



CITY OF WOOD DALE

PUBLIC NOTICE

IN ACCORDANCE WITH THE STATUTES OF THE STATE OF ILLINOIS AND THE ORDINANCES OF THE CITY OF WOOD DALE, NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL WILL CONTINUE ITS REGULAR STANDING COMMITTEE MEETINGS AT 7:30 P.M. ON THURSDAY, FEBRUARY 13, 2020 IN THE COUNCIL CHAMBERS OF THE CITY HALL, 404 NORTH WOOD DALE ROAD, WOOD DALE, ILLINOIS, FOR THE PURPOSES SET FORTH IN THE FOLLOWING AGENDAS:

STANDING COMMITTEES OF THE CITY OF WOOD DALE, ILLINOIS FEBRUARY 13, 2020

I. PLANNING, ZONING & BUILDING COMMITTEE

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
 - i. January 23, 2020 Planning, Zoning & Building Committee Minutes
- D. Report and Recommendation
 - i. New Streetlight Banner Program
- E. Items to be Considered at Future Meetings
 - i. Engineering Standards – March 12, 2020
 - ii. SBT Bank Redevelopment – March/April 2020
 - iii. Airbnb Regulations – April 2020
- F. Adjournment

II. PUBLIC HEALTH, SAFETY, JUDICIARY & ETHICS COMMITTEE

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
 - i. January 9, 2020 Public Health, Safety, Judiciary & Ethics Committee Minutes
- D. Report and Recommendation

- i. Approval of the Purchase of Community Service Officer vehicles #411 & #412 in an amount not to exceed \$53,910
 - ii. Approval of Purchase of an Unmarked Vehicle to Replace Vehicle #416 in an Amount Not to Exceed \$33,933
- E. Items to be Considered at Future Meetings
- F. Adjournment

III. PUBLIC WORKS COMMITTEE

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
 - i. January 23, 2020 Public Works Committee Minutes
- D. Report and Recommendation
 - i. A Resolution Adopting the City of Wood Dale Complete Streets Policy
 - ii. HR Green Proposal for 5G/Small Cell Consulting Services
 - iii. Request of Authority for a Fifty Percent Cost Share for the City Sewer Lining at 428 Knollwood Dr. in a Not to Exceed Amount of \$14,221.00
- E. Items to be Considered at Future Meetings
 - i. Elizabeth Drive Bridge Phase I – March/April 2020
- F. Adjournment

IV. FINANCE & ADMINISTRATION COMMITTEE

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
 - i. January 9, 2020 Finance & Administration Committee Minutes
- D. Report and Recommendation
 - i. Fire District TIF Proposal
 - ii. Credit Card Processing Fees/Munis
- E. Items to be Considered at Future Meetings
 - i. Budget Hearing – February 27, 2020
- F. Adjournment

POSTED IN CITY HALL ON FEBRUARY 7, 2020 AT 4:00 PM



**PLANNING ZONING & BUILDING
COMMITTEE MINUTES**

Committee Date: January 23, 2020
Present: Ald. Catalano, Messina, Sorrentino, E. Wesley & Woods
Absent: Ald. Jakab, Susmarski & R. Wesley
Also Present: Mayor Pulice, City Manager Mermuys, Treasurer Porch, Police Chief Vesta (8:08pm), A. Lange, E. Cage, Sergeant Rissman
Meeting Convened at: 7:00 p.m.

APPROVAL OF THE MINUTES:

The minutes of the December 12, 2019 meeting were approved as presented.

REPORT & RECOMMENDATION

DUPAGE COUNTY ROUTE 83 STUDY – TESKA & ASSOCIATES PROJECT UPDATE

DISCUSSION:

Michael Blue of Teska provided an update on the DuPage County Route 83 Study. He reported his group has completed the existing conditions analysis. They recently had open houses and meetings with four towns along the corridor and created a Preliminary Recommendations report. A website has been created at planroute83.org which contains all the information about the corridor. The Route 83 corridor runs from Devon to St. Charles Rd. Some things won't change as it is primarily developed with no large chunks of land that can be developed. Salt Creek is also an issue with the flood plain. Ald. Messina commented about only one board presented at the Open House pertained to Wood Dale and he was disappointed in that. People complained there was nothing west of 83 in Wood Dale as far as middle use housing. He feels it is a great plan, but several individuals feel it does nothing to address the small stretch in Wood Dale. The eight homes along 83 remain untouched with no plan to redevelop or buyout. There will be another Open House next week at the Villa Park Library. At that point, Teska will be looking to finalize the plan and ask each town to accept the plan. Ald. Catalano asked about additional lighting along Route 83. Mr. Blue stated that is an IDOT issue, and that it hasn't been brought up but they can look at it. Ald. Woods stated this is a big push from the county to get rid of unincorporated areas and get them to merge into the cities. He asked if there is any consideration on the county's part of being proactive with the municipalities and sweetening the deal.

REPORT & RECOMMENDATION:

COMMUNITY DEVELOPMENT VEHICLE REPLACEMENT

DISCUSSION:

Mr. Cage reported Community Development is looking to replace one vehicle. They are downsizing and looking to trade in two of their older vehicles in the fleet with an overall goal to trim down the fleet. The price originally presented increased by \$516.00 with some options he missed; the correct cost is \$32,232.00. Mr. Cage plans to auction the old Ford Escape that has a score of 48% on the Public Works rating guide. The car he currently drives would pass on to another department member and he will drive this new vehicle. The vehicle will be purchased from Suburban Purchasing Cooperative who they've used in the past. The future plan is to replace the next vehicle at some point. They will auction two vehicles and replace with one at that time. The Ford Taurus is rated at 32% and would be the next one to be eliminated.

Ald. Catalano asked about getting a hybrid. Mr. Cage explained the hybrid version of this car is a more upscale market and is \$19,000 more. Ald. E. Wesley inquired about having an electric car in the fleet. Mr. Cage stated they looked at this in depth and the decision was not to go with it since it added extra cost. Ranges now have increased considerably and he does not feel it is the right time, but will look at that option with the next vehicle. When Ald. Woods asked about the warranty, Mr. Cage advised that it is 3 years/36,000 miles limited bumper to bumper.

VOTE:

Ald. E. Wesley made a motion, seconded by Ald. Catalano, to approve the purchase of a 2020 Ford Explorer 4WD for Community Development in the not to exceed amount of \$32,232.00. A roll call vote was taken, with the following results:

Ayes:	Ald. Catalano, Messina, Sorrentino, E. Wesley & Woods
Nays:	None
Abstained:	None
Motion:	Carried

ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:

- Banners – February 13, 2020
- SBT Bank Redevelopment – March 2020
- Engineering Standards – March 2020
- Airbnb Regulations – Spring 2020

ADJOURNMENT:

The meeting adjourned at 8:09 p.m.

Minutes taken by Eileen Schultz



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: Purchase of Street Banners, Design, Location,
Schedule & Annual Installation/Storage Cost
Staff Contact: Ed Cage, Community Development Director
Department: Community Development Department

TITLE: Approval of the Purchase of New Street Banners, Design, Location and Schedule in the Amount of \$30,515.00 and with an Annual Installation/Storage Cost of \$6,500.00

RECOMMENDATION:

Staff concurs with the Streetscape and Economic Enhancement Committee's recommendation to purchase new street banners in the amount of \$30,515.00 and with an annual installation/storage cost of \$6,500.00

BACKGROUND:

This item was discussed at the April 2, 2018 Streetscape and Economic Enhancement Committee meeting. There was no public comment but the discussion with the committee directed staff to simplify the seasonal banner designs to provide the visual relief intended with the seasonal banners. Further direction was given to make the Wood Dale logo consistent across the seasonal and advertising banners. The Committee expressed concern about displaying Tree Lighting banners (as advertisement) on half of the light poles and recommended reducing the Tree Lighting banners to 25% of the poles. These modifications have been made and are presented for the City Council's approval.

Presentation of this item was delayed as the City was anticipating replacement of street lights along Irving Park Rd. Due to delay related to right-of-way permitting, the city staff was directed to move forward on presentation of the banners. Once the new lights are installed, the banners will be re-installed using the same brackets, although new banding may need to be purchased at that time.

ANALYSIS:

The designs attached as Exhibit A incorporate the changes recommended by the Streetscape and Economic Enhancement Committee. The goal is to alternate between seasonal and advertising banners as depicted in Exhibit B.

The Streetscape and Economic Enhancement Committee recommends locating banners on nearly all light poles along Irving Park Road, with the exception of the Wood Dale Road intersection and along the Metra ROW. This intersection already has existing traffic signals, train gates and the clock tower, so the banners will not be located inside this area to promote safety and provide a better view of the clock tower. Banners will be also displayed one block north and south of Irving Park Road on Wood Dale Road (between Commercial and Division Streets) where the new light poles are already installed. The Committee recommends installing banners along the main drive aisle in front of the train station. The train station locations would be double loaded, where two banners (both seasonal and advertising) would be displayed on each of the eight light poles.

Banner Type	Display Dates	Banner Design	Banners Displayed	Banners Ordered
Seasonal	December – mid-March	Winter	41	43
Seasonal	Mid-March – mid-May	Spring	41	43
Seasonal	Mid-May – early July	Patriotic	41	43
Seasonal	Early July – late August	Summer	41	43
Seasonal	Late August - November	Fall	41	43
Advertising	November – mid-December	Tree Lighting	21	23
Advertising	November – mid-December	Shop Local	20 (remaining on display)	See below
Advertising	Mid-December – mid-June	Shop Local	21	
Advertising	Mid-June – July	Prairie Fest	41	43
Advertising	August - October	Shop Local	41	54*
Total Banners			82	335

*There are nine designs for Shop Local banners. The order would be six of each design to allow 1-2 extra, depending how they are displayed.

It is anticipated that there will be a total of 82 banners displayed on 74 light poles (60 banners on Irving Park Road, 6 on Wood Dale Road, and 16 (8 doubles) in the Metra train station parking lot). There are 14 existing light poles on Irving Park Road that currently have banners. The new brackets and banners will be installed on those existing poles.

The cost of purchasing the proposed designs based on the locations recommended is as follows:

Item	Unit Price	Quantity	Total Cost
Banners (as identified above)	\$65.00	335	\$21,775.00
Brackets (single)	\$110.00	68	\$7,480.00
Brackets (double)	\$140.00	9	\$1,260.00
Total			\$30,515.00

It takes Public Works seven hours with three staff, a lift truck, and a follow truck with an arrow board to change-out the existing 14 banners. The existing banners are only changed-out six times a year, as opposed to nine change-outs proposed on nearly six times more light poles. In order for Public Works staff to initially install the new banners on all street lights, it would take them approximately two weeks and would cost approximately \$90/banner. The use of Public Works staff to change-out banners using the proposed schedule and increased banners could greatly impact other Public Works operations.

In order to expedite the installation and change-out of the banners based on the proposed display schedule, staff is recommending the use of a contractor. This would mean that the initial installation may take two days but each change-out would only take one day to complete. The initial cost to install the brackets and banners is \$26/banner. However, it would only cost \$15 to change-out each banner as opposed to the \$90/banner that it costs to do in-house.

The initial install of the brackets and banners will cost less than \$2,000. On an annual basis, having a contractor install the banners and subsequent change-outs, it will cost approximately \$5,500. They would also store the banners for an additional \$1,000. Thus, the total for the change-outs and storage of the street banners by a contractor would be approximately \$6,500 annually.

DOCUMENTS ATTACHED

- ✓ Streetscape and Economic Enhancement Committee Meeting Minutes from April 2, 2018
- ✓ Exhibit A - Seasonal & Advertising Banner Development
- ✓ Exhibit B - Banner Location Map



STREETSCAPE AND ECONOMIC ENHANCEMENT COMMITTEE **MINUTES**

Committee Date: April 2, 2018
Present: Ald. Art Woods, Ald. Sonny Sorrentino, Shirley Siebert,
Mitchell Tau, Mike Melone, Steve Mikos (arrived at 6:33 pm)
Absent: Linda Luciana
Also Present: Kelley Chrisse, Mo Khan, Grant Paplauskas, Iwona Gebala,
Dariusz Gebala
Meeting Convened at: 6:30 p.m.

CALL TO ORDER

Alderman Woods called the meeting to order. A quorum was present.

APPROVAL OF MINUTES

Mr. Tau motioned to approve the minutes of the January 8, 2018 meeting, which was seconded by Ald. Sorrentino. The minutes were unanimously approved as presented via voice vote.

NEW BUSINESS

A. Simba Kids (170 W Irving Park Rd) Façade Grant Application

Mr. Khan began the discussion introducing the Façade Grant Application submitted by Iwona & Dariusz Gebala for 170 W. Irving Park Rd. The Staff Memo was summarized, highlighting improvements being made to the street-facing façade, the overall scope of the project and the estimates received for the eligible expenses, the lowest being in the amount of \$99,408.

A score of 13 out of 20 was given by Community Development Staff and a score of 16 out of 20 was given by the applicant. Mr. Khan stated though improvements are being made to the street-facing façade, the improvements are limited especially since the street-facing façade lacks a functional main entrance. However, the project is part of a larger project that improves the use of the building.

Mr. Khan stated staff is recommending to the Streetscape Committee that they recommend approval of a grant agreement not to exceed \$37,278, which is 37.5% of the eligible expenses, to the City Council.

Committee asked if there is anything that can be done to increase the level of funding. Mr. Khan stated that if design changes or other improvements are made



such as relocating the main entrance to the street-facing façade that it may increase the score and the funding potential.

The applicant shared that the entrance was placed in the rear of the building to be near the parking lot and be more functional for their business operations. Staff shared that these design options were talked about with the applicant and understand the reason for the entrance at the rear, however, it does limit the improvements to the street-facing façade.

Ald. Woods made a motion to recommend approval of a grant agreement not to exceed \$37,278. Ald. Sorrentino seconded the motion. A roll call vote was taken with the following results:

Ayes: Ald. Woods, Ald. Sorrentino, Mr. Tau, Ms. Siebert, Mr. Melone, Mr. Mikos
Nays: None
Abstain: None
Motion: Carried

B. Beautify Wood Dale

Mr. Paplauskas began the discussion stating that Mayor Pulice brought this idea to the Special Events Committee and it models a curb appeal contest done by the Village of Des Plaines. The funding has been approved by City Council and there will be one winner per ward and there is a coupon that can be used at two local businesses.

The Committee shared concerned over the number of businesses participating in the coupon as well as that smaller businesses may not be able to offer the coupon due to their profit margin. The Committee also shared concern that the program may not have been thought out completely.

Ms. Chrise stated that if it becomes an annual program, modifications can be made to the program to address any concerns but this would be a pilot year to see how it is received by the Community.

Ms. Chrise stated there is also a conflict with the date the winners have to be announced and the timing of Streetscape Meeting. All images of properties have to be submitted by July 1 and winners have to be announced by July 15. The only Streetscape Meeting between those two dates is July 2 and this would not allow enough time to get a packet out to the Committee for review. Due to the timing conflict between the dates of the contest and the meeting dates, it was



suggested to reschedule the July 2 meeting to July 9, which was agreed upon by the Committee.

C. Street Banner Design, Schedule and Location

Ms. Chrissy began the discussion by stating that City Council has budgeted for new street banners for the current fiscal year which ends at the end of the month. The City Council recently approved the new leaf logo which has been incorporated into the banner designs. Staff is seeking a recommendation from the Committee on the design, location and display schedule of the banners.

The Committee suggested that for the design to reduce the number of smaller leaves, provide more “white space” by increasing the space between leaves, stack “Wood Dale”, replace some of the smaller leaves with seasonal images such as snowflakes, flowers, etc. For the summer and autumn banner, two options were proposed to the Committee. The Committee selected Option #1 for the summer banner and Option #2 for the autumn banner.

The Committee agreed on the schedule proposed by Staff with the one modification that the Tree Lighting banner be only 25% of total banners rather than 50% and have the remaining 25% of the banners remain the “Shop Local” banners.

The Committee agreed on the location of banners: installed along Irving Park Road and Wood Dale Road (between Center and Division St.) not including the Irving Park-Wood Dale Road intersection and Metra right-of-way. The Committee agreed to recommend installing the banners on all the light poles proposed, including those at the train station. If there is a need to reduce the number in the future that it would be considered.

The Committee suggested that the cost to install be evaluated, comparing the cost of having Public Works Staff install and change out the banner versus hiring an outside company to do the work.

Mr. Mikos made a motion to approve the street banner design with the revisions suggested, the schedule and location of the banners. Mr. Tau seconded the motion. A voice vote was taken with all voting aye and the motion carried.

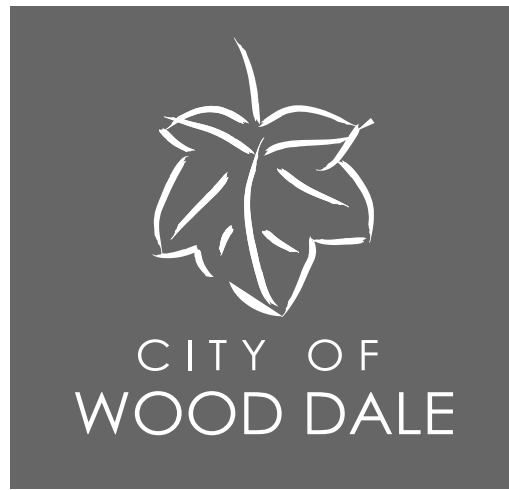
ADJOURNMENT

A motion to adjourn was made by Ald. Sorrentino, seconded by Ms. Siebert, and carried unanimously by voice vote. The meeting adjourned at 8:03 pm.



The next meeting is scheduled for May 7, 2018.

*Minutes taken by Mo Khan
Approved June 4, 2018*



Seasonal & Advertising Banner Development



Patriotic



Winter



Spring



Summer



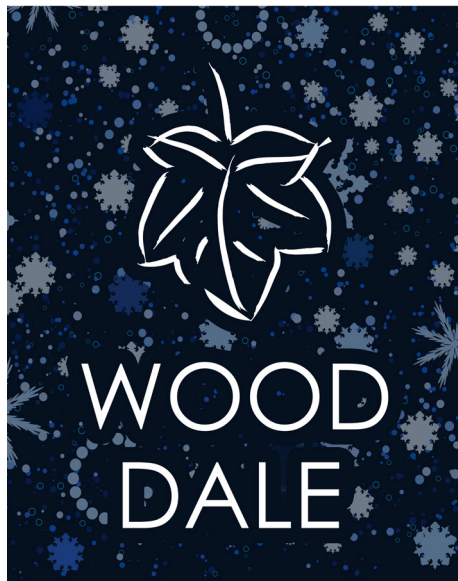
Autumn



Prairie Fest



DECEMBER 1
CITY HALL

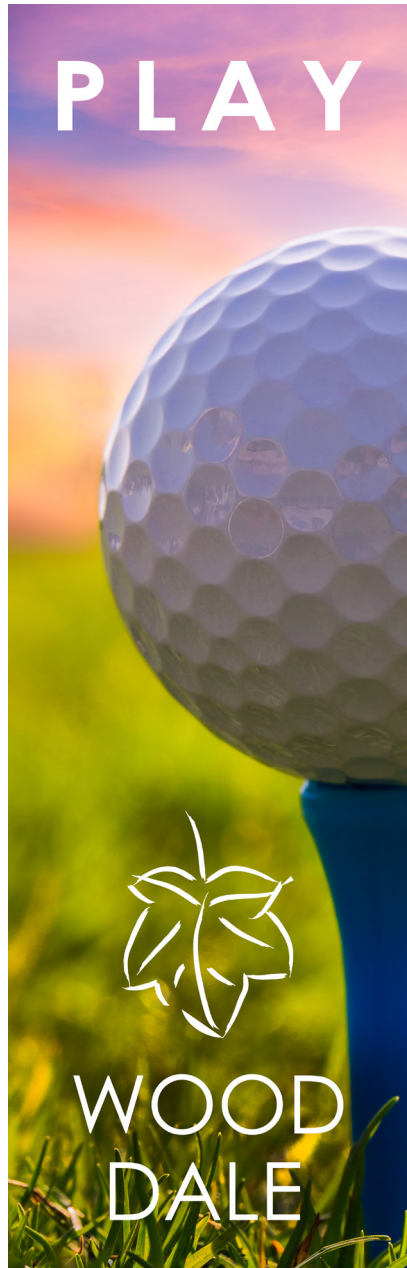


Tree Lighting

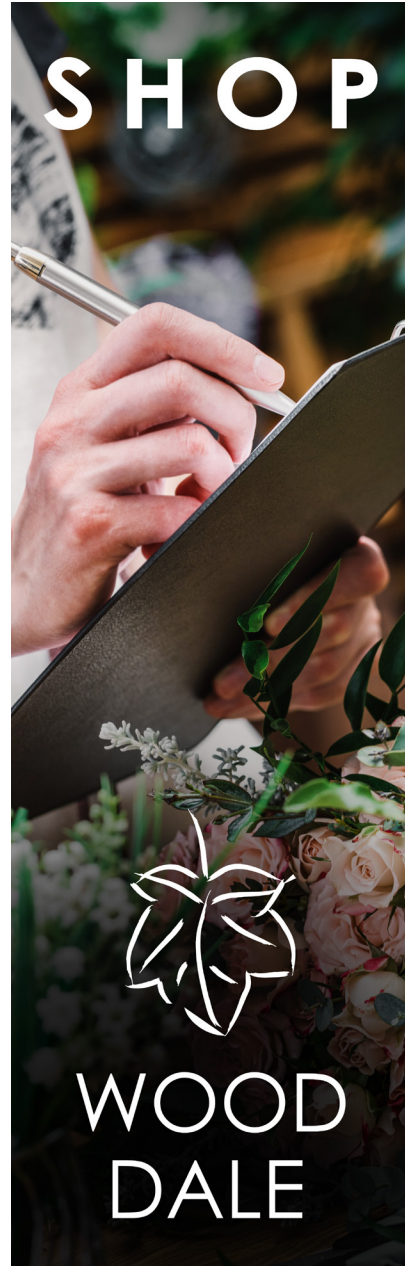
Support Local Business Campaign



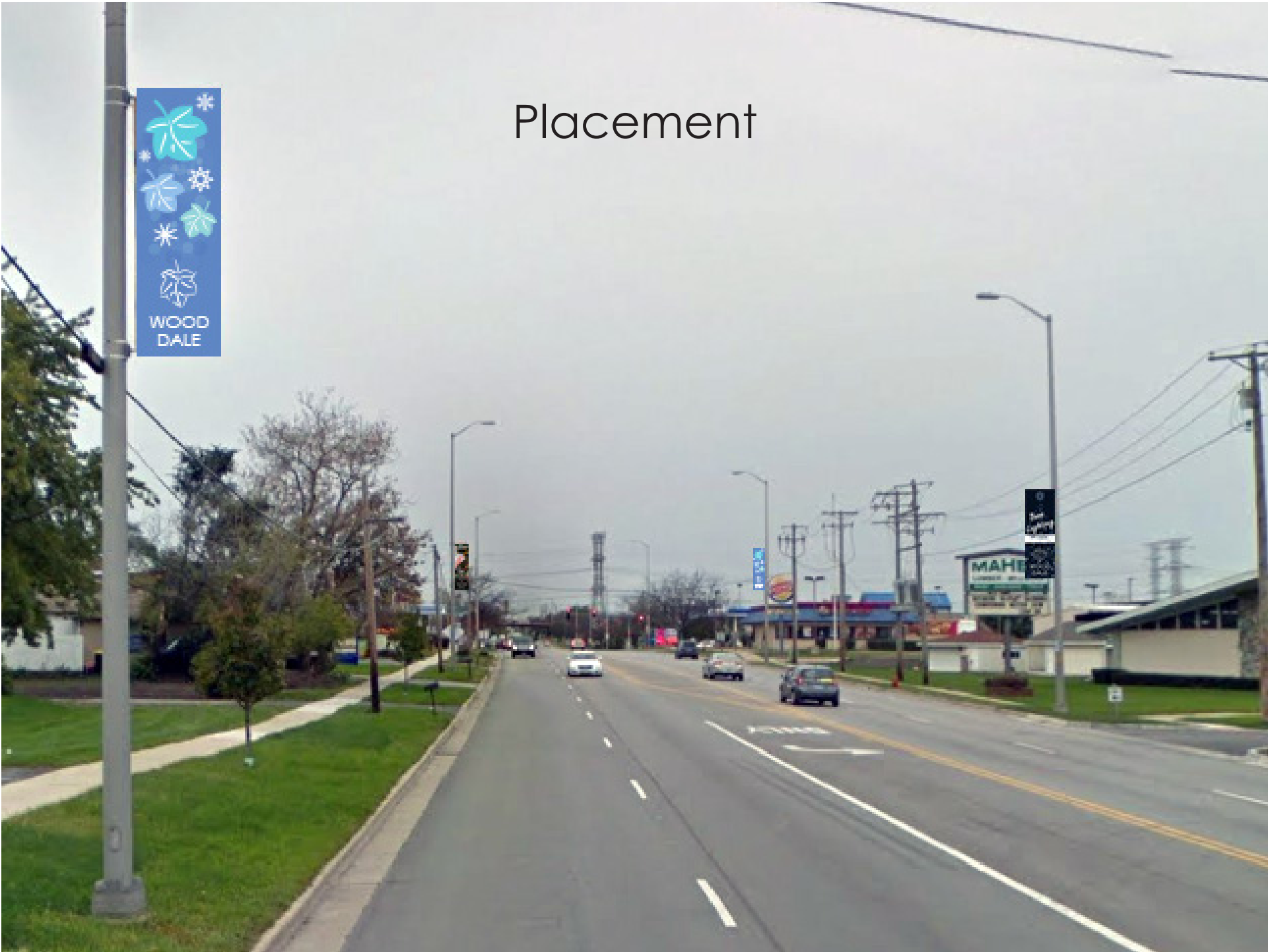
Support Local Business Campaign



Support Local Business Campaign

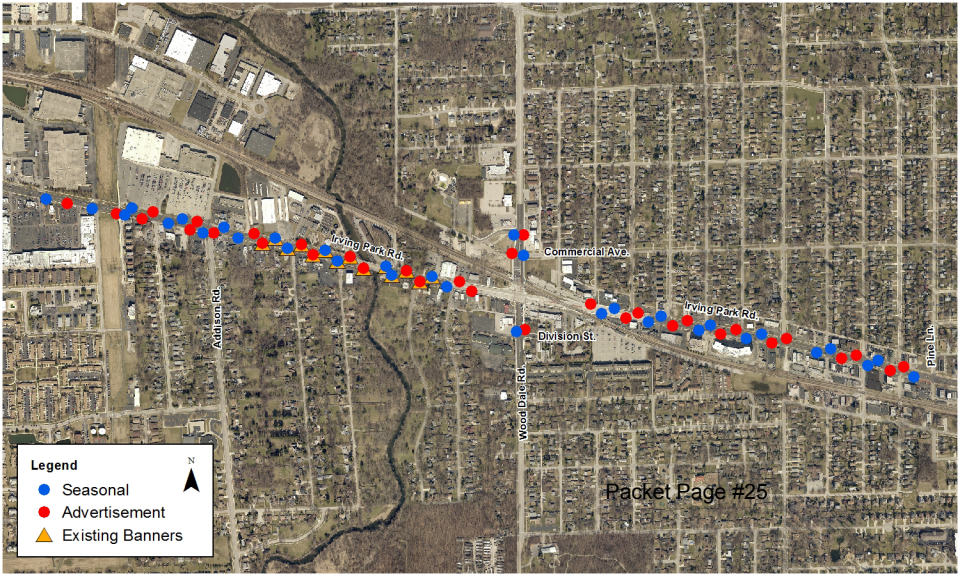


Placement



Dual-Sided Banner Display





Legend

- Seasonal
- Advertisement
- ▲ Existing Banners

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Packet Page #25



PUBLIC HEALTH, SAFETY, JUDICIARY & ETHICS
COMMITTEE MINUTES

Committee Date: January 9, 2020
Present: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski (7:20pm),
E. Wesley & Woods (7:14pm)
Absent: Ald. R. Wesley
Also Present: Mayor Pulice, City Manager Mermuys, Treasurer Porch, Police
Chief Vesta, A. Lange, B. Garelli, E. Cage, K. Buggy, A. Walczak,
N. Kace
Meeting Convened at: 7:00 p.m.

APPROVAL OF THE MINUTES:

The minutes of the October 24, 2019 meeting were approved as presented.

REPORT & RECOMMENDATION

PURCHASE OF IN-CAR SQUAD CAMERA SYSTEMS

DISCUSSION:

Chief Vesta reported the Police Department has had an in-car camera system since late 1990's. They have used Panasonic Arbitrators for the past ten years, but those now need replacing as repairs are very expensive. He reviewed usage of the cameras, including how essential they are for DUI prosecution and review of any citizen complaints/concerns. He originally budgeted \$310,000 in the CIP over five years to be funded from the DUI Technology fund. It was decided at this time to replace the squad cameras with ability for adding body cameras in the future. All systems reviewed are compatible with squad cameras. Staff conducted a 30-day trial and reviewed concerns about implementation and what would be involved. They obtained quotes from three vendors which varied from \$67,090 (includes \$5,000 trade-in) to \$141,320 for ten squads. Staff agreed Panasonic is the preferred vendor due to several factors including price/trade-in, onsite storage, it is upgradeable, and has a Unified Evidence management program included. There was discussion regarding the pros and cons of the three vendors' products. Ald. Messina expressed his concerns about storage ability and preference of Axon. Mr. Kace assured him the city has massive amount of storage space there is no reason not to store on site. Chief Vesta noted that they are also constantly purging data. Ald. Messina wants to ensure the true costs are being considered, including any soft costs. Mr. Kace is more concerned with ram and processing power if body cameras are eventually added. He noted that as far as security, it is not if the city gets hacked, but when. Nothing that can be done to protect an organization 100% and most attacks are ransom requests. Ald. Woods asked if the system will be labor intensive. Chief Vesta stated the department follows any state or accreditation guidelines for how long to keep

information. With these systems, Police staff will no longer have to burn DVD's and flash drives for court cases which take a considerable amount of time.

VOTE:

Ald. Woods made a motion, seconded by Ald. Susmarski, to approve the purchase of a new Panasonic Arbitrator in-car squad camera system for ten patrol vehicles from CDS Technologies in a not to exceed amount of \$67,090.00. This purchase would be made from the DUI Technology Fund. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Sorrentino, Susmarski & Woods
Nays: Ald. Messina and E. Wesley
Abstained: None
Motion: Carried

REPORT & RECOMMENDATION:

PURCHASE OF TASERS FOR POLICE DEPARTMENT

DISCUSSION:

Chief Vesta reported the department has been using Tasers since 2002. All sworn personnel carry them and they have proven very effective. He reviewed usage of incidents where this equipment was used; there were 21 incidents where individuals became compliant just from display of the taser. Every time a taser is displayed, the officer writes a full report which is reviewed by staff with final review by the Chief to ensure departmental policy is followed. He shared a video clip of an incident where the taser was effective in stopping a bank robber from attacking an officer. He reviewed what the package includes. Aldermen Sorrentino pointed out that this equipment is effective since there was not one loss of life during usage.

VOTE:

Ald. Catalano made a motion, seconded by Ald. Jakab, to approve the purchase of 35 new yellow Taser 7's for the Police Department to be paid over a five year period from Axon Enterprises in a not to exceed amount of \$81,972.80. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods
Nays: None
Abstained: None
Motion: Carried

ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:

None



ADJOURNMENT:

The meeting adjourned at 7:57 p.m.

Minutes taken by Eileen Schultz



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: CSO Vehicle Replacements
Staff Contact: Greg Vesta, Chief of Police
Department: Police

TITLE: Approval of the Purchase of Community Service Officer vehicles #411 & #412 in an amount not to exceed \$53,910.

RECOMMENDATION:

Approve the ordering of two replacement Community Service Officer vehicles. The cost per vehicle is \$26,955 from Roesch Ford and the total cost for both vehicles is \$53,910.

BACKGROUND:

The City has a vehicle replacement schedule that is a program to remove high mileage vehicles that are more expensive to maintain or are experiencing increased downtime for repairs and have reached the end of their useful life.

The vehicles that are in need of replacement are 2012 Ford F-150s. The replacement vehicles will be 2020 Ford F-150 Supercab 4x4 vehicles, very similar to the current vehicles utilized. The pricing is competitively bid through the Northwest Municipal Conference.

One of the current vehicles that is set to be replaced will be transitioned to replace a 2006 F-150, that is used to bring traffic equipment to scenes by the department and our volunteers during special events.

ANALYSIS:

In the FY2020 & FY2021 budget, we had projected replacing one vehicle in each fiscal year. Due to the fact that an order approved during February will likely be received in April or May, staff is looking for permission to order both vehicles at this time.

Below is the scoring for each vehicle as conducted by the Vehicle Maintenance Division.

Vehicle # 411-12B	Months in Service	Age Points	Miles	Mileage Points
	90	3	60055	4
	Original Cost	Repair Cost	Repair Cost %	Repair Cost Points
	24,678.00	7,312.04	30	5
	# of Repair Orders	Mech. Cond Pts	Body Cond. Pts	Int. Cond. Pts
	55	8	4	8
	Maximum Points	Points for #	Notes from Vehicle Maintenance Staff	
60	32	Lf fender rusted, rt rocker rusted thru, Right side accident damage from front to rear		

Vehicle # 412-12A	Months in Service	Age Points	Miles	Mileage Points
	90	3	53,188	5
	Original Cost	Repair Cost	Repair Cost %	Repair Cost Points
	24,678.00	5,041.67	20	7
	# of Repair Orders	Mech. Cond Pts	Body Cond. Pts	Int. Cond. Pts
	45	8	6	8
	Maximum Points	Points for #	Notes from Vehicle Maintenance Staff	
60	37	Rt rocker rusted thru under rear cab door		

DOCUMENTS ATTACHED

✓ None



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: Purchase of unmarked vehicle
Staff Contact: Greg Vesta, Chief of Police
Department: Police

TITLE: Approval of Purchase of an Unmarked Vehicle to Replace Vehicle #416 in an Amount Not to Exceed \$33,933.

RECOMMENDATION:

Approve the ordering of an unmarked vehicle to replace vehicle #416. The total cost of the vehicle is \$33,933 from Currie Motors.

BACKGROUND:

The City has a vehicle replacement schedule that is a program to remove high mileage vehicles that are more expensive to maintain or are experiencing increased downtime for repairs and have reach the end of their useful life.

The vehicle that will be replaced is a 2011 Ford Taurus, with a 2020 Ford Police Interceptor SUV. The current vehicle will likely be kept as a pool vehicle for the department.

ANALYSIS:

In the FY2020 budget, this vehicle was scheduled for replacement.

Below is the scoring for the vehicle as conducted by the Vehicle Maintenance Division.

Vehicle # 416-111	Months in Service	Age Points	Miles	Mileage Points
	114	1	51797	5
	Original Cost	Repair Cost	Repair Cost %	Repair Cost Points
	19,57.75	5,910.66	31	8
	# of Repair Orders	Mech. Cond Pts	Body Cond. Pts	Int. Cond. Pts
	40	8	5	9
Maximum Points	Points for #	Notes from Vehicle Maintenance Staff		

	60	36	Damage to right side of front bumper cover. Paint has numerous big scratches in it.
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DOCUMENTS ATTACHED

✓ None



PUBLIC WORKS COMMITTEE MINUTES

Committee Date: January 23, 2020
Present: Ald. Catalano, Messina, Sorrentino, E. Wesley & Woods
Absent: Ald. Jakab, Susmarski, R. Wesley
Also Present: Mayor Pulice, City Manager Mermuys, Treasurer Porch, Police Chief Vesta, A. Lange, E. Cage
Meeting Convened at: 8:09 p.m.

Ald. Catalano reported that 350 lbs. of holiday lights have been dropped off at City Hall and the collection date has been extended. He thanked all residents who participated in this recycling program on behalf of the Wood Dale for a Greener Tomorrow Committee.

APPROVAL OF THE MINUTES:

The minutes of the December 12, 2019 meeting were approved as presented.

REPORT & RECOMMENDATION

FY21-22 CAPITAL ROADS PROGRAM

DISCUSSION:

Alan Lang presented the FY21-22 Capital Road program. Mayor Pulice asked if Itasca was contacted regarding Mill Rd. and Prospect. Mr. Lang reported that a joint resolution will be done with them to split the cost of resurfacing that street. Mayor Pulice asked about adding the short piece on Walnut south of Sunnyside in the area being done in the summer of 2021. Mr. Lang stated there might be some additional funds to add that quarter piece in FY2022 depending on the outcome of Central and if they get STP funding. He suggested recommending awarding an agreement tonight and handling that small section in the future. Mayor Pulice asked to see the cost for that extra little piece from Baxter in writing.

Mr. Lang then reviewed the streets and approximate costs. For FY2021 the total approximate cost is \$747,669.16 which is within the budgeted CIP amount for that fiscal year. FY2022 total approximate cost is \$749,622.50. The FY2022 CIP budget was \$1,043,224.00 so it is also within the CIP budget. Excluding Central and doing all of Edgewood and Balm Court would still be within budget. Approximate cost includes design engineering and construction engineering services. Seven proposals were received and all fees were reviewed. Baxter and



Woodman was the lowest responsible bidder and staff and the RFP Steering Committee recommends an agreement with them for professional services.

VOTE:

Ald. Catalano made a motion, seconded by Ald. Woods, to approve the FY21-22 Capital Roads Program in the amount not to exceed \$120,970.00. A roll call vote was taken, with the following results:

Ayes:	Ald. Catalano, Messina, Sorrentino, E. Wesley & Woods
Nays:	None
Abstained:	None
Motion:	Carried

ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:

- Elizabeth Drive Bridge Design – Feb/Mar

ADJOURNMENT:

The meeting adjourned at 8:23 p.m.

Minutes taken by Eileen Schultz



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: Complete Streets Policy
Staff Contact: Alan Lange, Public Works Director
Department: Public Works

TITLE: A Resolution Adopting the City of Wood Dale Complete Streets Policy

RECOMMENDATION:

Staff recommends a resolution adopting the City of Wood Dale Complete Streets Policy.

BACKGROUND:

A Complete Streets Policy is a procedural approach to roadway design focused on the needs of all transportation users, regardless of their age, ability, or mode of travel. It is meant to establish guidelines for improvements to public right-of-ways to facilitate pedestrian, bicycle, public transportation, and motor vehicle travel. Many other agencies have previously adopted a Complete Streets Policy including the Villages of Bensenville and Franklin Park, the Counties of Cook and DuPage, and the State of Illinois. Staff will incorporate this Policy in the planning and design of road improvement projects and look to include elements of the Policy within these projects whenever feasible.

ANALYSIS:

While there is no direct cost associated with adopting this ordinance it may have an impact on future road construction projects as additional elements may be considered for inclusion. Probably the most important reason for adopting it we can earn extra points in application process for grants by adopting this policy.

DOCUMENTS ATTACHED

✓ Resolution

RESOLUTION NO. R-20-XX

A RESOLUTION ADOPTING THE CITY OF WOOD DALE COMPLETE STREETS POLICY

WHEREAS, the City of Wood Dale (hereinafter referred to as the “City”) is a duly organized and existing body politic and corporate governed by the provisions of the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq.*, and its own duly adopted Municipal Code; and

WHEREAS, the City aims to enhance transportation, quality of life, and economic development through well-planned, well designed, and context sensitive transportation solutions; and

WHEREAS, the City has previously adopted a Comprehensive Plan which promotes key corridors and identifies the City’s diverse travel options; and

WHEREAS, a Complete Street is defined as one that provides safe and convenient access for all users of the road including pedestrians, bicyclists, transit users, and vehicular traffic; and

WHEREAS, the City views all transportation improvements as opportunities to connect neighborhoods, calm traffic, and improve safety, provide greater access and mobility for users of the public way, and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system; and

WHEREAS, the City strives to provide transportation options to maximize the independence and mobility for all ages of its population.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WOOD DALE, DUPAGE COUNTY, AN ILLINOIS CORPORATION, as follows:

SECTION 1: The recitals set forth above are incorporated herein and made a part hereof.

SECTION 2: Goals Complete Streets can be achieved through network level improvements, through integration into single location projects, or incrementally, through a series of small improvements or maintenance activities. Decisions regarding public right-of-way shall promote use by pedestrians, bicyclists, public transit, and motor vehicles, in a safe and effective manner taking into account the surrounding community context and land uses. The City shall strive to create a comprehensive, integrated, and connected network of transportation options for all modes of conveyance, designed and operated to enable appropriate and safe access for all users.

SECTION 3: Applicability and Exceptions The Complete Streets Policy shall be applied to all projects involving roadway improvements and the movement of people

when feasible. It is understood that there may be circumstances in which it may not be practical or feasible to apply the Policy. Such circumstances include, but are not limited to, the following:

- a) The scope of the relevant project is limited to maintenance activities intended to keep the roadway in serviceable condition.
- b) There is sufficient evidence that there is no feasible way to accommodate improvements for non-vehicular traffic within a project's scope.
- c) There is no evidence of current or anticipated need for accommodations of non-motorized roadway user or the road is not a current or planned transit route.
- d) The cost for a particular Complete Street design recommendation would be excessively disproportionate to the need of that particular improvement, with due consideration given to future users, latent demand, and the social and economic value of providing a safer and more convenient transportation system for all users.
- e) There is evidence of an environmental constraint or unsafe transportation issue.

SECTION 4: Implementation The City will implement the following procedures to ensure that various projects within the City advance the goals of the Complete Streets Policy.

- a) ***City Projects:*** During the planning and design phase of any public transportation improvement project, staff shall conduct a review of the project relating to the incorporation of Complete Streets elements into the project. The review shall be made with reference to current best practices, as detailed in the reference materials and design guidelines as described in Section 5. Staff shall incorporate complete streets into budgeting processes and work plans, and prioritize the safe movement of pedestrians, bicycle, and public transportation traffic in decisions regarding the use of limited public right-of-way, with consideration given to roadway context and land use. Staff will review and revise as necessary any plans, policies, processes, and programs to encourage the implementation of the Policy.
- b) ***Other Public Agencies:*** The City shall coordinate with external agencies including the Illinois Department of Transportation, DuPage County Division of Transportation, other local agencies, as well as entities such as Metra and Pace to provide such Complete Streets technical assistance as is accepted by the other agency,
- c) ***Private Development Projects:*** Staff will review all private development proposals with reference to the incorporations of Complete Streets elements and general consistency with the Policy as is accepted by the private developer.

SECTION 5: Standards and Guidelines The following standards shall be used as reference for best practices including but not limited to:

- a) American Association of State Highway and Transportation Officials
- b) *Guide for Planning, Design, and Operation of Pedestrian Facilities*
- c) *Guide for the Development of Bicycle Facilities*
- d) National Association of City Transportation Officials – *Urban Bikeway Design Guide*

- e) Illinois Department of Transportation – *Bureau of Design and Environment Manual*
- f) Federal Highway Administration – *PEDSAFE: Pedestrian Safety Guide and Countermeasures Selection System*
- g) Federal Highway Administration – *Manual on Uniform Traffic Control Devices*
- h) *U.S. Traffic Calming Manual*
- i) *Complete Streets: Best Policy and Implementation Practices*
- j) *Active Transportation Alliance – Complete Streets Complete Networks*

PASSED this **20th day of February, 2020.**

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this **20th day of February, 2020.**

SIGNED: _____
Annunziato Pulice, Mayor

ATTEST: _____
Maura Montalvo, City Deputy Clerk



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: 5G Small Cell Consulting
Staff Contact: Kate Buggy, Management Analyst
Department: Administration

TITLE: HR Green Proposal for 5G/Small Cell Consulting Services

RECOMMENDATION:

Approve contract with HR Green for tasks 1-3 with direction for any additional tasks.

BACKGROUND:

The growing demand for improved wireless services has resulted in increasing requests from the wireless industry to place small wireless facilities, otherwise known as small cell equipment, on municipally-owned structures like light poles and traffic lights. In 2018, not only did Illinois pass legislation, but the FCC issued rules which preempt state and local management of the rights-of-way and public property. Rulings are expected on the first lawsuits against the FCC's rules in late 2020 or early 2021. As a result, there is much uncertainty surrounding small cell.

ANALYSIS:

HR Green has assisted other communities, including Elk Grove Village and Wilmette, by creating multi-faceted strategies to control their broadband and wireless futures and maintaining leverage in possible negotiations with wireless carriers. Possible areas of assistance include updating zoning, design standards, ordinances, and other regulations to address issues of importance to the community; standardizing aesthetic requirements; and developing a joint build/dig once policy. HR Green will present their proposal at the Committee meeting.

DOCUMENTS ATTACHED

- ✓ HR Green Draft Proposal

REVISED SCOPE OF SERVICES
For
5G SMALL CELL CONSULTING
Wood Dale, IL

Kate Buggy
Management Analyst
City of Wood Dale
404 N. Wood Dale Road
Wood Dale, IL 60191
Phone: 630-787-3716



Edward Barrett
Practice Leader – Fiber & Broadband Services
HR Green, Inc.
8710 Earhart Lane SW
Cedar Rapids, IA 52404
Phone: 319-841-4395

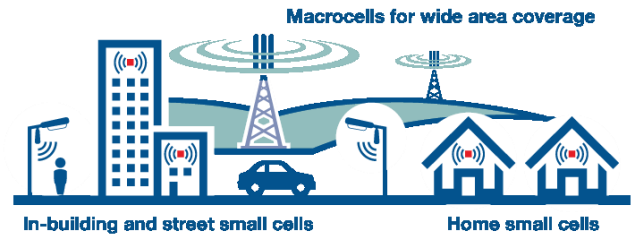
February 6, 2020

Project Understanding

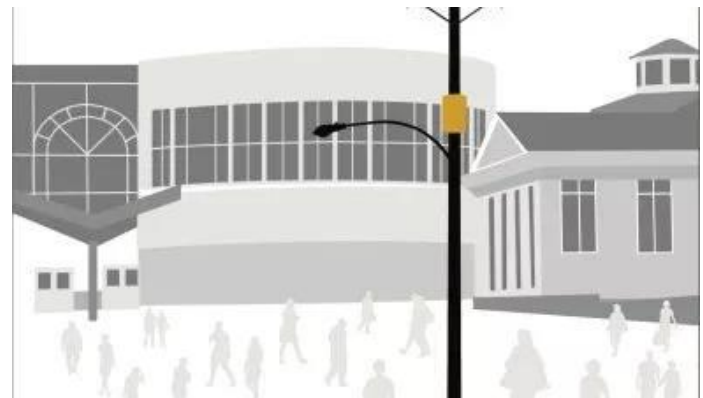
As the City is well aware, there are important events happening in 5G/Small Cell and Right-of-Way (ROW) Management. With providers wanting to take fiber and 5G/Small Cell actions and federal and State rulings and legislation, the City is interested in an urgent and important initiative – controlling the proliferation of possibly hundreds of small cell transmitters which can change the visual environment in the community;

The impact of the FCC’s September 26, 2018 Small Cell Order will:

- **Shorten the time** communities must process applications for small cells; failing to approve a request for a new tower may mean automatic approval
- **Limit permit and recurring fees** for small cell deployments
- **Prohibit communities from assessing fees** that include anything other than a “reasonable approximation” of “reasonable costs”
- **Limit aesthetic review and requirements** of facilities, such as small cells and distributed antenna systems (“DAS”) proposed for installation to public rights-of-way



With permission of the Australian Mobile Telecommunications Association (AMTA), GSM Association (GSMA), and the Mobile and Wireless Forum (MWF)



With permission of the National League of Cities, 2018

Telecommunications Perspectives

Currently, while there are many examples of multi-carrier “macro” cell towers, there are surprisingly few examples of lower-powered, multi-purpose or “stealth” cell towers currently in use. We believe there are several reasons for this.

First, as to 5G, we believe we are still very “early in the game” as frequencies (aka, spectra) are being assigned and power requirements are being engineered. Once 5G deployments truly get underway, there will be many points of conflict and negotiations going on rapidly for each carrier to gain the best advantage as quickly as possible. To some extent, we understand a number of carriers, particularly Verizon and Sprint are already extending their fiber network extensively in anticipation of the electronics (antennae and hardware) being better defined.

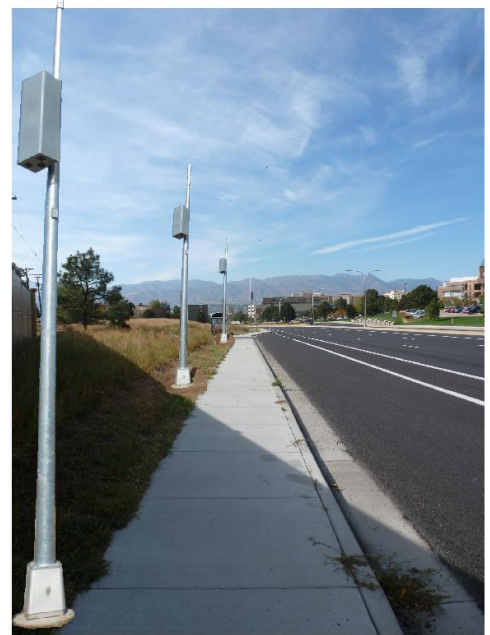
Until then, since the federal regulations allow (and will continue to allow) cell towers to be placed with minimal restrictions by local governments, it has been in most cases easier to simply install a new antenna than it is to work with a competitor (AT&T, Verizon, T-Mobile, etc.) to co-locate on a pole.

With these new developments in telecommunications, there are several things that are yet to be finalized. For example, in the FCC ruling and State laws, there is room for communities to determine certain aspects of 5G/Small Cell. But it isn't clear how far communities can go and what will be acceptable and what won't. Most likely, that will be determined in the courts. Because of that, communities will likely have to decide how aggressive they want to be and what their tolerance they have to be "test cases". If they push the limits too far, providers might decide to use them as an example. We will discuss this further in the kick-off meeting, but we wanted to raise this topic so that you know and to have that as a context as we discuss your options. We are not attorneys, so you will likely want to have your Village Attorney involved in this process

Project Approach

Communities should work with deliberate **urgency** to create a multi-faceted strategy that **controls your broadband and wireless future and maintains leverage in possible negotiations with carriers.**

1. **Move expeditiously to update zoning, design standards, ordinances, and other regulations** that address issues of importance to your community. These may include application processing, cost recovery; financial and expedited approval incentives; antenna and street pedestal design, location and spacing; color, height, and decorative pole requirements; aesthetic requirements; view preservation; streetscape; and infrastructure density to ensure that citizens and sensitive areas of your community are sufficiently protected in advance while pushing for the best deployment possible.
2. **Standardize aesthetic requirements**, including pre-approval of antenna, equipment cabinet and street furniture designs where appropriate. This will make it easier for your jurisdiction to process applications reasonably expeditiously and to defend challenged siting decisions or failures to meet shot clock deadlines.
3. **Develop Joint Build/Dig Once Policy** to enable the City to begin to build valuable community fiber optic/communication assets to meet future smart city objectives.
4. **Facilitate Public Outreach (Optional)** to ensure alignment with the private sector and ensure public concerns about health related issues are addressed proactively.
5. **Conduct Cost Studies (Optional)** to enable the community to charge reasonable permitting and ongoing lease fees for access to public rights of way and community assets.
6. **Small Cell Plan Check/Staff Augmentation (Optional)** services can be utilized to manage the process of permit review, inspection and related services that may be required to support the ongoing



Recent Example of Poorly Managed Wireless Infrastructure Deployments

management of these programs. This is an optional service should the City determine it may need outside assistance to manage its program.

There are other steps the City could take in order to develop and begin to implement larger goals for 5G and Smart City deployments. For example, we are working with a client to define levels of restrictions for their major and minor arterials that will be available to providers who are interested in installing infrastructure in their community, via a portal. Another example could be an outreach to the provider community (once your goals and policies are in place) to see what providers are interested in coming to the City. There are many steps you can take, but we are limiting this Scope and Fee to the below tasks and deliverables, because they appear to us to best meet your current needs. We have included some optional tasks because we think they could be of interest. If you are interested in discussing other options, please let us know and we will provide Scope, Tasks and fees for those options.

Scope of Work and Tasks

Task 1 – Kickoff Meeting

We recommend beginning the process with a kickoff meeting in which we discuss the process, determine paths of communication, finalize the planned schedule and clarify the goals and risks. We will identify necessary documentation and processes currently in use in order to best integrate proposed changes with current policy and process documentation.

▷ DELIVERABLE:

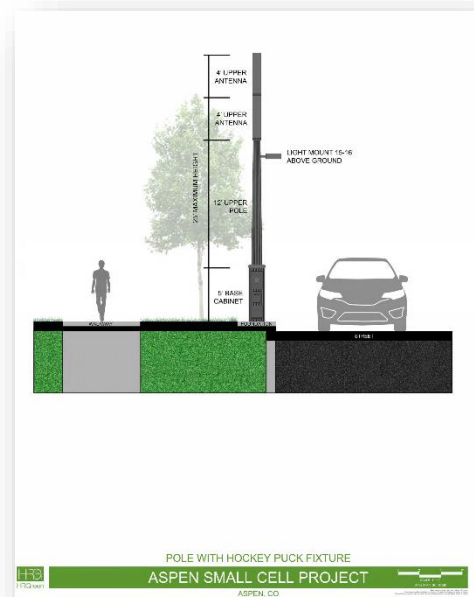
- One teleconference kickoff meeting with engineering and public works staff.

Task 2 – Develop Design Standards and 5G Specifications

HR Green starts with a review of your current ordinances. Then, we will assist in creating a Policy or Design Manual supplement that establishes standards of design, construction and installation of antenna and street pedestals, location and spacing; color, height, and decorative pole requirements; colocation; aesthetic requirements; view preservation; streetscape; and infrastructure density. Specifications will outline features such as location (depth and alignment), antenna, pole, mast arm, luminaire, duct bank construction, equipment cabinet, conduit, trenching, foundation, spacers, backfill and inspection requirements.

This specification manual will be developed in conjunction with staff, and include drafting and a set of revisions to create a final document. Although we have never encountered a protracted, legal dispute with the carriers over the adoption of proposed restrictions to, and City involvement in their activities; should one arise, we may need an adjustment in scope to accommodate such an extraordinary situation.

This will include looking at pole options and design of how small cells will be on poles.



▷ **DELIVERABLES:**

- Small Cell infrastructure policy revisions to existing Ordinance
- Aesthetic Guidelines & Specification Manual
- Review & Modification of Permit Application

Task 3 – Create Colocation Policy & Fiber Specifications

Due to the City’s long-term interest in creating fungible assets, HR Green recommends the creation and implementation of a Joint Build/Colocation Policy. Communities who seek to develop advanced communications infrastructure have a unique opportunity to deploy assets at a fraction of the cost of overbuilding individually. By developing a colocation policy and standards, the community can require builders with open trenches and boring projects to deploy conduit and/or fiber on behalf of the community. Our colocation package will develop Policies and supporting processes to implement these programs, in order to create long-term value for the City.

▷ **DELIVERABLES:**

- Conduit/Fiber Colocation Policy
- Conduit/Fiber Construction Specifications

▷ **DELIVERABLE:**

- Conduit/Fiber Colocation Policy
- Conduit/Fiber Construction Specifications

Task 4 – Facilitate Public Outreach (Optional)

Due to the high level of sensitivity to this topic encountered around this topic, the City may wish to conduct more formalized public outreach to both the provider community around its proposed ordinances and policies, as well as hosting public meetings for residents and concerned constituents.

HR Green will work with staff to prepare presentation materials for these meetings and will be available to participate either on-site or via teleconference to discuss these recommendations. We will deliver a report/primer on the current research related to health concerns associated with 5G/Small Cell deployments and the FCC’s NIER (Non-Ionizing Electromagnetic Radiation) standards.

▷ **DELIVERABLE:**

- Whitepaper/Briefing document on health concerns related to NIER.
- Development with staff of a Powerpoint presentation and one set of revisions to content.
- On-site or teleconference attendance at one day of meetings to facilitate discussion of proposed policies and guidelines.

Task 5 – Cost Recovery Study (Optional)

The FCC order seeks to limit how much local governments can charge wireless providers in small cell deployments for things such as application and permitting fees, fees related to accessing public ROW and/or rental fees for Small Cell collocation on existing structures. However, the order does specify fee caps for one-time applications and annual fees.

The safe harbor amounts are (a) \$500 for a single up-front application that includes up to five Small Wireless Facilities, with an additional \$100 for each Small Wireless Facility beyond five, and (b) \$270 per Small Wireless Facility per year for all recurring fees, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW.

The order does not state how these fees can be calculated, but only requires that the fees are reasonable given the associated costs incurred by the government body, and that the fees are not substantially higher than what the government may charge anyone else for accessing the same structures. Importantly, the order leaves room for local governments to collect larger fees from wireless providers if officials can justify higher costs incurred, but it also allows for applicants to challenge higher costs as being prohibitively excessive.

HR Green can conduct a methodical cost study for Small Cell deployments to both inform fee calculations and to act as a resource for defending those fees should they be challenged by wireless providers.

▷ DELIVERABLE:

- Completed Cost Justification Study and Final Report
- Recommended Fee Structure

TASK 6 – Plan Check & Staff Augmentation Services (Optional)

HR Green will develop a streamlined process for the review and approval of Small Cell and 5G applications. This will include establishing a streamlined process, updating application forms, checklists, tracking logs, and other documentation; and proactively coordinating with applicants, carriers, and utilities. HR Green has been an industry leader in developing a paperless process for the review, approval, and installation of facilities and infrastructure construction.



This is increasingly becoming the preferred collaborative and transactional method by utilities, permittees, developers, and local jurisdictions, and may be a key consideration given the new FCC Order limiting the review/approval time. Should the City desire to leverage this option, we can establish the framework and provide staff to implement paperless protocols and solutions. This could include, but not be limited to electronic plan review, leveraging an automated permitting system, and staff support (plan reviewers, permit counter technicians, etc.). As needed, HR Green can help you manage your Small Cell and 5G program from a municipal management, code compliance, engineering, public works, and construction management/inspection perspective. Our experienced staff includes City Managers, Public Works Directors, City Engineers, Economic

Development Directors, Traffic Engineers, Utility Managers, Planning Directors, Chief Building Officials, and certified specialists.

Our professionals have successfully implemented the policy framework, supporting programs, and hands-on management to make better decisions, enhance workflow processes, optimize the integration and interconnection of your infrastructure assets, and execute infrastructure asset, fiber optic, and broadband initiatives.

▷ **DELIVERABLES:**

- Plan Review Checklists
- Plan Review Comments
- Tracking Logs
- On-Call Support

ADDITIONAL SMART CITY SERVICES

5G/Small Cell Goal Development

Some of our clients engage us to help them develop their 5G/Small Cell goals. We add this as an optional task, because you might already know what 5G/Small Cell goals are. Some clients want to maintain control and limits or have opportunities to increase capacity. Others are working to encourage 5G/Small Cell, but want to have it be in mutually beneficial ways. Others are looking for possible revenue streams and are willing to make investments to get returns. HR Green's 5G/Small Cell teams will help you find consensus on 5G/Small Cell goals through tools and processes that we have developed.

▷ **DELIVERABLE:**

- Two days of meetings with stakeholders
- Report of the Village's 5G/Small Cell goals determined in the two meetings

Smart City Goal Development

There can be Smart opportunities in 5G/Small Cell densification. With fiber needed for the technology, the City might be able to improve infrastructure like poles, sensors, traffic signals, etc. We can walk City staff and leaders through Smart possibilities to see if there are any that the City wants to include in the establishment of a community Vision for smart technologies

▷ **DELIVERABLE:**

- Two days of meeting with stakeholders to discuss Smart City options
- Report of the Smart City options the Village wants to include in your goals

PROJECT PRICING

Phase / Task	Costs
Task 1 – Kickoff Meeting	\$2,500
Task 2 – Develop Design Standards and 5G Specifications	\$8,100
Task 3 – Colocation Policy & Fiber Specifications	\$7,400
Optional Tasks	
Task 4 – Facilitate Public Outreach	\$6,200
Task 5 - Cost Recovery Study	\$7,500
Task 6 – Plan Check & Staff Augmentation	Hourly
Additional Public Meetings (Beyond Scoped Tasks)	\$2,500 Per Day
Smart City/5G Vision Tasks	
OPTIONAL – 5G/Small Cell Goal Development	\$4,900
OPTIONAL – Smart City Goal Development	\$4,900

Travel will be billed separately and will not exceed 10% of the project

Project Schedule

Below are the typical timelines for the first three tasks:

Task 1: Kickoff – one day, scheduled as soon as the chosen stakeholders' schedules can be coordinated

Task 2: Develop Design Standards and Specifications – four weeks after the kickoff meeting (assuming the revisions are returned within a week of submittal)

Task 3: Colocation Policy – this can run concurrently with Task 2 and will take six weeks.



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: Approval of Sewer Lining Cost Share
Staff Contact: Alan Lange, Public Works Director
Department: Public Works

TITLE: Approval of Cost Share for the Lining of City Sanitary Sewer at 428 Knollwood Drive in an Amount Not to Exceed \$14,221

RECOMMENDATION:

Staff recommends approval of cost share for the lining of City sanitary sewer at 428 Knollwood Drive in an amount not to exceed \$14,221.00.

BACKGROUND:

The Community Development Department has previously received a building permit application for the construction of a new single family home at 428 Knollwood Drive. Upon review of the plans it was noted that the structure will run adjacent to the City's sanitary main which crosses the property. Given the age of the main and the likely need for future maintenance the City is requiring that the developer line the sanitary sewer with Cured-in-Place-Pipe (CIPP) along the length of the property. As this main serves the Woodside subdivision and is essential to the operation of the City's waste collection system, the City has offered to share the cost equally with the developer.

ANALYSIS:

The developer has obtained a proposal from Visu-Sewer of Illinois, LLC for the lining of approximately 338 linear feet of sewer main. This lining will span the length of the property between to existing manholes and likely eliminate the need for further maintenance of this segment in the near future (see City Sanitary Atlas attached). Staff has reviewed the proposal and found the cost and scope to be consistent with recent similar projects within the City. Should the Council approve this request the developer, Anthony Giannini Real Property Management, would manage the work. After inspection

and approval by City staff, the City would reimburse the developer fifty percent of the cost of work up to \$14,221 for the lining of this public infrastructure.

DOCUMENTS ATTACHED

- ✓ Visu-Sewer of Illinois, LLC Proposal
- ✓ Sanitary Atlas



Quote#: VMOXXX

RECEIVED

JAN 09 2020

WOOD DALE COMMUNITY DEVELOPMENT

Proposal for Installing Cured-In-Place-Pipe (CIPP)

REVISED
2/01/2020

To: Anthony Giannini
Real Property Management
 2940 Commerce St
 Franklin Park, IL 60131
 847-455-9500

From: Todd Bonk
Visu-Sewer of Illinois, LLC
 9014 S Thomas Ave
 Bridgeview, IL 60455
 708-237-0340

Date: 8/28/2019 Project: CIPP lining of 12" Pipe at 428 Knollwood Dr in Wood Dale, IL

Visu-Sewer of Illinois, LLC is pleased to provide the following quotation for:

National Liner CIPP

- Sewer Cleaning
 CCTV Services
 Grouting: Test/Seal
 Grouting: Structures
 Grouting: Lateral Sealing
 Smoke Testing
 Manhole Inspection
 Cementitious Coatings
 Epoxy Coatings
 CIPM Structural Lining
 Other Services Describe:

Project Pricing

Pay Item	Description	Unit(s)	U/M	Unit Price	Total
1	CIPP of 338' of 12" pipe at 428 Knollwood Dr in Wood Dale	338	LF	\$ 84.00	\$ 28,392.00
					\$ -
2	Water for cleaning and lining	1	EA	\$ 50.00	\$ 50.00
					\$ -
					\$ -
Total					\$ 28,442.00

Notes to this proposal:

1. Visu-Sewer will provide labor, material and equipment required to complete the work per the project specifications,
2. Project Notes: Bush at Upstream MH will be removed, does not include replacement. Visu-Sewer will

VISU-SEWER OF ILLINOIS, LLC

* 9014 S THOMAS AVE, BRIDGEVIEW IL 60455 * (O) 708-237-0340 (F) 708-237-0360 *

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Visu-Sewer of Illinois LLC is authorized to do the work as specified.

Date: _____ Signature: _____

IF THIS PROPOSAL MEETS YOUR APPROVAL, PLEASE SIGN AND FAX A COPY TO 601.608.7887 OR 618.397.0098 TO AUTHORIZE VISU-SEWER TO DO THIS WORK.

Abbreviations:

EA= per each
LF= linear foot

GAL= per gallon
SF= square foot

HR= hourly or per hour
TBD= to be determined

LS= lump sum *DAY = daily rate*
VF= vertical foot

VISU-SEWER OF ILLINOIS, LLC

* 9014 S THOMAS AVE, BRIDGEVIEW IL 60455 * (O) 708-237-0340 (F) 708-237-0360 *

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Sewer Lining



6" Cast Iron

6" VCP

12-30A
12-30

428
Proposed
Single Family
Home

12-28
12-27

12-31

KNOLLWOOD DR

436

442

448

454

462

464

KNOLLWOOD DR

12-32

12-33

12-34

463



FINANCE & ADMINISTRATION COMMITTEE MINUTES

Committee Date: January 9, 2020
Present: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski (7:20pm),
E. Wesley & Woods (7:14pm)
Absent: Ald. R. Wesley
Also Present: Mayor Pulice, City Manager Mermuys, Treasurer Porch, Police
Chief Vesta, A. Lange, E. Cage, B. Garelli, K. Buggy, A. Walczak, N.
Kace
Meeting Convened at: 7:57 p.m.

APPROVAL OF THE MINUTES:

The minutes of the December 12, 2019 meeting were approved as presented.

REPORT & RECOMMENDATION

FY 2021 CIP DISCUSSION

DISCUSSION:

Brad Wilson presented the CIP for 2021-2025 for the City of Wood Dale. Once approved, this gets put into the Operating Budget for discussion at the end of February. He reviewed the summary of projected expenses which have a grand total of \$69,787,613 for 2021-2025. He then reviewed the pro-forma statement of cash flows which is a total of \$2,745,349 for 2021-2025. Water/Sewer Capital Projects fund is (\$6,301,000) in the red. These projections do account for the most recent water increase. Mr. Mermuys noted that there are just too many unknowns at this time, but staff wanted to plug in a number for the last year. He reminded Council that grant money has already been received for the stormwater project currently underway.

Pedestrian Bridge Over Irving Park

This project will help maintain a high standard of public safety by ensuring the bridge is in good working order.

Bridge over Salt Creek on Elizabeth Drive

This project will provide for greater mobility throughout the area for vehicular and pedestrian traffic. STP money is a grant, and this bridge does qualify for that funding through IDOT.

Ward 2 and 3 Stormwater Project

Completing this project will improve safety and quality of life for residents in the affected areas, and there are expected to be lower maintenance and upkeep costs related to the area. City

Manager Mermuys reported that School District #7 gave approval to draft an IGA with the City for using their land to run underground storage for this project.

Street and Surfacing and Sidewalk Replacement

Work includes asphalt surface removal and replacement, replacement of deteriorated sections of curb and gutter, and the replacement of non-ADA compliant sidewalk ramps. Mayor Pulice noted that the city is now down to a little over \$8 million in the bank, so Council needs to be cautious and strategic with spending.

Wood Dale and Irving Park Safety Improvements

This will close out this project, which made the intersection safer and more efficient by easing the flow of traffic and enhancing the intersection. The contractor has not finalized the project yet, so neither has the state, so no final bill has been sent yet.

Non Transportation Section

Information Technology

Squad Computer Replacements & Replacement of City Hall Office Computers

This will provide for a more efficient, secure and modern network which should reduce future maintenance of hardware costs. There are approximately 80 computer in the city at any given time. Laptop squads are assigned to the car and not an individual, so any officer can sign on to them.

Street Light Installations

This is for possible installation of lights where they don't currently exist and installations would be based upon the criteria outlined in the city's policy for new streetlights. This will increase the city's electric cost, but the amount is not expected to be significant. Mayor Pulice has been approached by some residents about having additional lighting to the train station and asked that this be looked at. Ald. Susmarski would like to see the city's current policy be reviewed. Mayor Pulice commented that anywhere a bus stops should have adequate lighting. Mr. Mermuys noted that it takes a lot of time to get one light up and additional staff needs to be hired prior to getting this taken care of. Ald. Jakab asked about using Tourism Fund for these. Mr. Wilson explained that with expanding special events and new signage, those funds are being used.

Streetlight Installations – Irving Park Rd

This is for replacement of existing light poles and fixtures along Irving Park with new black ornamental poles like the one ones installed during the intersection project. To complete, the city must work closely with IDOT due to the lights in question being utilized for lighting their roadways.

Decorative Street Lights

This project is to install the same decorative lights currently on Wood Dale Rd. from Foster to Montrose along additional portions of Wood Dale Rd. as well as other roadways. Additional holiday decorations would also need to be purchased over time which will be budgeted separately. Mayor Pulice proposed possibly using the refund check from the Tollway for this.

Ald. E. Wesley made a motion, seconded by Ald. Messina, to move Decorative Street Lights from Funded to Unfunded. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, E. Wesley & Woods
Nays: Ald. Susmarski
Abstained: None
Motion: Carried

City Hall Parking Lot

This lot was resurfaced a number of years ago and a drainage issue on the east side was addressed. However, there is a continued drainage issue in the western portion of the lot leading to accelerated deterioration of that section of the lot. It would involve reconstructing and/or resurfacing the lot as required. This needs to be addressed for safety purposes for residents and employees.

In Car Camera System/Body Cameras for Police

This narrative will be updated to reflect earlier discussion at PHSJ-E meeting. The total amount is \$67,090.00 and would replace current in-car cam systems with updated equipment software and additional digital evidence.

Police Department Improvements

This is for a thorough review of workspaces within the Police Department and prisoner processing center. It would help determine how to better use the current space available to keep the facility efficient. Chief Vesta explained that a space analysis is needed to reconfigure the facility and rearrange for various uses without building a new location.

Police Department HVAC Replacement

The system is approaching 30 years and consists of several inefficient and inoperable components. Excessive maintenance has been experienced over the last several years.

Police Department Surveillance Cameras

This is to expand the current camera system deployed at the train station and Irving Park Bridge. It would include the addition of cameras near the intersection of Irving Park and Wood Dale Road and at the I-390 and Wood Dale Road exit. Chief Vesta noted that most higher profile offenders are not from Wood Dale, but are traveling from further distances. He wants to build out the

ability to view areas with high quality cameras with smaller muted cameras which would be more for investigative purposes.

Public Works Building

This will provide funding to convert a recently acquired property into the new Public Works campus. Mr. Mermuys explained that originally when looking at different scenarios, every option was over \$20M, so the expenses for this project were cut in half by purchasing this building. Mayor Pulice noted that since it is in the TIF area, everything will be done through TIF funds.

Façade Improvement Program

This is funding to keep the program going and will promote local businesses increasing revenues to both the businesses and City.

New/Upgrade – Citywide ERP System

This is for costs associated with the ERP implementation project. The project is expected to take around 28 months to complete, and no later than early 2022 for the payroll as the last phase.

O’Hare Nosie

This is for monies the City might need to help fund activities related to fighting the ongoing noise pollution due to new O’Hare’s runways.

Rear Yard Drainage Program

This would fund a 50/50 cost share (up to \$3,000) for rear yard drainage related to issues on private property. This is one of the most utilized cost sharing programs offered by the City.

Metra Parking Lot

This would involve seal coating and restriping the Metra parking lot, installing new decorative poles (black to match the new city street signs), updated signage, and replacing narrow strips of grass with stamped concrete and landscaping updates.

Economic Development

This is in partnership with a market strategy firm to help to attract and retain new businesses. FY2021 also includes monies related to rewriting the UDO. Ald. Messina wants to see what the firm is actually doing to ensure this is worth the city’s while. Mr. Mermuys feels the city will get at least one business from using them. They are doing the work; however, there are some external factors making it difficult to get things accomplished.

Irving Park Rd. Land Acquisition

This is retention of a line of credit. City Manager Mermuys announced the project next door to City Hall is on the docket for CDC in February and then City Council shortly thereafter. Some activity will be starting at this location in the next few days.

Water and Sewer Expenses

Maintenance of Reservoir Tanks 3, 4 and 5

The contract for this was approved at City Council a few months ago and will start in spring. It will complete the cleaning, painting and required repair work to the tanks.

South Treatment Plant Facility Maintenance

This project will help maintain the existing wastewater facilities and should also help reduce ongoing maintenance costs, and help reduce system downtime.

North Treatment Plant Facility Maintenance

This is for maintenance of the north wastewater treatment plant. These improvements and maintenance items are related to existing structures and items not involved in the upgrade project.

Lift Station Rehab Program

This project is expected to lower operating costs once fully complete due to more efficient systems being in place, less downtime and less manual processes related to these stations.

Rehabilitation of Water Tower 1

This accounts for the rehab of Tower 1. The structure was found to be in need of work related to all aspects of the tower. Last time the tower was painted was 2000 and very little work has been done to it since, aside from reactive measures. Mayor Pulice has noticed prices for painting and costs to replace are increasing. Mr. Wilson reported staff reached out to some similar municipalities for price estimates.

Infrastructure Tap-On Program

Ten residents are budgeted to tap on each year; this year they had three to four properties. This program is expected to last many years at its current pace.

I and I Program

The costs in FY2020 are associated with Areas 6 and 7. FY2021 and beyond are the costs associated with the needed repair work that is identified to be completed.

UNFUNDED PROJECTS

The decorative street lights that was removed from Funded will be included in this section.

Ald. Susmarski made a motion, seconded by Ald. E. Wesley, to remove the Treatment Plant/Veteran's Memorial for \$75,000 from Unfunded. A roll call vote was taken, with the following results:



Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods
Nays: None
Abstained: None
Motion: Carried

Ald. E. Wesley asked about some of these expenses coming from Tourism Fund. Mr. Mermuys explained there was a large draw down from that fund and a lot was spent on the entrance signs. The new street sign banners are set for the docket for a February Committee meeting.

Ald. Messina inquired about senior service grass cutting and snow plowing. Mr. Mermuys stated that will be in the operating budget, and once Public Works administrative staff is hired, those projects will get started.

VOTE:

Ald. Jakab made a motion, seconded by Ald. Susmarski, to approve the CIP as amended. A roll call vote was taken, with the following results:

Ayes: Ald. Catalano, Jakab, Messina, Sorrentino, Susmarski, E. Wesley & Woods
Nays: None
Abstained: None
Motion: Approved

ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:

- FY 2021 BUDGET – February 27, 2020

ADJOURNMENT:

The meeting adjourned at 9:32 p.m.

Minutes taken by Eileen Schultz



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: Fire Department TIF Proposal
Staff Contact: Brad Wilson, Finance Director
Department: Finance

TITLE: Fire District TIF Proposal

RECOMMENDATION:

Provide direction to staff with regards to the Fire District TIF Proposal.

BACKGROUND:

The Thorndale TIF was approved in 2015. There are a number of different projects that these funds can be used for, provided they qualify and are approved by the City.

ANALYSIS:

There a number of qualifying expenses that can be paid with TIF funds. One of these items is capital costs of other taxing bodies, should the project associated with those costs provide a benefit to the TIF. To that end, the Fire District has submitted a TIF funding request related to the purchase of a new ambulance.

Per their submission, the cost of the ambulance is \$300K, and they are requesting \$150K. As the fire district offices are within the TIF, and the ambulance provides service to the TIF this would be a qualifying expense. The attached TIF application has a detailed narrative regarding this request beginning on page 11.

The \$150K amount was derived based upon a few different factors. First (and most important), as the ambulance would also operate outside of the TIF, an amount less than 100% was necessary. With the redevelopment inside the TIF, and higher usage of the IL-390, a 50/50 split seemed reasonable. Additionally, a number of other City

programs such as the generator rebate and façade improvement program are designed to have a maximum of 50%. An amount greater or less than \$150K (50%) can be awarded should the Committee decide to do so.

DOCUMENTS ATTACHED

- ✓ Wood Dale Fire District TIF Application



**CITY OF WOOD DALE, IL
TAX INCREMENT FINANCING (TIF)
PROJECT APPLICATION**

To apply for TIF assistance, an application must be submitted to the City of Wood Dale. For more information regarding the City's program or questions regarding the application, please contact the Community Development Department at (630) 766-5133. TIF assistance is not an entitlement; rather, it is intended to defray extraordinary project costs that negatively impact project feasibility. The decision to provide TIF assistance is ultimately made by the City Council based on a variety of factors including considerations of: whether the project will have a significant community or economic benefit to the City, and whether there is a need for assistance to make the project feasible, among others.

TIF APPLICATION – COMPANY PROFILE

Information of Person Preparing this Application

Name	Patrick Johl
Title	Deputy Chief
Address	589 N. Wood Dale Road Wood Dale, IL 60191
Phone	630-766-1147
Fax	630-766-7156
Email	pjohl@wdfd.com

Applicant Information

1. Legal Name of Applicant (for contract documents)

a. Party to City/Developer Contract: Wood Dale Fire Protection District

b. Name of Signatory for Contract: James F. Burke

c. Title of Signatory for Contract: Fire Chief

2. Applicant's Address

a. For Purpose of Notice 589 N. Wood Dale Road
Wood Dale, IL 60191

b. Project Site Address 589 N. Wood Dale Road
Wood Dale, IL 60191

c. Other Business Address _____

3. Contact Name and Phone Number of Person Who Can Answer Questions Regarding Documents

Patrick Johl, Deputy Chief, 630-766-1147

4. Legal Counsel (for purposes of City/Applicant contract review)

Firm Name: Bond, Dickson & Conway

Address: 400 S. Knoll Street, Unit C
Wheaton, IL 60187

Contact Person: Sean Conway

Phone Number: 630-681-1000

Email Address: seanconway@bond-dickson.com

Company Information

5. Applicant is a: Sole Proprietorship Corporation Partnership
(circle response)
 Limited Liability Company Other

 (If other entity- please specify)

6. Applicant's Surety Information

Has any surety or bonding company ever been required to perform upon your default?

Yes ___ No ___

If yes, attach statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.

7. Applicant's Bankruptcy Information

Has the Applicant, any of its principals, or any other entity in which the Applicant or a principal has been an owner ever been declared bankrupt?

Yes ___ No ___

If yes, state date, county jurisdiction, under which bankruptcy chapter, amount of liabilities, and amount of assets:

8. Applicant's Prior or Pending Litigation

Provide detailed information (on attached sheets) regarding prior or pending litigation, liens, or claims against the Applicant or any of its principals or any entity in which the applicant or any of its principals has an interest.

9. Applicant's Tax Payment Information

Is the Applicant current on all payment of taxes (i.e., City, County, School, payroll, sales, etc.?)

Yes ___ No ___

If no, please explain.

10. Applicant's Federal Income Tax Information

a. Tax ID Number: _____

- b. Location of the IRS Center where Federal Income Tax Returns filed:

11. Applicant's Experience Statement

Describe the duration and extent of your business experience emphasizing similar projects. Provide a list of projects completed by the Applicant during the past 10 years in Illinois including the address and nature of projects. Also, state the names and pertinent experience of the persons who will be directly involved in development of this project.

Proposed Project Information

12. Description of Proposed Redevelopment Project – Please provide the following requested information

- a. A narrative describing the project that contains:
 - i. Construction information, including the number of square feet to be demolished and constructed, the number or square footage of units and parking, and the number of construction phases;
 - ii. Evaluation of site constraints;
 - iii. A request for the City's assistance with the project that specifies the type(s) and amounts of assistance needed and why it is needed;
 - iv. Time constraints that affect the projects;
 - v. A statement that the property has not received a county real estate tax reduction and that such a reduction has not and will not be applied for if TIF assistance is awarded to the project;
 - vi. A statement explaining why the project will not proceed/succeed without City assistance; and
 - vii. A statement that the projected land use conforms to the approved land uses established in the TIF Redevelopment Plan. If the projected land use is not consistent with the existing Plan, please explain the inconsistencies.
- b. Detailed project budget, including acquisition, and hard, soft and financing costs.
- c. Size of property in acres and associated PINs.
- d. Sources and uses of funds for the project. The Sources of Funds should include equity, lender financing and other financing. Uses must include all project costs including acquisition, soft costs and hard (construction) costs.
- e. An analysis of the extraordinary costs that would not be expected to be encountered in a project of this type elsewhere on a typical site in the market area.
- f. Pro forma income and expense schedules for the project. For investment properties, the pro formas should cover a minimum of a 10-year holding period and should contain detailed assumptions including vacancies and debt service. For "for sale" projects, the

income and expense statements should cover the construction and sell-out period. There should be two sets: (a) one set without City assistance, and (b) one set with City assistance.

- g. Rate of return/profitability analysis appropriate to this project, with and without City assistance. For example, where the applicant is constructing or renovating and then renting out industrial, commercial or residential space/units to tenants, the Applicant must show internal rates of return on equity for the minimum 1-year period, with and without City assistance. For "for sale" projects, profit should be shown as a margin on sales.
- h. At the time of initial application, application materials should include letter(s) of intent from recognized financial institutions. Financial commitments from lenders including construction financing, permanent financing, and any other governmental financing that include the nature and terms of the obligations should be submitted as part of the application to the extent available and will be required prior to the execution of a redevelopment agreement.
- i. Ownership structure, resumes of the principals, and financial statements of the Applicant. Financial information may include audited statements or tax returns for the principal business entity(-ies). The City of Wood Dale may request personal financial statements at its discretion.
- j. Market studies for the project, including market rents and letters of intent/interest from tenants (not required for industrial projects). Applicant should include documentation from comparable projects that they have developed.
- k. Evidence of site control including titles, options, and a narrative about the status of property acquisition. If the Applicant is not the property owner, a letter of authorization from the property owner and a copy of the lease or contract to purchase are required. If the Applicant is the property owner, a copy of the title tract search or a copy of the last recorded deed, with affidavit, are required. If the Applicant is administered by a trust, a certified copy of the trust agreements and a list of all beneficiaries are required. If the subject property has been owned more than one year, evidence of the original purchase price, and income earned and holding costs for the subject property must be submitted as part of the application.
- l. Copy of appraisal supporting land acquisition cost at time of application and copies of any other appraisals required for financing process prior to executing the redevelopment agreement.
- m. A narrative that describes the public benefits and municipal impact created by this project such as: number and types of permanent full time jobs created, number of temporary construction jobs, estimated payroll, most recent equalized assessed valuation ("EAV") and estimate of EAV after redevelopment. Estimate of other benefits including direct/indirect taxes generated, participation in local job readiness/training programs, other public source commitments, etc.

- n. Environmental reports/studies for the site.
- o. The Applicant must indicate the number of residents, if any, who have been displaced and/or will be displaced as a result of this project.
- p. References from communities where the developer has done similar projects, with and without TIF assistance.

13. Construction Schedule

- a. Estimated Construction Start Date: _____
- b. Estimated Construction Complete Date: Vehicle Delivery July 31, 2020

14. Employee Information, if applicable

- a. Estimated amount of construction employment (direct & indirect) _____
- b. New full-time jobs to be created in Wood Dale _____
- c. Full-time jobs to be relocated to Wood Dale _____
- d. Existing full-time jobs to be retained in Wood Dale _____
- e. Total jobs _____

15. Project Costs Eligible for TIF Reimbursement:

Scope of Work	Estimated Cost
1. Costs of professional services including legal, consulting, engineering fees, etc.;	
2. The costs of marketing sites	
3. Property assembly costs, including acquisition of land, demolition of buildings, site preparation, and site improvements	
4. Costs of rehabilitation, reconstruction, or repair or remodeling of existing buildings, fixtures and leasehold improvements	
5. Costs of the construction of public works or improvements	Total Cost \$300,000.00, Requesting \$150,000.00
6. Costs of job training and retraining projects, including the costs of "welfare to work" programs implemented by businesses located within the RPA	
7. Relocation costs	
8. Costs of job training, retraining, advanced vocational education or career	

education	
9. Interest costs incurred by a developer related to the construction, renovation or rehabilitation of a redevelopment project (up to 30% of interest costs)	
10. Payment in lieu of taxes	
11. All or a portion of a taxing district's capital costs resulting from the redevelopment project necessarily incurred or to be incurred within a taxing district in furtherance of the objectives of this Redevelopment Plan	
12. Financing costs	
TOTAL	

THE UNDERSIGNED APPLICANT CERTIFIES THAT THE STATEMENTS SET FORTH HEREIN AND THE DOCUMENT PROVIDED TO THE CITY OF WOOD DALE PURSUANT TO THIS APPLICATION ARE TRUE AND CORRECT.

Applicant:



Signed

1/30/2020
Date

By: Patrick Johl
Print Signatory Name

of Wood Dale Fire Protection District
Print Applicant Name

Its: Deputy Chief
Title

IMPORTANT NOTE:

The City of Wood Dale reserves the right to request additional information if deemed necessary by any representative of the City.

The City of Wood Dale will protect the confidentiality of the information provided with the completed application and pursuant to the application checklist to the extent allowed by law.

PROVISIONS CONCERNING PREVAILING WAGES

The Developer must comply with the requirements pertaining to fair employment practices and affirmative action described in Section 8 of the Redevelopment Plan and the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), as they may be applicable.

Initials: _____



Date: _____

1/30/2020

ASSURANCE REGARDING CONFLICTS OF INTEREST OR GIFTS TO PUBLIC SERVANTS

Conflict of Interest.

To the best of my knowledge, no City of Wood Dale Board member, no member of a City commission, nor any City employee would have any financial interest, direct or indirect, in any assistance which may be provided to the Applicant or its affiliates for the project described herein.

Gifts to Public Servants.

I also understand that the City may immediately terminate any contract to provide assistance for the project described herein if the Applicant has offered, conferred or agreed to confer any benefit upon a City employee or official, that the City employee or official is prohibited by law from accepting. A "benefit" is understood to mean anything reasonably regarded as economic gain or economic advantage, including benefit to any other person in whose welfare the beneficiary is interested.

Initials: 

Date: 1/30/2020

PROPERTY DESCRIPTION INFORMATION

1. ONE SET of all of the documentations specified herein must be attached to this Property Description (partial submissions are not acceptable and will not be processed).
2. The following information must be reviewed and approved by the City's Land Surveyor PRIOR to placing any project on a City Board meeting agenda.
3. Attach this sheet (checked off) with the information specified below:
 - Metes & Bounds Description from a State Registered Professional Land Surveyor on 8 1/2 x 11 inch bond paper (label Exhibit "A").
 - Copy of recorded deed(s) to the current owner(s) of the tract(s) of land involved, stamped with the volume and page.
 - Copy of recorded parcel plat(s) locating the tract(s) of land, and showing the nearest street intersection or recorded addition comer, stamped with the volume and page.
 - Locator map on 8 1/2 x 11 inch bond paper - not necessarily to scale - generally indicating the subject property boundaries, and including readily recognized reference points (label Exhibit "B").
 - List of Property Improvements - Label real property improvements as Exhibit "C1", personal property improvements as Exhibit "C2", and public improvements as Exhibit "C3."

City of Wood Dale Tax Increment Financing (TIF) Project Application

Wood Dale Fire Protection District Ambulance Purchase

Proposed Project Information

12. Description of Proposed Redevelopment Project – Narrative

The Wood Dale Fire Protection District is requesting financial assistance from the Tax Increment Financing (TIF) Fund to purchase a new Type I, NFPA 1917 compliant, Advanced Life Support (ALS) transport ambulance. This new ambulance would replace the Fire District's 2013 front-line ALS transport ambulance as the primary transport ambulance servicing the Thorndale Corridor TIF, The Wood Dale Road TIF, and the remaining areas protected by the Wood Dale Fire Protection District, including the entire City of Wood Dale. This new ambulance would be housed and would respond from the Wood Dale Fire Protection District Station 68, located at 589 N. Wood Dale Road, Wood Dale, IL 60191, within the boundary of the Thorndale Corridor TIF District. This new ambulance would be staffed with current Wood Dale Fire Protection District personnel. The funding request for this project does not include any costs for personnel. The Fire District is only seeking funds toward the purchase of a new ambulance and necessary equipment to make it operational.

The Wood Dale Fire Protection District protects both the Thorndale Corridor TIF and the Wood Dale Road TIF for fire, rescue, and emergency medical services. The new ambulance funded with this project would respond and be available for all three types of service requests within the TIF district boundaries and within the Wood Dale Fire Protection District. Over the past 10 years, the Wood Dale Fire Protection District's call volume has increased from an average of 1,800 calls annually in 2009, to 2,532 calls in 2019. Of the 2,532 calls in 2019, 1,525 or 60% were requests for the ambulance. Emergency medical services has remained nearly 60% of the Fire District's service demands over the last decade. As redevelopment of the TIF districts and the Wood Dale community continues, the population within the community will grow while businesses are open, whether from visitors, customers or employees of new and redeveloped businesses. In addition, new and redeveloped businesses within the TIF districts as well as completion of the I-390 will increase traffic throughout the community. Increases in population and traffic will increase requests for service from the Fire District. With our ambulance being required on 60% or more of our responses, this new vehicle will continue to be the busiest vehicle in the fleet.

The total cost for this project is \$300,000.00 and includes the purchase, construction, and delivery of a 2020, Type I, NFPA 1917 compliant ALS transport ambulance vehicle with all necessary emergency medical and communications equipment to service the Wood Dale Fire Protection District. The total cost of \$300,000.00 for this project has been reduced as much as possible following our purchasing procedures, all applicable State purchasing requirements and the cooperative purchasing agreements we participate in. The Fire District was able to save \$20,000.00 from the State of Illinois Type I ambulance bid price through our participation in the Houston-Galveston Cooperative purchasing agreement. Further, the Fire District was able to reduce total costs of the project by applying discounts from the Illinois Public Risk Fund (IPRF) when purchasing a cot/stretchers patient movement system, applying a Ford Fleet account discount toward the purchase of the vehicle chassis, the award of a FEMA Assistance to Firefighters grant toward the purchase of new mobile radio equipment, and by

transferring all usable medical supplies and equipment from our 2008 reserve ambulance to the new ambulance when it arrives instead of purchasing all new equipment to outfit the new ambulance. Upon placing the new ambulance in-service, our reserve 2008 ambulance, which has become unreliable and a maintenance burden due to its age will become surplus and will be removed from service within the Wood Dale Fire Protection District. Delivery of the new ambulance is expected at the end of July or early August in 2020.

The Wood Dale Fire Protection District is requesting \$150,000.00, or half the total cost of the project, to be funded from the TIF fund. Any financial assistance from the City of Wood Dale and/or the TIF funds would greatly assist the Fire District in saving taxpayer dollars and we certainly would not refuse the total cost of the project (\$300,000.00) being funded through the TIF fund. We are making our request for funding this project in good faith and hope that splitting the total cost of the project is amenable. All remaining costs for this project incurred by the Wood Dale Fire Protection District will be financed through Itasca Bank at the best possible rate at the time financing is finalized, thus increasing the burden to the Wood Dale Fire District and to our tax payers, when we are forced to pay to finance a capital purchase of this size.

Thank you for your consideration!



REQUEST FOR COMMITTEE ACTION

Referred to Committee: February 13, 2020
Subject: Credit Card Processing Fees
Staff Contact: Brad Wilson, Finance
Department: Finance

TITLE: Credit Card Processing Fees/MUNIS

RECOMMENDATION:

Approve moving our credit card processing (merchant services) to AMS upon “go live” of the cashiering module in MUNIS, which is currently scheduled for late March. We would still use the current provider as long as the City’s current online payment portals are active.

Provide direction as to a credit card fee structure once we begin processing credit cards in MUNIS.

BACKGROUND:

The City has been with its current merchant services provider for credit card processing (payments that the City receives) since 2008. We have price checked a few times, and until recently have been receiving favorable rates with minimal service issues.

With the ongoing implementation of MUNIS (new ERP system) it has become clear that the City would be better served by switching to a new provider.

ANALYSIS:

As staff has been working through the cashiering module of MUNIS, a few items have been brought to light that need to be addressed.

1. Current provider is not familiar with MUNIS cashiering requirements
 - a. They are able to connect, but there are better options
 - b. AMS is a direct partner and fully integrated with MUNIS

2. New online payment portal, necessitating the need for change.
 - a. Eliminating current online portals (we have 2 that do not integrate)
 - b. Going to 1 integrated portal
3. Our current \$1 fee is not likely to continue once we go on MUNIS
 - a. Different types of transactions could have different fee structures
 - b. Current \$1 fee not allowed and/or recommended in some situations
 - c. Losing money versus other structures
 - d. Possible migration from cards back to cash/check

Our current provider does not have direct access to the back end processor required by MUNIS, whereas AMS built the integration point(s) between the MUNIS and the processor; they can obtain it, but it is not as clean/seamless of an integration. Multiple other entities use AMS and have nothing but good things to say about them. I am aware of only 1 other entity using our current provider and they said that the transition process was “just okay”, and we don’t want just okay.

The City currently operates 2 online sites through which payments can be made. One is our “home grown” site that we have had for 10+ years, and have updated as needed over time. The other is the Green Pay site maintained by our bill print company. Neither site talks to the other nor do they talk to our billing system, which leads to a number of calls and confusion about receipt of payments and current balance inquiries. Absent any changes in our current practices, this will not change, and the most efficient and seamless way is to integrate our online payment system into MUNIS with the AMS which will allow for timely updates of payments and balances.

The City currently has 2 different merchant ID’s for over the counter and online transactions with different underlying rate structures, however both have a \$1 convenience fee. Going forward, this setup is not necessarily the most efficient nor is it the most cost effective way of doing business. The City has three primary options going forward.

- 1 – Utility fee program. This option is only available for utility bill payments, has the lowest fees available, however a convenience/service fee is not allowed.
 - This option would require the City to pay 100% of the fees incurred.
- 2 – Government rate. This rates is less than the “normal”, but more than the utility rate. We would have the ability to assess a flat convenience fee like we do.
 - This option would require the City to pay 100% of the fees incurred, offset on the back-end by what was collected in fees.
- 3 – Percentage fee. In this model, we would charge a % fee, i.e. 3% for any transaction.
 - This option would result in the highest fees to the card holder, but the cost to the City is virtually \$0.

Based upon conversations with the prospective new processor, and some entities that use them, a mix of 1 and 3 seem to be popular.

Option 1 provides us the lowest processing rate possible and still makes paying with credit card appealing, while option 3 would offset the processing costs of higher dollar amount transactions, i.e. building permits.

Option 2 is viable, and does a decent job of covering the costs on an average utility bill (the \$1 does not cover it all, but is close depending on the type of card that is used), however the \$1 fee falls significantly short on larger utility bills and building permits that the fees could easily be in the hundreds of dollars.

Option 3 provides virtually a \$0 cost option to the City, it will likely also led some to switch back to checks and/or cash. This option will also prompt the most comments/feedback as going from the current \$1 to +/- 3% will be a drastic switch.

DOCUMENTS ATTACHED

✓ None