

CITY OF WARRENVILLE

MEMO

To: Chairman and Members of the Finance & Personnel Committee
From: Kevin Dahlstrand, Finance Director
Subject: SUMMARY OF AGENDA ITEMS FOR THE 03/22/10 MEETING
Date: March 18, 2010

This report is intended to provide a summary of agenda items. Please contact the City Administrator or the corresponding Department Head, by noon on the day of the meeting if you have any questions.

Note: The Committee Chairman will entertain Citizen Comments on Agenda items as the item is being discussed by the Committee of the Whole.

F. BUSINESS OF MEETING

1. Consideration of City Code Amendment to Add Two (2) Class A-1 Liquor Licenses (Hyatt Place and Summerfield Suites) (KD)

The two new hotels located within the MaeCliff Developments have applied for Class A-1 liquor licenses.

The liquor license applications were completed, and the appropriate fees paid by each of the applicants. The Police Department has completed the necessary background checks and fingerprinting, and has determined that there is nothing that would preclude the City of Warrenville from issuing a liquor license to either applicant.

The City Code under Title 3, Chapter 2, Section 7-A currently limits the number of Class A-1 Liquor License to three, which are currently held by On-the-Rocks, KV Hot Shots, and Residence Inn.

A representative from each of the hotels has been invited to attend this meeting to answer any questions the committee may have.

Committee Action Required: Recommend to the City Council an amendment to City Code Title 3, Chapter 2, Section 7-A, to approve the creation of two additional Class A-1 Liquor Licenses, and direct the City Attorney to prepare the appropriate ordinance.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: \$4,400 in liquor license revenue for FY 2010 for the initial licenses, and \$2,600 in annual renewal fee revenue for FY 2011, for both hotels.

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

2. Consideration of Extension of Expired Museum Lease with the Warrentville Historical Society (JM)

It has come to staff's attention that the lease agreement for the Historical Society to use the Albright Studio expired on October 31, 2005. A copy of the lease is included in the backup. Staff is recommending that the lease be renewed perpetually unless either party gives a 90-day notice to end the lease agreement, to allow the Historical Society to make arrangements for a new facility and to move its collection should the City decide it is necessary to terminate the lease. Staff has spoken with the President of the Historical Society and she is in agreement with the terms.

Committee Action Requested: Recommend City Council approve a resolution renewing an office lease by and between the City of Warrentville and the Warrentville Historical Society, pending attorney review.

Staff Recommendation: ACA McMahon recommends this action.

Budgetary Impact: Annual average maintenance costs are approximately \$7,000 and are budgeted each year.

Other Resources Required: Staff time to meet the maintenance obligations of the lease agreement.

3. Consideration of Request from the Warrentville Historical Society for Funding Support for Museum Director (JM)

On March 16, 2009, the City Council approved the Warrentville Historical Society's grant request in the amount of \$15,000 from the Hotel/Motel Tax Fund to cover the cost of hiring a part-time Museum Curator for 2010. Included in the backup material is a request to renew this \$15,000 grant award to the Warrentville Historical Society to pay for the cost of a part-time Museum Curator/Director. Also included in the backup material is the minutes for the March 9, 2009 Finance and Personnel Committee meeting reflecting the discussion of this item.

Committee Action Requested: Recommend the approval of the Warrentville Historical Society's grant request in the amount of \$15,000 from the Hotel/Motel Tax Fund to cover the cost of their part-time Museum Curator.

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

Budgetary Impact: \$15,000 of Hotel/Motel funds, which have been budgeted in the proposed fiscal year 2011 Budget.

Other Resources Required: Minimal staff time to process reimbursement requests.

4. Consideration of WAA City Council Sponsorship Request(KD)

Included with the back-up materials is a request from the Warrenville Athletic Association (WAA) for a City Council sponsorship of \$500. Their January 11, 2010, letter indicates that the funding will be used to sponsor a field in the upcoming baseball season.

The City has funded this group since 2001, and they meet the requirements of the City Council Sponsorship Guidelines as approved in 2008, a copy of which is included in the backup material together with a listing of the approved City Council Sponsorship's since 2001.

Representatives of the WAA have been invited to attend the meeting and answer any questions.

Committee Action Requested: Recommend the City Council approve a \$500 sponsorship of the Warrenville Athletic Association.

Staff Recommendation: Not applicable; this is a City Council decision.

Budgetary Impact: \$500 from the City Council sponsorship account, pending Council approval. There is sufficient money available in this line item for this expense.

Other Resources Required: None.

5. Consideration to Waive Raffle License and Bond Fee for a Raffle To Be Held in Support of the Wish Upon a Star Foundation (KD)

Included in the back-up materials, is an "Application for License to Conduct a Raffle", for Wish Upon a Star. The event is entitled "Wish Upon a Star Family Night Fundraiser". The event will be held on Thursday, April 15, 2010, at Max & Erma's Restaurant in Cantera. The event is part of a school related activity for a student at Waubensee Valley High School, with all of the proceeds going to the Wish Upon a Star charity.

Wish Upon a Star is a non-profit, law enforcement effort designed to grant the wishes of children afflicted with high-risk and life threatening illnesses.

The applicant is requesting a waiver of the license fee and bonding requirement, to maximize the amount which will go to the charity.

Committee Action Requested: Recommend to City Council waiver of the license fee and bonding requirement for a raffle to be held on Thursday, April 15, 2010, to benefit Wish Upon a Star, and direct Finance Department staff to issue the requested raffle license

Staff Recommendation: Staff has no objection to this request

Budgetary Impact: A minimal amount of permit fee revenue

Other Resources Required: None

6. Informational Update on the Administration of 2010 Summer Daze Funding (JM)

On February 18, 2010, the Warrenville Chamber of Commerce and the Warrenville Park District entered into an agreement to administer the annual community event, Summer Daze. Due to the financial challenges the Chamber of Commerce has been experiencing, the Park District will be taking over many of the responsibilities of the event. Included in the backup material is a copy of the agreement between the Warrenville Park District and the Warrenville Chamber of Commerce, as well as a list of specific responsibilities for each party. Note that this year, the Warrenville Park District will be managing the financial obligations, submitting receipts for reimbursement, and preparing the final report.

As a point of information, the Warrenville Park District also applied for, and received, a Hotel/Motel grant for \$8,650 for Art on the Prairie, which is an art event that runs in conjunction with Summer Daze. Included in the backup material is their grant application and award letter.

Committee Action Requested: None, information only.

Staff Recommendation: Not applicable.

Budgetary Impact: No additional financial impact, as \$35,000 in Hotel/Motel funds has already been budgeted for this event in FY 2011, but was originally awarded to the Warrenville Chamber of Commerce.

Other Resources Required: N/A

7. Consideration of a Buy-Back Program for Unused Refuse Stickers (JM)

City staff and elected officials have received a few requests from residents asking if the City would consider purchasing back unused refuse stickers after the service contract is transferred to Waste Management. Included in the backup material are two email requests from residents for an unused Arc refuse sticker buy-back program and the staff responses. Although staff sent correspondence to the local stores that sell refuse stickers notifying them of the contract change, none have contacted the City requesting to sell unused stickers back. Staff has contacted the City's current refuse contractor, Arc Disposal, who has committed to purchasing back stickers under the following conditions.

- The City communicates to residents to watch their inventory and not buy more stickers than absolutely needed leading up to the transition date.
- Begin the "buy-back" after the grace period (May 1 – May 31, 2010) during

which the new contractor must honor the old stickers.

- Set an ending date on the “buy-back” program

Staff considers these terms to be reasonable. Arc Disposal will work directly with the local stores to buy back any unsold stickers. Arc Disposal is asking the City to buy-back any unused refuse stickers from residents, and, in-turn, Arc Disposal will buy those stickers back from the City. The buy-back program would run from June 1 to June 30, 2010. Finance staff has already been communicating with residents to limit their sticker purchases in preparation for the contract transition.

Committee Action Requested: Accept Arc Disposal’s proposal for a sticker buy-back program, with no net use of City funds, and direct City staff to administer the buy-back program.

Staff Recommendation: ACA McMahon recommends this action.

Budgetary Impact: None, all stickers bought back by City through the buy-back program will be reimbursed to the City by Arc Disposal.

Other Resources Required: A significant amount of time by the Finance Department staff time to administer the buy-back of stickers and process the reimbursement payments.

8. Consideration to Join the Pension Fairness for Illinois Communities Coalition (JC)

The cost of providing public safety pensions continues to be of serious concern for most municipalities, and causes significant budgeting and financial struggles for those communities. Those financial struggles lead many communities to take drastic measures such as cutting the level of public safety and other services, raising property taxes or take other such measures in order to meet the rapidly increasing pension contributions that the State statutes mandate.

Legislative reforms are a must to create a financially feasible public safety pension system that avoids residents and businesses being forced to pay higher taxes and receive greatly diminished services.

While unions representing public safety employees have a long history in the state capitol of influencing legislators to protect and expand public safety pensions, those responsible for paying these overly generous pension benefits (local governments and their constituent taxpayers) have not had a similar degree of influence.

The Pension Fairness for Illinois Communities Coalition was formed to provide such a voice, and to demand pension fairness from the General Assembly. The DuPage Mayors and Managers Conference (DMMC) is urging communities such as Warrenville to join this coalition by remitting a \$1,000 minimum contribution, to

assist in funding this effort. The Northwest Municipal Conference (NWMC) has provided the initial “seed money” to launch this Coalition.

Committee Action Requested: Recommend the City Council approve a \$1,000 contribution to the Pension Fairness for Illinois Communities Coalition.

Staff Recommendation: City Administrator Coakley and Finance Director Dahlstrand recommend this action.

Budgetary Impact: Funding is available in the FY 2010 budget for this expenditures.

Other Resources Required: Minimal Staff time to process the application and remit the payment to the Coalition.

9. Discussion of Report on City Grant Revenue Efforts (KD)

At the February 22, 2010, Finance Committee Budget Workshop focusing on revenues, Alderman Weidner asked for a report from staff summarizing the City’s efforts in submitting for grants.

Staff has prepared the requested list, which is included in the agenda back-up materials.

Committee Action Requested: Review the City Grant Revenue Report. No action requested.

Staff Recommendation: Not Applicable.

Budgetary Impact: Not Applicable.

Other Resources Required: Not Applicable.

10. Informational Presentation of February 2010 Financial Update (KD)

Finance Director Dahlstrand will present the February 2010 Financial Update for FY 2010. The presentation will focus on the General Fund, the day-to-day operations fund of the City.

Committee Action Requested: No action is requested.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

11. Discussion of FY 2011 Budget Process (JC/KD)

Committee members and staff – please bring your FY 2011 Proposed Budget Books

City Administrator/Budget Officer Coakley and Finance Director Dahlstrand will provide an informational update on the progress of the FY 2011 budget.

Direction is needed on the following matters:

- a) Staff previously brought forth a list of five recommendations for budgetary reductions, this list was entitled “Budget Reduction Staff Recommendations as of 01/21/2010”. These items have been included in the proposed budget. Additionally, as a result of the Finance Committee Special Meeting (focusing on revenues) held on Monday, February 22, 2010, and the City Council Budget Workshop held on Saturday, March 6, 2010, a number of questions were raised on a variety of issues.
- b) Staff has compiled lists of the issues raised at each meeting, and will provide the status and/or update those questions. The list from the February 22, 2010 meeting contains a listing of the issues raised, and indicates the dates of various committee meetings at which staff intends to bring the issue back for resolution or continued discussion.

Committee Action Requested: 1) Utilizing the list entitled “Budget Reduction Staff Recommendations as of 01/21/2010”, provide staff with direction regarding whether or not to include each of the five recommendations into the FY 2011 budget, 2) Utilizing the list entitled “Aldermanic Questions from the Special Finance Committee meeting 2/22/10”, provide staff with specific direction as to how to proceed with these issues, and 3) Utilizing the list entitled “Questions and Issues City Council FY 2011 Budget Workshop Marc 6, 2010”, discuss and provide staff with specific direction as to how they are to proceed with these issues.

Staff Recommendation: Not applicable

Budgetary Impact: To be determined

Other Resources Required: Not applicable

G. CLOSED SESSION

5 ILCS 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

H. ADJOURN

JC = City Administrator, **John Coakley**

JM = Assistant City Administrator, **Jennifer McMahon**

KD = Finance Director, **Kevin Dahlstrand**

ATTENTION: PLEASE SHUT OFF ALL ELECTRONIC DEVICES, AS THEY INTERFERE WITH THE SOUND TRANSMISSION IN THE CITY COUNCIL CHAMBERS. THANK YOU