

CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR AUGUST 3, 2020, CITY COUNCIL REGULAR MEETING
DATE: July 30, 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 O2020-28 – Massage Establishment licenses (Attachment)

Through the passage of Ordinance O2019-01 on January 7, 2019, the City Council set the limit on the authorized number of Massage Establishment licenses at seven (7).

As a result of inquiries by a potential new massage license applicant, the Police Department conducted a verification of operations effort on the previously licensed massage establishments. That effort led to the determination that two of the seven previously licensed massage establishments had ceased operations.

Similar to the existing City practice of removing any non-utilized liquor license from the number of licenses authorized by City Code, staff is recommending the same process for Massage Establishment licenses. Included with the agenda backup material is a proposed ordinance reducing the number of City Council authorized Massage Establishment licenses from seven (7) to five (5).

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-28, decreasing the number Massage Establishment licenses from seven (7) to five (5).

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

B. Resolution R2020-45 – 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 coronavirus (COVID-19). The City Council has subsequently approved extensions to the declaration on March 23, April 6, April 13, April 20, May 4, May 18, June 1, June 15, July 6, and July 20. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-45, extending

the local emergency declaration until the end of the next City Council meeting, which is scheduled for August 17, 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 R2020-45, 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 R2020-46 – Facility Use Agreement for November 3 Election (Attachment)

The City received the facility use agreement from the County Clerk's office to allow the City Hall to serve as a polling place for the November 2020 general election. While the City Hall has been a polling place for many years, it was done under a less formal arrangement and the facility use agreement is new.

The City Attorney and City Administrator Coakley reviewed the agreement, and City Attorney Lenneman is recommending several changes to provide greater indemnification for the City. A copy of the redlined version showing her recommended changes is included with the agenda backup materials. In order to provide the County Clerk's office with a response in a timely manner, the Council is being asked to approve the facility use agreement now, subject to final review and approval by the City Attorney and City Administrator. Although the City Attorney advised that the City should be adequately covered by existing tort immunity laws, the suggested changes to the agreement would clarify that indemnification and add protection for all parties.

Facility use agreements are not typically provided to the City Council for consideration, as they are within the existing authority of the City Administrator. However, he is seeking Council input and approval due to the extraordinary circumstances of the coronavirus pandemic.

City Administrator Coakley is recommending approval for the following reasons: there is a need to have polling places available for in-person voting for this election; City Hall is a public place suitable for such use; this use should not pose an increased risk for the other City Hall operations; and the areas used for the election will have extra cleanings before and after election day.

Council Action Requested: Accept staff recommendation and pass resolution R2020-46, approving a facility use agreement with DuPage County Clerk Election Division for use of City Hall to serve as a polling place for the November 3, 2020, election subject to the City Attorney and City Administrator's review and approval of the agreement.

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: None.

Other Resources Required: A minor amount of staff time to coordinate with the election officials and for the City Attorney and Administrator to review the agreement prior to final approval.

Strategic Plan Goal: Not applicable.

D. Resolution R2020-47 – Design and Installation of a New Public Works Garage Make-up Air System (Attachment)

The existing exhaust fans in the garage area of the Public Works building are inadequate to properly remove exhaust and other fumes and replace them with clean outside air. The FY 2021 Budget includes money to design, but not purchase or install, a solution to the problem. Staff obtained a proposal from Trane U.S., Inc. to design and install a new make-up air system, including two new make-up air units and six new exhaust fans at a cost of \$218,981. Staff did not include construction of this project in the FY 2021 Budget, as a solid cost estimate was not available in time for proper budget planning.

Based on a recently approved intergovernmental agreement with DuPage County, the City will be receiving money from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act to reimburse certain expenses. This air system expense is eligible for reimbursement from such funding, provided the system installation is completed and paid for by the end of calendar year 2020. A benefit of air quality enhancement by updating and improving the Public Works building and garage work environment, is a reduction in the risk of COVID-19.

Similar to the Police Department HVAC project, Trane U.S., Inc. has provided low bid pricing for HVAC projects through Omnia Partners, which is a purchasing cooperative, so competitive bidding may be waived for this project. Included with the agenda backup material is the \$218,981 contract document and resolution.

Council Action Requested: Accept Public Safety and Finance Committee recommendation, waive the competitive bidding requirements, and pass resolution R2020-47, approving a contract in the amount of \$218,981 with Trane U.S., Inc. for the design and installation of the Warrenville Garage Make-up Air System.

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

Budgetary Impact: \$218,981 from the Capital Maintenance and Replacement Fund, to be reimbursed with federal CARES Act money through DuPage County.

Other Resources Required: Staff time to coordinate with the U.S. Trane, Inc. team during construction.

Strategic Plan Goals: #2 Fiscal Conservatism and #4 City Infrastructure

E. Modified Work and Confined Space Safety Policies (Attachment)

On Monday, July 27, 2020, the Public Safety and Finance Committee recommended approval of the Modified Work and the Confined Space safety policies with minor revisions recommended to the Modified Work policy. The revision is highlighted on the policy document. Copies of the policies are included with the backup material. No changes were made to the Confined Space policy.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and adopt the *Modified Work* and *Confined Space* policies, effective immediately.

Staff Recommendation: Administrative Services Coordinator Morgan and Assistant City Administrator White recommend this action.

Budgetary Impact: None.

Other Resources Required: Staff time to communicate the policy to all City employees.

Strategic Plan Goal: Not applicable

F. Establish Community Relations Task Force (Attachment)

In 2015, with the approval of the City's strategic plan, the City Council adopted a Diversity goal to "create a culture that is inclusive of all residents of the community." Mayor Brummel is recommending establishing a task force comprised of individuals with relevant expertise and experience who can provide input and guidance to the City, on the formation of a Community Relations Commission. This proposed Commission would then serve in an advisory capacity to the City Council, on matters of inclusion, diversity, and equality. The proposed Commission would expand upon the Strategic Plan Diversity goal, helping the City make additional progress toward diversity, inclusiveness, and equality within the community.

The proposed task force would have a limited purpose, authorized through December 31, 2020, to complete its goals. Included in the agenda backup material is an outline of the task force activities.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and establish a Community Relations Task Force through December 31, 2020, authorized to assist in creating a Community Relations Commission.

Staff Recommendation: City Administrator Coakley concurs with this action.

Budgetary Impact: None.

Other Resources Required: Staff time to support the task force.

Strategic Plan Goal: #6 Diversity.

G. Appointment of Community Relations Task Force Chair and Liaison (Attachment)

Mayor Brummel recommends he be designated as Chair of the Community Relations Task Force, and Alderman Weidner be designated the Council Liaison through December 31, 2020.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and appoint Mayor Brummel as Chair of the Community Relations Task

Force and Alderman Weidner as the Council Liaison, both terms expiring on December 31, 2020.

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: #6 Diversity.

H. FY 2022 Hotel Tax Grant Program and Aesthetic Enhancement Program (Attachment)

Due to COVID-19, the City continues to see declines in revenue, including Hotel Tax revenue. Because of this, Staff is proposing a reduction in the funds that will be budgeted for the FY 2022 Grant Program and the Aesthetic Enhancement Program.

The Tourism and Arts Commission (TAC) is preparing to kick-off the FY 2022 grant program cycle with its annual workshop on August 13. During the workshop, TAC will provide potential applicants with details about the program, including the funding level that will likely be budgeted for it.

Included in the agenda backup material is a memorandum from Assistant City Administrator White, dated July 22, 2020, with additional information.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and direct staff to include \$100,000 for the Hotel Tax Grant Program and temporarily suspend funding for the Aesthetic Enhancement Program, in the FY 2022 proposed budget.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: #2: Fiscal Conservatism.

I. Remote Work Policy Revisions (Attachment)

In March 2020, the City began using remote work as a tool to address the impacts of COVID-19. That experience has provided additional perspective leading to revisions to the policy that was previously adopted in 2015. The substantial changes included restricting remote work assignments to exempt employees, limiting how much of the employee's regular work week can be spent working remotely, and adding additional detail in the consideration of eligibility for remote work. The intent of the policy is to provide flexible work arrangements as a tool for recruiting and retention with some parameters to ensure the City's needs continue to be met.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and adopt the revised Remote Work Policy.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: None.

J. Appointment of Charles Sikaras to Bicyclist and Pedestrian Advisory Commission (Attachment)

In June 2020, a seat on the Bicyclist and Pedestrian Advisory Commission (BPAC) was vacated when a member resigned from the commission and was appointed to the Environmental Advisory Commission. City Code requires vacancies on commissions be filled for the unexpired term of the member whose place has been vacated, in the same manner in which original appointments are required to be made. On July 21, Mayor Brummel, BPAC Chairman Sugrue, and Staff Liaison Youngmeyer interviewed, and now recommend, Charles Sikaras to fill the vacancy. A copy of Mr. Sikaras' letter of interest and resume are included with the agenda backup materials.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the appointment of Charles Sikaras to fill a commissioner vacancy on the Bicyclist and Pedestrian Advisory Commission for a three-year term set to expire April 30, 2023.

Staff Recommendation: Not applicable.

Budgetary Impact: Other Resources Required: None.

Strategic Plan Goal: Not applicable.

K. Minutes of the Environmental Advisory Commission Regular Meeting (Attachment)

Receive and file minutes of the Environmental Advisory Commission regular meeting held on February 25, 2020

L. Minutes of the Tourism and Arts Commission Regular Meeting (Attachment)

Receive and file minutes of the Tourism and Arts Commission regular meeting held on June 11, 2020

M. Minutes of the Plan Commission and ZBA Regular Meeting (Attachment)

Receive and file minutes of the Plan Commission and Zoning Board of Appeals regular meeting held on July 23, 2020

N. Invoices Paid (Attachment)

Receive and file report of invoices paid up to July 29, 2020, in the amount of \$64,057.28

O. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before August 17, 2020, in the amount of \$121,666.88

VII. REGULAR AGENDA

A. Ordinance O2020-29 – Continued Temporary Suspension of Utility Payment Late Fees and Shutoffs (Attachment)

On April 6, 2020, the City Council suspended late fees and shutoffs for City water and sewer utility customers through June 30, 2020, due to the economic impacts of the coronavirus pandemic. At the recent EMRP workgroup meeting, there was a request to re-institute the temporary suspension of late fees and shutoffs. Because the pandemic and related economic impacts are still evolving, staff is recommends the suspension be extended through the end of September 2020, and then re-evaluated at that time.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-29, authorizing the temporary suspension of City Code sections 7-4C-6, 7-4C-8, 7-4C-10, and 7-4C-11, regarding delinquent water and sewer accounts through September 30, 2020.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Budgetary impacts are noted in the Finance Director's memo.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

JMC/drg