

# CITY OF WARRENVILLE

## MEMORANDUM

To: Mayor and City Council  
From: Jennifer McMahon, Assistant City Administrator  
Subject: SUMMARY OF AGENDA ITEMS FOR THE FEBRUARY 1, 2010, CITY COUNCIL  
REGULAR MEETING  
Date: January 28, 2010

Please contact the City Administrator by noon on the day of the meeting if you have questions pertaining to agenda items or this summary.

### VI. CONSENT AGENDA

#### A. Waiver of Fees for Raffle Bond and License and 24 Hour Liquor License

As approved by the foregoing ordinance, attached is a list of those organizations that annually apply for 24-hour liquor licenses and raffle licenses, requesting waiver of all fees and bond requirements with a single action by the Council. In future years, this action will be taken in at the last City Council meeting of December.

**Council Action Requested:** Waive Fees and Raffle Managers Bond for all 24-Hour Liquor License and Raffle License Request from Not-for-Profit Organizations for the 2010 Calendar Year.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Loss of a minimal amount of license fees.

**Other Resources Required:** None.

#### B. Refuse Collection Services

The City's current refuse service contract with Arc Disposal will expire on April 30. According with Council's direction, staff issued an RFP and sought proposals for the refuse service collection contract on a sticker/volume based program. After reviewing the three proposals received, the Finance and Personnel Committee concurred with staff's recommendation to accept the Waste Management's proposal.

**Council Action Requested:** Accept Finance Committee recommendation and approve a contract with Waste Management for refuse, recycling, and yard waste collection.

**Staff Recommendation:** ACA McMahon recommends this action.

**Budgetary Impact:** None. Costs for this service are paid by the resident directly to the contractor.

**Other Resources Required:** Routine staff time managing the contract and addressing service issues.

C. Hotel/Motel Tax Grants

As in previous years, the Tourism and Arts Commission's (TAC) recommendation is based on the current Hotel/Motel Tax Grant Policy of removing from grant consideration the Summer Daze and the 4<sup>th</sup> of July Celebration, eliminating 20% of the annual reserve, and providing \$150,000 in funding to be divided up as: 40% Events, 25% Capital, 15% Arts, and 20% Tourism, plus an additional \$50,000 as "flexible funding" for whatever category TAC deemed necessary.

This year, TAC received 15 applications totaling \$256,113, in requested grant funding with all projects qualifying for funding under the City Code. The recommended grants total \$156,450.

**Council Action Requested:** Accept Finance Committee recommendation and approve the Tourism and Arts Commission recommendations and award \$156,450 in Hotel/Motel Tax Grant funding of the 2010 Grant Cycle.

**Staff Recommendation:** ACA McMahon concurs with this recommendation.

**Budgetary Impact:** \$156,450, from Hotel/Motel fund, will be included in the FY 2011 budget.

**Other Resources Required:** Staff time to coordinate administration of the grant program for each awarded applicant.

D. Bike Rodeo Solicitations

As discussed at the Finance Committee meeting, the Bicyclists and Pedestrian Advisory Commission is requesting permission to solicit monetary and bicycle equipment donations from local businesses for the fifth annual Bike Rodeo. These donations would be used as prizes or to purchase prizes for a drawing at this event.

**Council Action Requested:** Accept Finance Committee recommendation and approve a request by the Bicyclists and Pedestrian Advisory Commission to solicit local businesses for item or monetary donations for the 2010 Bike Rodeo according to City policy.

**Staff Recommendation:** ACA McMahon has no objection to this request.

**Budgetary Impact:** None.

**Other Resources Required:** Staff time to record the donations and issue the proper receipts.

E. Walgreens Liquor License

As discussed by the Finance Committee, Walgreens Corporation is currently involved in a national program to add beer and wine sales to all of its stores. Walgreens currently operates two stores in Warrenville. One is located at 28 W 104 Warrenville Road and the second is located at 2 S 613 Route 59, and has applied for two class B-3 liquor license, one for each Warrenville store to be able sell beer and wine.

The City Code under Title 3, Chapter 2, Section 7-G currently authorizes only one class B-3 Liquor License, which is held by 7-Eleven. If this request is approved, two more Class B-3 Licenses would be created by ordinance.

**Council Action Requested:** Accept Finance Committee recommendation and direct the City Attorney to prepare an amendment to the City Code Title 3, Chapter 2, Section 7-G, creating two additional Class B-3 Liquor Licenses (Walgreens).

**Staff Recommendation:** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** \$1,600 in annual liquor license renewal fee revenue, \$800 for each renewal after the initial license.

**Other Resources Required:** Minimal staff time to prepare the ordinance and issue the licenses.

F. Replacement of Police Canine

As discussed at the Finance Committee meeting, the cost of replacing and training a new Police Canine has increased since the request was originally approved last October. The Police Department is recommending an increase the original \$11,000 funding amount by \$1,500, for a revised total of \$12,500.

**Committee Action Requested:** Accept Finance Committee recommendation and approve an increase in the not-to-exceed funding amount from \$11,000 to \$12,500 for the purchase of a canine replacement.

**Staff Recommendation:** Police Chief Raymond Turano recommends this action.

**Budgetary Impact:** An expenditure increase of \$1,500 from the Seized Asset Fund.

**Other Resources Required:** None.

G. Auditing Services

The Finance Committee had no objection to extending the auditing services contract for an additional five-years with Sikich, LLP, and recommend approval of proposal for a second five-year engagement including yearly increases of FY 2010 - 0%, FY 2011 - 0%, FY 2012 - 3%, FY 2013 - 3.5%, and FY 2014 - 4%.

**Council Action Requested:** Accept Finance Committee recommendation and approve a five-year contract extension with the audit firm of Sikich, LLP, of Aurora, IL beginning with the audit for Fiscal Year 2010 and concluding with audit for fiscal year 2014.

**Staff Recommendation:** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** Zero percent increase for each of the first two years, and that cost will be included in the respective budget documents.

**Other Resources Required:** Not applicable.

H. Municipal Electric Service

As discussed by the Finance Committee, the 12-month NIMEC contract with the successful bidder from the spring 2009 electricity purchase bid will expire in May 2010.

The 2010 bid looks to take advantage of opportunities to head off rising electricity prices due to market changes in the cost of electricity over recent months. Due to the commodity nature of electricity prices, it would be unlikely there would be sufficient time to come back to the City Council for contract authorization before the agreements would need to be executed.

**Council Action Requested:** Accept Finance Committee Recommendation and Authorize Finance Director Dahlstrand to Execute a 12-Month Contract with the Successful Third Party Electric Supply Bidder Resulting from the 2010 Northern Illinois Municipal Electric Cooperative (NIMEC) bid process.

**Staff Recommendation:** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** To be determined, based upon the electric rates available through the NIMEC energy bid process.

**Other Resources Required:** Minimal staff time to execute the contract of the successful NIMEC bidder.

I. Minutes – Plan Commission/ZBA (Attachment)

Receive and File Minutes of the Bicyclist and Pedestrian Advisory Commission Regular Meeting of January 21, 2010.

J. Minutes – EAC (Attachment)

Receive and File Minutes of the Environmental Advisory Commission Regular Meeting of January 19, 2010.

K. Invoices Due (Attachment)

Included with the agenda backup materials is a report of invoices due on or before February 16, 2010, totaling \$107,956.25 as prepared by the Finance Department.

L. Invoices Paid (Attachment)

Included with the agenda backup materials is a report of invoices paid during the month of January 2010, totaling \$139,432.59 as prepared by the Finance Department.

**VII. REGULAR AGENDA**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. CLOSED SESSION**

**XI. ADJOURN**