

**CITY OF WARRENVILLE
PUBLIC SAFETY AND FINANCE
COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, October 10, 2022 at 7:00 p.m. at City Hall
28W701 Stafford Place**

MINUTES

A. CALL TO ORDER

Chairman Goodman called to meeting to order at 7:00 p.m.

B. ROLL CALL

Present: Chairman Leah Goodman, Mayor David Brummel, and Aldermen: Stuart Aschauer, Jeff Krischel, Craig Kruckenberg, John Lockett, and Bill Weidner

Absent: Aldermen Clare Barry and Kathy Davolos

Also Present: City Administrator Cristina White, Assistant City Administrator Alma Morgan, Finance Director Kevin Dahlstrand, Police Chief Ray Turano (virtually), and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: Police Chief Ray Turano City and Clerk Julie Clark

C. PLEDGE OF ALLEGIANCE

Chairman Goodman led the Pledge of Allegiance.

D. PUBLIC COMMENTS

There were no comments from the public.

E. OFFICIALS AND STAFF COMMENTS

Mayor Brummel encouraged the public to get outdoors and enjoy the changing of the seasons at any one of the local forest preserves and nature centers.

Ald. Weidner stated that the City's Inclusion, Diversity, Equity, and Awareness Commission recognized today as Indigenous Peoples' Day and honor their values, cultures, and contributions to this Country. He also encouraged Council members to review the Elected Official Budget Consideration Request Form placed in their mailboxes and consider requests for community projects. He reminded the committee that the Prairie Path Trailhead project began in this manner.

F. BUSINESS OF MEETING

1. Presentation of FY 2022 Annual Comprehensive Financial Report

Finance Director (FD) Dahlstrand introduced Brad Porter of Lauterbach and Amen, to give a presentation of the FY 2022 Annual Comprehensive Financial Report. Mr. Porter addressed key points of interest in the report including that the City received a Certificate of Achievement for Excellence in Financial Reporting for FY 2021, and that

the Independent Auditor's Report indicates the financial statements are free of material misstatements and that there are sound internal controls in place.

He continued to review the Management Discussion and Analysis portion of the report, as well as the Statements of Revenues, Expenditures, and Changes in Fund Balances. There was discussion regarding the funding of employee pension plans, and the City's objective to fully fund the Police Pension Liability. Mr. Porter stated, in his opinion, 70% funded is a healthy position for the police pension liability, and generally on par with other municipalities.

There was additional discussion regarding the unrestricted net position of the City finances at the fund level as compared to the government-wide level. Mr. Porter indicated the difference in the comparison is generally affected most by changes in pension funds and long term debt, receivables and payables. Changes in net position of the Water and Sewer Enterprise Fund are similarly affected.

Mayor Brummel commended staff for their work, stating that the City has very strict rules to follow, and the Finance Department follows them flawlessly.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council accept and file the FY 2022 Annual Comprehensive Financial Report.

MOTION CARRIED VIA VOICE VOTE.

2. Consideration of calendar year 2023 City Council and Committee of the Whole meetings schedule

Executive Assistant and Deputy City Clerk (EA/DC) Grivetti presented the calendar year 2023 City Council and Committee of the Whole meeting schedule for approval. She indicated that there is a potential conflict with the date of the annual Independence Day Parade scheduled for Monday, July 3, 2023. This is also the date of the first City Council meeting in July. Mayor Brummel recommended the City Council meeting scheduled for July 3, 2023, be cancelled.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council approve the calendar year 2023 City Council and Committee of the Whole Meeting Schedule as revised to remove the July 3, 2023 City Council meeting.

MOTION CARRIED VIA VOICE VOTE.

3. Consideration of City Holiday schedule for calendar year 2023

EA/DC Grivetti presented the 2023 City holiday schedule for approval. According to the Employee Personnel Manual, the City recognizes 11 holidays. However, due to the 2023 New Year's Eve holiday being observed on January 1, 2024, there will only be 10 holidays observed in calendar year 2023.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council approve the 2023 City Holiday Schedule as presented.

MOTION CARRIED VIA VOICE VOTE.

4. Consideration of a request to dispose of surplus property utilizing PropertyRoom.com for unclaimed property

Police Chief (PC) Turano stated the Police Department currently has surplus unclaimed property for disposal, which has either been unclaimed by the owner, awarded through court adjudication, or no longer serves a City need. He explained the auction and remittance process through PropertyRoom.com. He added that all attempts have been made to match the property with previous owners.

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Lockett, to recommend the City Council approve an ordinance authorizing the disposal unclaimed property through an auction conducted by PropertyRoom.com.

MOTION CARRIED VIA VOICE VOTE.

5. Consideration of City Debt Policy

FD Dahlstrand stated the City has not issued debt in a very long time. However, in preparation for the anticipated bond issuance needed to fund the well, iron filtration and water tower project within TIF #4, City staff and the Long Range Financial Planning workgroup, along with financial advisors, have prepared a proposed *Debt Management Policy*.

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Lockett, to recommend the City Council approve the City Debt Management Policy as proposed.

MOTION CARRIED VIA VOICE VOTE.

6. Consideration of Fiscal Year 2024 Budget Preparation and Adoption Timeline

FD Dahlstrand presented the FY 2024 Budget timeline, noting a change in the typical order in which department work plans will be presented. He also discussed the reasons for choosing the date of the Budget Workshop in March 2023.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council approve the Fiscal 2024 Budget Preparation and Adoption Timeline, as presented, including a City Council Budget Workshop on Saturday, March 18, 2023.

MOTION CARRIED VIA VOICE VOTE.

7. Consideration of updates to City Code 1-8-4 re Purchasing Procedures

FD Dahlstrand stated that, due to personnel changes and changes in staff titles, it is necessary to update the City's *Purchasing Procedures* found in Title 1, Chapter 8,

Section 4 of the City Code. He provided draft language to update the Code, and indicated that an error in the draft left the Senior Planner position included.

There was discussion regarding when bidding requirements are necessary or required.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to accept the staff recommendation and direct staff to work with the City Attorney to draft an ordinance amending City Code Title 1, Chapter 8, Section 4, *Purchasing Procedures*, with the recommended language updates, including a correction to remove the title of Senior Planner, and to present the City Council with the draft ordinance for consideration after it is made available.

MOTION CARRIED VIA VOICE VOTE.

8. Consideration of updates to Commercial Card Policies and Procedures

FD Dahlstrand stated that, given recent changes in personnel and staff titles, it is necessary to update Appendix C, Commercial Card Policies and Procedures, of the City's *Financial Practices and Policies* document.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Weidner, to direct staff to include the recommended language changes to the Commercial Card Policies and Procedures, known as Appendix C, of the City's *Financial Practices and Policies* document.

MOTION CARRIED VIA VOICE VOTE.

9. Informational updates on Administration, Finance, and Police Department FY 2023 Work Plans and Decision Packages

Updates to the FY 2023 departmental work plans and decision packages were presented. There were no comments made.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

PC Turano commented on two commendations of service received by the Police Department.

H. CLOSED SESSION

There was no closed session.

I. ADJOURN

ALD. LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 7:56 p.m.

Approved: October 17, 2022


Dawn R. Grivetti, Executive Assistant/Deputy Clerk