quality City Services: City Infrastructure
T3-3	Begin a comprehensive update and digitization of all policies, processes, and standard operating procedure documents (EA/DC)	4/30/2027	Not started	All	SP - Quality City Services: City Infrastructure
T3-4	Conduct a City-wide Technology Audit and Cyber Security Assessment (ACA)	4/30/2027	Not started	All	SP - Quality City Services: City Infrastructure
T3-5	Implement findings of the internship program evaluation for Administration and Finance Depts. (ACA/HRG)	4/30/2027	Not started	ADM/FIN	SP - Supported and Responsive Workforce: Staffing
T3-6	Continue Updating Technology Security and Access Policies (ACA)	4/30/2027	Draft IT Disaster Recovery Plan in progress.		SP - Quality City Services: City Infrastructure

**Tier One** – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

**Tier Two** – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

**Tier Three** – These are desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

*Italic font* = Initiative or project for which a new FY 2026 Decision Package has been submitted

CA=City Administrator, ACA=Assistant City Administrator, HRG=HR Generalist, EA/DC=Executive Assistant/Deputy Clerk, CC=Communications Coordinator

**PROJECTS NOT INCLUDED IN FY 2026 WORK PLAN**

1. Oversee construction of new Emergency Operations Center pending results of facilities study (CA/ACA)
2. Evaluate a pilot program for Recycling Receptacles at Leone Schmidt and Bob Walters Commons (ACA)
3. Assist Community Development with the preparation of new Comprehensive Plan for entire City (CA/ACA)
4. Develop an Employee Intranet Web Page (CC/HRG)
5. Bicentennial Celebration 2033 Planning - begin 2028 (EA/DC / CA)

**OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 WORK PLAN**

1. Administration Department Work Plan does not account for impact of turnover.
2. Assumes five full-time staff positions in Administration.
3. Does not account for emergencies or unexpected issues that may take priority throughout the year.
4. Does not include normal everyday tasks of the department.

## FY 2026 Finance Department Work Plan

(last revised by Finance Director Dahlstrand - 07/22/2025)

### INTRODUCTION

The Finance Department consists of five (5) full-time positions, and one (1) full-time position shared with COMMUNITY DEVELOPMENT, responsible for Accounts Payable, Accounts Receivable, Cashiering, Customer Service, General Ledger, Payroll, Utility Billing, Financial Management, Budget, and Audit. The Work Plan does not provide details on the normal activities staff performs. Rather, it identifies those special projects or assignments in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	Strategic Plan Focus	City Plan
<b>Proposed New Projects and Initiatives</b>					
	Identify funding mechanisms to implement facility improvements identified as top priority in the Facilities and Space Needs study	04/30/2026	Cannot begin until Study is undertaken and completed	Energetic and Healthy Economy	Strategic Plan
	TAC to evaluate the overall grant program, for possible revisions to how grants are awarded (i.e. the breakdowns by category) as well as stronger emphasis on grants that foster additional hotel stays“. And whether the annually funded events would occur without the TAC Grant funding (Summer Daze, AoTP, etc.)	04/30/2026	In progress - Issue promoted at 07/25 TAC FY27 application session	Engaged and Connected Community	Strategic Plan
	TAC to encourage grant funding for events in areas of the community not-contiguous to the Civic Center or Cerny park areas of the community	04/30/2026	In progress - Issue promoted at 07/25 TAC FY27 application session	Engaged and Connected Community	Strategic Plan
	With the completion of the ERP, provide quarterly financial updates on revenue performance and expense allocations compared to budget	04/30/2026	Implementation Completed - quarterly reporting for May-July coming	Quality City Services	Strategic Plan
	Establish a mechanism to forecast City fiscal performance on a five-year trend and consider multi-year budget cycle	04/30/2026	Not yet begun	Quality City Services	Strategic Plan
	Conduct a water and sanitary sewer rate study	04/30/2026	RFP document is being developed for late summer early fall release	Quality City Services	Strategic Plan
TIER TWO INITIATIVES					
Item	Project Description	Expected Completion Date		Strategic Plan Focus	Other City Plans
<b>Proposed New Projects and Initiatives</b>					
TIER THREE INITIATIVES					
Item	Project Description	Expected Completion Date		Strategic Plan Focus	Other City Plans
<b>Proposed New Initiatives</b>					

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\*Completion date for tier three items will be determined when items are moved to tier two or one.

**LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS**

**Tier One** – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

**Tier Two** – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

**Tier Three** – These are desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

Italic font = Initiative or project for which a new FY 2026 Decision Package has been submitted.

**OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 WORK PLAN**

- 1 Proposed FY 2026 Work Plan does not account for impact of staff turnover.
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year.
- 3 Does not include normal everyday tasks.

## FY 2026 Police Department Work Plan

Created: 07/03/24 for FY26, updated 01/06/25, 02/27/25, 3/17/25, 04/15/25, 05/20/25, 7/16/25

### INTRODUCTION

The Police Department consists of 40 full-time positions responsible for the protection of life, property, and delivery of services. The Work Plan does not provide details on the normal activities staff performs. Rather, it identifies those special projects or assignments in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	Other Departments	City Plan
<b>Ongoing Projects and Initiatives Expected to Continue</b>					
T1-1	Medication recycling program (KD)	None anticipated, continuing program	In-progress with bi-weekly pickups		SP #2 - Engaged and Connected Community: Unique Programs and Events
T1-2	Participate in School Safety Task Force meetings to review and evaluate school safety and emergency response plans (JJ)	Continuous	In-Progress		SP #5 - Safe and Healthy Neighborhoods: Proactive Community Education
T1-3	Enterprise Resource Planning (ERP) Software Implementation	6/1/25	In-Progress	ALL	SP #3 - Quality City Services: Deliver Services Sustainably
T1-4	Collective Bargaining Negotiations for MAP 213 (Officers) (SB, JJ, KD)	08/31/25	Negotiations in-progress, contract expired 04/30/24	FIN/AD	SP #4 - Supported and Responsive Workforce: Competitive Salary and
T1-5	(EMA) Develop and coordinate Emergency Operations Plan(s) for major City events (Independence Day, Summer Daze, National Night Out) (KD)	Continuous	Events/Operations plans completed		SP #3 - Quality City Services: Building and Life Safety Codes
<b>Proposed New FY 2026 Projects and Initiatives</b>					
T1-6	Collective Bargaining Negotiations for MAP 214 (Sergeants) (SB, JJ, KD)	08/31/25	Negotiations in-progress, contract expired 04/30/25	FIN/AD	SP #4 - Supported and Responsive Workforce: Competitive Salary and Benefits
TIER TWO INITIATIVES					
Item	Project Description	Expected Completion Date	Status	Other Departments	City Plan
<b>Ongoing Projects and Initiatives Expected to Continue</b>					
T2-1	(EMA) Develop, coordinate and conduct National Incident Management System (NIMS) training for City staff based on staff position (SB/KD)	12/15/25	Development phase	ALL	SP #4 - Staff and Elected Official Training
T2-2	(EMA) Develop, coordinate and conduct emergency Disaster drill training exercise for appropriate police, fire, and City staff (SB/KD)	9/30/2026	First City-wide fire drills completed. Individual department debriefs taking place. Additional emergency drills are being scheduled.	ALL	SP #4 - Staff and Elected Official Training

T2-3	Upgrade City buildings security cameras (Police Department & Historical Museum) (KD)	10/31/2025	Installation of wiring is complete at both buildings. Vendor is waiting on delivery of server and cameras.	AD/PW	SP #3 - Quality City Services: Maintain and Replace City Infrastructure
T2-4	Evaluate Police Department service fees structure (KD/JJ)	During FY26	Review of City Ordinances required to determine any/all necessary updates.		SP #3 - Quality City Services: Deliver Services Sustainably
<b>Proposed New FY 2026 Projects and Initiatives</b>					
T2-1	Police Department Operations Analysis	During FY26	Vendor in process of collecting data from Police Dept. to establish contextual baseline(s) for the assessment report.		SP #4 - Supported and Responsive Workforce - Evaluate Staffing Levels; & SP #5 - Safe and Healthy Neighborhoods
<b>TIER THREE INITIATIVES</b>					
Item	Project Description	Expected Completion Date	Status	Other Departments	City Plan
<b>Proposed New FY 2026 Projects and Initiatives</b>					
T3-	(None)				
<b>Proposed New FY 2026 Projects and Initiatives</b>					
T3-	(None)				

**LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS**

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**T#-#** Highlighting, Bold font = New for FY 2026

*Italic font = Initiative or project for which a new FY 2026 Decision Package has been submitted*

SB=Police Chief Sam Bonilla, JJ=Deputy Chief Jeff Jacobson, KD=Deputy Chief Ken Dawson

**PROJECTS NOT INCLUDED IN FY 2026 WORK PLAN**

1	Fill vacant positions/recruitments (JJ/KD)	Ongoing, as needed	Conduct required eligibility test for expiring Police Officer eligibility list		(In conjunction with City Administration, HR Generalist)
2					

**OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2026 WORK PLAN**

1	Police Department Work Plan does not account for impact of turnover
2	Assumes 41 full-time staff positions in FY2026 (includes new Administrative Officer position)
3	Filling vacant positions is reliant upon Suburban Law Enforcement Academy (SLEA) availability.
4	Does not account for emergencies or unexpected issues that may take priority throughout the year
5	Does not include normal everyday tasks of the department