



City of Rochelle Police Department

Memo

To: Meggon McKinley, City Manager

From: Rene Smith

Date: March 2, 2011

Re: Alarm Ordinance Amendment

I am writing to request a change in the alarm ordinance as it applies to the 3 year permit/application process.

Currently when a business or homeowner installs an alarm, they complete an Alarm Permit Application which when processed covers them for a period of three years. Applications are received from January through December of any given year. The downside to this is that every alarm holder has a different start/end date requiring billing and processing to occur every month all year round.

Another disadvantage of the current system is in a period of 3 years a number of factors can contribute to changes in the information on file e.g., business/homeowner relocation, employee turn-over, keyholder information, etc. Inaccurate information poses a number of problems for city departments responding in the event of an alarm.

I recommend amending the current three year renewal system to one which will require residents/businesses to register their alarms annually, resulting in a more efficient billing process with increased accuracy of business/homeowner records. This change will occur May 1, 2011 to coincide with current city fiscal year operations.

The present alarm renewal system will conclude on December 31, 2010, with permit holders being converted to the new system on a graduated scale over the next 3 years. Permit holders renewing in 2011 will be the first group to convert on May 1, 2011; holders renewing in 2012 will convert on May 1, 2012; and holders renewing in 2013 will convert on May 1, 2013.

Permit holders will also incur an increase in permit application fees which help to offset a fraction of the costs associated with billing, processing applications and permits, and

response from police and fire agencies. The present rate is \$20 per three year period. Beginning May 1, 2011 that fee will increase to \$25 per year.

Thank you in advance for your attention in this matter.

Sincerely,

Rene Smith, Administration
Rochelle Police Department
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Rochelle, IL 61068
815-562-2131