

CITY OF WARRENVILLE  
MEMORANDUM

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator *J. Coakley*  
SUBJECT: SUMMARY OF AGENDA ITEMS FOR MAY 18, 2020, CITY COUNCIL REGULAR MEETING  
DATE: May 14, 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 O2020-23 – Cash Contributions in Lieu of Land for Public Use (Attachment)  
During recent discussions regarding the City’s planned use of cash contributions residential developers have paid for park and recreation purposes, staff and the City Attorney determined it would be appropriate to amend Section 8-12-1 of the City Code to clarify that these cash contributions may be used for the acquisition and improvement of park and recreational land. This modification would be consistent with both the manner in which the Warrenville Park District uses the cash contribution distributions it receives from the City, and the City’s stated intention to use the cash contributions it is reserving for municipal-related park and recreation land acquisition and improvement purposes.

**Council Action Requested:** Accept staff recommendation, waive second reading, and pass ordinance O2020-23, amending section 8-12-1 of the City Code regarding cash contributions in lieu of the dedication of land for public use.

**Staff Recommendation:** Community Development Director Mentzer recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** A minimal amount of staff time to coordinate the codification of this amendment into the City Code.

**Strategic Plan Goals:** #2 Fiscal Conservatism and #3 Open Space and Environment.

- B. Resolution R2020-30 – Emergency Declaration Extension (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 novel coronavirus (COVID-19). The City Council has subsequently approved extensions to the declaration on March 23, April 6, April 13, April 20, and May 4, 2020. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-30, extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for June 1, 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 R2020-30, 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.

C. Resolution R2020-31 – Motor Fuel Tax Expenditure FY 2021 (Attachment)

State Statute requires the City Council annually pass a resolution for the expenditure of Motor Fuel Tax monies for maintenance of streets and highways by municipality under the Illinois Highway Code. This resolution applies to expenditures for the period of May 1, 2020 to April 30, 2021 (Fiscal Year 2021). A copy of the resolution is included with the agenda backup materials.

**Council Action Requested:** Accept staff recommendation and pass resolution R2020-31, for the expenditure of Motor Fuel Tax revenue in the amount of \$307,871, during Fiscal Year 2021, for the maintenance of streets and highways by municipality as required under the Illinois Highway Code

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

**Budgetary Impact:** The resolution authorizes the City to expend \$307,871 from Motor Fuel Tax Revenue. The FY 2021 Budget includes \$309,750.00 for this purpose.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

D. Resolution R2020-32 – Layne Christensen Contract to Abandon Well #8 (Attachment)

City Well #8, located at 2S522 Country Ridge Drive, does not supply the City's water system because it does not have iron filtration. The site is extremely small and constructing iron filtration there would be difficult and expensive. Over the years, the only activity at the well has been testing it to submit sample results to the Illinois Environmental Protection Agency (IEPA). Two years ago, components of the well failed and require replacement. Staff determined it would be more cost effective to abandon the well, especially considering a new well is going to be constructed in the Southwest District in the near future.

There are two contractors in this area that perform such work. Staff requested proposals from both, instead of advertising for bids. Both contractors are qualified and have been used by the City in the past. Staff is recommending waiving competitive bidding and awarding the contract for \$26,329 to the lower bidder, Layne Christensen. The other proposal from Water Well Solutions was for \$36,000.

**Council Action Requested:** Accept staff recommendation and pass resolution R2020-32, waiving competitive bidding, and awarding a contract to Layne Christensen in the amount of \$26,329, to abandon Well #8 on Country Ridge Drive

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

**Budgetary Impact:** The FY 2021 budget includes \$45,000 in the Water and Sewer fund for this purpose.

**Other Resources Required:** Staff time to coordinate this work with the contractor.

**Strategic Plan Goal:** #4 City Infrastructure.

E. Resolution R2020-33 – Rejecting Purchase of City-owned Property (Attachment)

Staff advertised for bids so the City could sell City-owned property on Rogers Avenue. The property was used for former City Well #3, which has not been used since the mid-1980s. The well was sealed in September 2016, and the well house building was demolished in late 2019. The City received a single bid in the amount of \$1,201, which was opened at the April 20, 2020 City Council meeting. After evaluation of the bid, staff determined the bid did not meet the fair-market value for the property. Therefore, staff is recommending the bid be rejected and the property be re-advertised for bids with a minimum bid value.

**Council Action Requested:** Accept staff recommendation and approve resolution R2020-33, rejecting the bid to purchase City-owned surplus property adjacent to 28W444 Rogers Avenue.

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

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Staff time to re-advertise for bids.

**Strategic Plan Goal:** Not applicable.

F. Minutes of the Police Pension Board (Attachment)

Receive and file minutes of the Police Pension Board regular quarterly meeting held on January 28, 2020.

G. Minutes of the Bicyclist and Pedestrian Advisory Commission (Attachment)

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on March 10, 2020.

H. Minutes of the Bicyclist and Pedestrian Advisory Commission (Attachment)

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on April 14, 2020.

I. Invoices Paid (Attachment)

Receive and file report of invoices paid up to May 13, 2020, in the amount of \$119,751.54

J. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before June 1, 2020, in the amount of \$165,111.79

K. Master Debit Card Expenditures (Attachment)

Receive and file report of Master Debit Card Expenditures for the month of April 2020, in the amount of \$7,897.99.

**VII. REGULAR AGENDA**

A. Temporary Amendment to Hotel Tax Grant Policy (Attachment)

Due to COVID-19, many 2020 events have been or may need to be cancelled or modified. These events were approved by the City Council to receive reimbursement from the Hotel Tax Fund either as an approved annual event or as part of the Hotel Tax Grant program.

Included in the agenda back-up is a temporary policy amendment, which assigns the Tourism and Arts Commission (TAC) the authority to review and approve reimbursement requests for cancelled or modified events due to COVID-19. The policy would be in effect through July 31, 2020, and identifies submission requirements, deadlines based on fiscal year, and parameters for consideration.

Staff will continue to monitor the impacts of COVID-19 on summer and fall events scheduled beyond July 31, 2020. If needed, an extension of the policy term may be brought forward for Council consideration at a future meeting.

**Council Action Requested:** Accept staff recommendation and approve the temporary amendment to the hotel tax grant policy for reimbursement of approved expenses for cancelled or modified events.

**Staff Recommendation:** Assistant City Administrator White recommends this action.

**Budgetary Impact:** These expenses were approved in FY 2020 and included in the FY 2021 Budget.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

B. Extension of the Paid Sick Time for Part-time Crossing Guards (Attachment)

On March 23, 2020, the City Council authorized the City Administrator to provide the equivalent of up to sixty (60) hours of paid sick time for a COVID-19 related situation to part-time employees, who are not otherwise eligible for any paid time off benefits. At the time, there was no indication that school would be closed for the remainder of the 2019-2020 school year. With the extension of the Governor's Stay-at-Home order, schools in Illinois will remain closed through the remainder of the current school year. The City's part-time crossing guards have reached the sixty (60) hour maximum paid benefit allowed, with approximately three weeks remaining to the regular school year. Therefore, staff is recommending extending the paid sick time benefit for part-time crossing guards due to school closures through the end of the 2019-2020 school year (June 2 for St. Irene's and June 3 for CUSD 200).

Included in the agenda backup is a copy of the March 19, 2020, memo from Assistant City Administrator White.

**Council Action Requested:** Accept staff recommendation and extend the paid sick time benefit for part-time crossing guards due to school closures for the remainder of 2019-2020 school year, for a total of approximately \$3,500.

**Staff Recommendation:** Assistant City Administrator White recommends this action.

**Budgetary Impact:** The crossing guards would have received pay through June 3, if school was not closed. There are sufficient funds in the FY21 budget for these expenses.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

C. Update of City Finances

Included with the agenda backup material is a memo and supporting documentation from City Administrator/Budget Officer Coakley and Finance Director Dahlstrand, which address the projected financial impact of the COVID-19 pandemic on the City's finances, specifically, the City's major market based revenue streams across all funds.

At the City Council meeting, City Administrator Coakley and Finance Director Dahlstrand will present and discuss the projections.

**Council Action Requested:** No action requested, information only.

**Staff Recommendation:** No action requested, information only.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** #2 Fiscal Conservatism.

JMC/drg