


CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR APRIL 20, 2020, CITY COUNCIL REGULAR MEETING
DATE: April 16, 2020

Please contact the City Administrator with questions pertaining to agenda items by noon on the day of the meeting.

VI. CONSENT AGENDA – OMNIBUS VOTE

A. Ordinance O2020-17 – Adopting FY 2021 Budget (Attachment)

The proposed FY 2021 Budget is balanced in accordance with state law. The budgeted revenues, expenditures, capital projects, and personnel issues have been discussed at the Committee, Council Budget Workshop, and City Council meetings since the draft budget was distributed on February 28, 2020. The required Public Hearing was held prior to the first reading of the budget ordinance on April 6, 2020. State law requires the City to adopt a budget prior to the end of the current fiscal year, which ends on April 30th.

Included with the agenda backup materials are the following:

- A memo from Finance Director Dahlstrand detailing proposed adjustments made to the FY 2021 Budget document since it was first distributed on February 28, 2020
- The complete FY 2021 Budget Ordinance, including an updated FY 2021 Snapshot of totals for all of the budgeted funds, Certificate of Estimated Revenue by Source, and detailed line items for all funds
- Certificate of Publication for FY 2021 Budget Public Hearing

Supplemental to the above information, the regional, national, and global economic circumstances have changed significantly since the proposed budget was prepared and presented to the Council. Accordingly, City staff is continuing work to assess the fiscal impacts to the City's revenues, and is also in the process of identifying expenditures that may be delayed on both a short-term and longer-term basis.

Unfortunately, because this dynamic and evolving economic situation is ongoing, there is insufficient data to make meaningful adjustments to the FY 2021 Budget prior to the April 30, 2020, statutory deadline to adopt a budget. Therefore, staff recommends that the City Council adopt the FY 2021 Budget as proposed, and written in the motion, and direct City Administrator/Budget Officer Coakley to take appropriate and necessary actions to address the economic impacts on the City during FY 2021.

Council Action Requested: Offer second reading of ordinance O2020-17, adopting the City of Warrenville FY 2021 Budget and direct City Administrator/Budget Officer Coakley

to take appropriate and necessary actions to address the economic impacts on the City during FY 2021.

Staff Recommendation: City Administrator/Budget Officer Coakley recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: #2 *Fiscal Conservatism*

B. Ordinance O2020-19 – Authorized Strength Ordinance (Attachment)

Annually, the City Council approves the Authorized Strength Ordinance for the coming fiscal year, in conjunction with the annual budget approval to document all the authorized full and part-time City employee positions. A copy of the proposed ordinance is included with the agenda backup material.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-19, establishing a schedule of job classifications and authorized personnel strength for FY 2021.

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

C. Ordinance O2020-20 – Liquor License Extension and Delayed Renewal (Attachment)

The City currently has a total of thirty-one liquor licenses issued to various establishments throughout the community, all of which expire on April 30, 2020. Renewal application packets for 2020-2021 were mailed to all of the license holders, and per section 3-2-12 of the City Code. In order to qualify for the applicable renewal fee, completed applications and payments were due by April 15, 2020. While most of the liquor license holders were able to meet the submission deadline, eight businesses either asked for an extension or were simply unable to meet the deadline, presumably due to staffing and financial constraints resulting from the COVID-19 pandemic restrictions. In addition, due to the closure of the Police Station, and the current moratorium on conducting fingerprinting, at least three renewals are unable to be completed because new managers cannot be fingerprinted as part of the background check process.

In an effort to address these issues, the City Attorney has prepared Ordinance O2020-20, which will extend the expiration of the current 2019-2020 liquor licenses from April 30, 2020, to May 31, 2020, and also suspend the enforcement of section 3-2-8A of the City Code, which includes the aforementioned fingerprinting.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-20 extending existing liquor licenses and renewal deadline to May 31, 2020.

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

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

D. Resolution R2020-23 Extension of Declaration of Emergency (Attachment)

In accordance with Ordinance No. O2020-15, Mayor Brummel issued a Declaration of Local Emergency following the conclusion of the City Council meeting on March 16, 2020, due to the local impacts of the coronavirus (COVID-19). The City Council has subsequently approved extensions to the declaration on March 23, April 6, and April 13, 2020. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-23 extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for May 4, 2020. In accordance with state law, the Mayor or three Aldermen may call for a special meeting of the City Council to end the extension if deemed necessary.

Council Action Requested: Accept Mayor Brummel's recommendation and pass resolution R2020-23 extending the duration of the March 16, 2020, Declaration of Emergency until the adjournment of the next regular, special, or emergency meeting of the City Council.

Staff Recommendation: City Administrator Coakley concurs with the Mayor's request and recommends this action.

Budgetary Impact: None from this action. Budgetary impacts related to the City's response to the COVID-19 pandemic will be tracked for possible federal and state reimbursement.

Other Resources Required: A minimal amount staff time to record and publish the emergency declaration. Significant staff time and other resources have been committed to address the COVID-19 pandemic impacts at the local level.

Strategic Plan Goal: #5 Public Safety.

E. Resolution 2020-24 – Elite Emission Products Contract (Attachment)

City Council approved a grant agreement with the American Lung Association (ALA) in December 2018, to retrofit four vehicles in the City's fleet with Diesel Particulate Filters (DPF), which are devices designed to remove diesel particulate matter or soot from the exhaust of a diesel engine. The grant involves federal grant dollars available through the Diesel Emissions Reduction Program (DERA) and will reimburse the City for a maximum of \$85,200.

Public bids for the project were opened and read aloud on April 8, 2020. One bid was received in the amount of \$55,617.80 from Elite Emission Products Inc. of Fife, Washington. The bid is less than the grant agreement and staff is recommending award of the contract to the sole bidder.

Council Action Requested: Accept staff recommendation and pass resolution R2020-24, awarding the contract for the installation of diesel particulate filters in Public Works fleet vehicles to Elite Emission Products Inc. of Fife, Washington, in the amount of \$55,617.80

Staff Recommendation: Deputy Public Works Director Kuchler recommends this action.

Budgetary Impact: None, due to an American Lung Association grant that will reimburse project costs to the City.

Other Resources Required: Staff time to coordinate with the contractor to complete the work and the American Lung Association to obtain reimbursement for the work.

Strategic Plan Goal: #3 *Open Space and Environment*

F. Resolution R2020-25 – Warrenville Fire Protection District IGA for Parking Lot Resurfacing (Attachment)

The Fire District requested that the City include the resurfacing of their parking lot and associated repairs in its annual road program. Including the work in the City's road program will save the Fire District money versus the Fire District hiring a contractor to mobilize for the parking lot work only. Staff worked with the City Attorney to develop the intergovernmental agreement included with the agenda backup materials. The Fire District Board of Trustees approved the IGA at their April 15, 2020, meeting.

Council Action Requested: Accept staff recommendation and pass resolution R2020-25, approving an intergovernmental agreement with Warrenville Fire Protection District for parking lot resurfacing as part of the 2020 Road Program.

Staff Recommendation: Deputy Public Works Director Kuchler recommends this action.

Budgetary Impact: None.

Other Resources Required: Staff time to coordinate with the contractor and Fire District.

Strategic Plan Goal: Not applicable

G. FY 2021 Citywide Work Plan (Attachment)

The City Council has reviewed the Citywide Work Plan list of initiatives, as amended, at each of the Committee of the Whole meetings since January. Due to the financial impacts of COVID-19, several items in the work plan will be delayed until the second half of the fiscal year, at which time, staff will reevaluate whether these projects can move forward.

Included with the agenda backup materials is the final Citywide Work Plan document, which is formatted in the same manner as the department work plans.

Council Action Requested: Accept staff recommendation and approve the FY 2021 Citywide Work Plan.

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: #2 *Fiscal Conservatism*.

H. Reappointment of Bicyclist and Pedestrian Advisory Commission Chairman

City Code requires that the chairman of the Bicyclist and Pedestrian Advisory Commission (BPAC) be a member of the commission and appointed by the Mayor on an annual basis. Jerry Sugrue is a current member of the commission and has agreed to serve as chairman for another term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Jerry Sugrue, as Chairman of the Bicyclist and Pedestrian Advisory Commission for a one-year term set to expire on April 30, 2021.

Staff Recommendation: Not Applicable.

Budgetary Impact: None.
Other Resources Required: None.
Strategic Plan Goal: Not applicable.

I. Reappointment of Environmental Advisory Commission Chairman

City Code requires that the chairman of the Environmental Advisory Commission be a member of the commission and appointed by the Mayor on an annual basis. Sarah Anderson has requested reappointment to the commission and has agreed to serve as chairman for another term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Sarah Anderson as Chairman of the Environmental Advisory Commission for a one-year term set to expire April 30, 2021.
Staff Recommendation: Not Applicable.
Budgetary Impact: None.
Other Resources Required: None.
Strategic Plan Goal: Not applicable.

J. Reappointment of Tourism and Arts Commission Chairman

City Code requires that the chairman of the Tourism and Arts Commission be a member of the commission and appointed by the Mayor on an annual basis. Monica Johnson is a current member of the commission and has agreed to serve as chairman for another term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Monica Johnson as Chairman of the Tourism and Arts Commission for a one-year term set to expire April 30, 2021.
Staff Recommendation: Not Applicable.
Budgetary Impact: None.
Other Resources Required: None.
Strategic Plan Goal: Not applicable.

K. Reappointment of Commissioner to Bicyclist and Pedestrian Advisory Commission

City Code requires commissioners of the Bicyclist and Pedestrian Advisory Commission to be appointed by the Mayor and to serve three-year terms. Amy Murphy's term will expire April 30, and she has agreed to serve another three-year term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Amy Murphy, commissioner of the Bicyclist and Pedestrian Advisory Commission for a three-year term set to expire April 30, 2023.
Staff Recommendation: Not Applicable.
Budgetary Impact: None.
Other Resources Required: None.
Strategic Plan Goal: Not applicable.

L. Reappointment of Commissioner to Environmental Advisory Commission

City Code requires commissioners of the Environmental Advisory Commission to be appointed by the Mayor and to serve three-year terms. Sarah Anderson's term will expire April 30, and she has agreed to serve another three-year term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Sarah Anderson, commissioner of the Environmental Advisory Commission for a three-year term set to expire April 30, 2023.

Staff Recommendation: Not Applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

M. Reappointment of Commissioners to Tourism and Arts Commission

City Code requires commissioners of the Tourism and Arts Commission to be appointed by the Mayor and to serve three-year terms. Linda Osborn and Judy Wilke's terms will expire April 30, and they have agreed to serve another three-year term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Linda Osborn and Judy Wilke, commissioners of the Tourism and Arts Commission for three-year terms set to expire April 30, 2023.

Staff Recommendation: Not Applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

N. Reappointment of Commissioner to Board of Fire and Police Commissioners

City Code requires commissioners of the Board of Fire and Police Commission to be appointed by the Mayor and to serve three-year terms. Daniel Leonard's terms will expire April 30, and he has agreed to serve another three-year term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Daniel Leonard, commissioner of the Board of Fire and Police Commissioners for a three-year term set to expire April 30, 2023

Staff Recommendation: Not Applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

O. Reappointment of Trustee to Police Pension Fund Board of Trustees

City Code requires two commissioners of the Police Pension Fund Board of Trustees to be appointed by the Mayor and to serve two-year terms. Timothy Wing's terms will expire April 30, and he has agreed to serve another two-year term.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Timothy Wing, trustee of the Police Pension Fund Board of Trustees for a two-year term set to expire April 30, 2022.

Staff Recommendation: Not Applicable.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

P. Invoices Paid (Attachment)

Receive and file report of invoices paid up to April 15, 2020, in the amount of \$23,031.96

Q. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before May 4, 2020, in the amount of \$69,470.10

R. Debit Card Expenditures (Attachment)

Receive and file report of debit card expenditures for the month of March 2020, in the amount of \$10,376.60

VII. REGULAR AGENDA

A. Discussion of Fiscal Impacts of Novel Coronavirus Pandemic (Attachment)

During the FY 2021 discussions at previous Council meetings, Aldermen requested information about the impacts of the COVID-19 pandemic and related economic impacts on the City's budget and finances. Included with the agenda backup materials is a memorandum from Finance Director Dahlstrand and City Administrator and Budget officer Coakley. The memo provides a summary of staff work to assess the fiscal impacts, revise revenue projections, and actions taken to reduce expenditures and preserve cash.

Council Action Requested: None, information only.

Staff Recommendation: None.

Budgetary Impact: The memorandum provides projected budgetary impacts of the COVID-19 related economic impacts. Additional financial information and projections will be provided to the City Council as data becomes available.

Other Resources Required: Not applicable.

Strategic Plan Goal: #2 *Fiscal Conservatism*.

JMC/drg