

CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR SEPTEMBER 21, 2020,
CITY COUNCIL REGULAR MEETING
DATE: September 17, 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 O2020-34 – Amending Sign Code re Legal Nonconforming Signs (Attachment)

Alderman Goodman recently alerted staff to the racist origins of the term “grandfathering” and recommended staff review City ordinances and codes to identify any use of the term. Staff confirmed the Sign Ordinance is the only City regulatory ordinance that includes this term. Included with the agenda backup materials is an ordinance, which would amend the Sign Ordinance and replace the term with more appropriate and technically accurate language.

Council Action Requested: Accept Community Development Committee recommendation, waive second reading, and pass ordinance O2020-34, amending Section 8-14-8 of the Warrenville City Code regarding legal nonconforming signs.

Staff Recommendation: Community and Economic Development Director Mentzer recommends this action.

Budgetary Impact: A relatively small expense will be incurred to codify this amendment into the City Code.

Other Resources Required: Staff time to codify the amendment.

Strategic Plan Goal: Not applicable.

B. Resolution R2020-55 – 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 at every City Council meeting from March 23, through September 8. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-55, extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for October 5, 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 R2020-55, 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 county CARES Act funding 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 R2020-56 –Liability Transfer Agreement with Phillips 66 (Attachment)

In July, the City Council authorized staff and the City's environmental attorney to negotiate a final liability transfer agreement (the "Agreement") with Phillips 66 ("P66"), consistent with the non-binding term sheet the parties had jointly developed during the due diligence and decision process, which culminated in the City's July 1, 2020, acquisition of Old Town Redevelopment Site #2 (the "Site"). The terms of the agreement are substantially consistent with the terms contained in the previously presented term sheet. Copies of the agreement and resolution R2020-56, are included with the agenda backup materials.

The specific reasons explaining staff's support for the City Council's approval of the Agreement were delineated in the September 14, 2020, Community Development Committee of the Whole agenda summary.

Council Action Requested: Accept Community Development Committee recommendation and approve resolution R2020-56, approving a liability transfer agreement with Phillips 66 Company for Old Town Redevelopment Site No. 2.

Staff Recommendation: Community and Economic Development Director Mentzer recommends this action.

Budgetary Impact: Approving the agreement would reduce the City's total environmental remediation-related financial exposure for Old Town Redevelopment Site #2 by approximately \$70,000.

Other Resources Required: Staff and environmental attorney time to coordinate the execution of the final agreement and the various required follow-up actions.

Strategic Plan Goal: #1 Economic Development and #3 Open Space and Environment.

D. Resolution R2020-57 – Revised Fermilab IGA with US Dept of Energy (Attachment)

On July 20, 2020, the City Council adopted resolution R2020-43, approving an intergovernmental agreement between the City and the Department of Energy (DOE) for the City to continue providing sanitary sewer service to the Fermilab Village. After the approval of the agreement, but before either party executed it, DOE notified the City that: (i) although DOE will be able to complete the infiltration and inflow improvements by the stated completion date, the deadline by which DOE must solicit bids for the work is not

achievable and should be deleted; and (ii) federal contracting processes require certain additional terms be attached to the agreement. Therefore, the agreement has been revised accordingly and a copy of the revised agreement is included with the agenda backup materials.

Council Action Requested: Accept staff recommendation and pass a resolution R2020-57, approving a revised version of the intergovernmental agreement with the U.S. Department of Energy for Fermilab Village Sanitary Sewer Service, which includes a new Exhibit D to the Agreement and no longer includes a deadline to solicit bids for the Sanitary Sewer Improvement Plan.

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

Budgetary Impact: There is no budgetary change from this action. The City will continue to bill Fermilab for sanitary sewer service at the rates it bills its other customers.

Other Resources Required: Staff time to monitor sanitary sewer flows from Fermilab and coordinate with Fermilab staff on infiltration and inflow issues.

Strategic Plan Goal: Not applicable.

E. Staff Recommendation re Building Inspector/Code Enforcement Position (Attachment)

Community and Economic Development Director (CEDD) Mentzer's memo, dated September 9, provides a status report on the City's effort to fill the additional full-time Building Inspector/Code Enforcement Officer position authorized in conjunction with the approval of the City's FY 2021 Budget and outlines staff's recommendations for addressing the City's ongoing building inspection and code enforcement needs. A copy of the memo is included with the agenda backup materials.

Council Action Requested: Accept Community Development Committee recommendation and authorize staff to implement the building inspector and code enforcement officer staffing recommendations, as outlined in Community and Economic Development Director Mentzer's memo, dated September 9, 2020.

Staff Recommendation: Community and Economic Development Director Mentzer recommends this action.

Budgetary Impact: Implementation of the recommendations will result in an overall reduction in the Community Development Department's combined consulting and staff related expenses in FY 2021.

Other Resources Required: Staff time to coordinate recruitment and onboarding efforts.

Strategic Plan Goal: #1 Economic Development and #2 Fiscal Conservatism.

F. Authorization for Warrenville Grove Trail Project Public Input Meeting (Attachment)

In January 2016, the City and Forest Preserve District of DuPage County (FPDDC) executed an Intergovernmental Agreement (IGA) for the design, funding, implementation and maintenance of three trail improvement projects. Under the IGA, the City Council has until January 5, 2021, to vote on whether to allocate the required City funding and implement the potential Warrenville Grove Trail Connection Project. In order to provide information for a future City Council vote on funding for the project, the City would need to work with the FPDDC to conduct a public information and input meeting on the project.

A copy of Senior Civil Engineer (SCE) Hocking's memo, dated September 8, 2020, is included with the agenda backup materials and provides details on the project and the IGA.

Council Action Requested: Accept Community Development Committee recommendation and direct staff to conduct a public information and input meeting on the potential Warrenville Grove Trail Connection Project.

Staff Recommendation: Community and Economic Development Director Mentzer and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: None.

Other Resources Required: Staff time to plan and coordinate the public information and input meeting.

Strategic Plan Goal: #3 Open Space and Environment.

G. Approval of a Ride DuPage Policy Limiting Travel Outside DuPage County (Attachment)

Staff received a request from a resident using the Ride DuPage program asking to travel outside of DuPage County for a medical appointment. As the program was not approved with the intent to allow travel outside DuPage County, staff is requesting direction from the City Council. A survey of other local program sponsors indicated that some participants permit travel outside of DuPage County with certain limitations. Generally, the requests are reviewed by a program administrator on a case-by-case basis and require advanced approval before scheduling. In terms of costs, the City, as the program sponsor, subsidizes most of the cost associated with the Ride DuPage program, with riders paying a flat fee of \$2.00, plus \$1.00 per mile for each mile traveled. A final draft of the policy is included with the agenda backup materials. As discussed at the September 14 Community Development Committee Meeting, the revised policy incorporates the language revisions regarding notice to the City.

Council Action Requested: Accept Community Development Committee recommendation and approve a policy authorizing use of Ride DuPage for travel outside of DuPage County on a limited basis for medical appointments only.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: Dependent on the frequency of use and the miles traveled.

Other Resources Required: Staff time to review and consider requests.

Strategic Plan Goal: Not applicable.

H. Authorization to Conduct a Homes for a Changing Region Study (Attachment)

The City of Warrenville has an opportunity to conduct a *Homes for a Changing Region* study with the no-cost assistance of the Metropolitan Mayor's Caucus, Chicago Metropolitan Agency for Planning, and the Metropolitan Planning Council. The study will evaluate existing housing stock in the community, identify key housing-related issues and opportunities, and support informed local housing policy development and decision making about proposed future residential development projects. Senior Planner Domovessova's memo, dated September 1, 2020, is included with the agenda backup materials and provides further details on the proposed study. Staff is still seeking a second alderman to serve on the workgroup.

Council Action Requested: Accept Community Development Committee recommendation and authorize staff to partner with the Metropolitan Mayors Caucus, Chicago Metropolitan Agency for Planning, and Metropolitan Planning Council for a *Homes for a Changing Region* study specific to Warrentville; create a local workgroup to provide input; and designate Ald. Davolos as a City Council representative.

Staff Recommendation: Community and Economic Development Director Mentzer and Senior Planner Domovessova recommend this action.

Budgetary Impact: None.

Other Resources Required: Staff time to coordinate the work of the consultants and workgroup.

Strategic Plan Goal: #1 Economic Development.

I. Approval of Matrix Report on City Services and Staffing Needs (Attachment)

The City Council authorized the Analysis of the City's Services and Impacts on Staffing Needs and approved an agreement with Matrix Consulting Group to perform the study in August 2019. Matrix subsequently reviewed City documents and conducted interviews with City employees and elected officials, and held multiple focus group meetings to gain input from Warrentville residents and businesses. The purpose of the study was to review the current service levels, potential expansion or reduction in services, and any potential new services not currently offered. Matrix then assessed the staffing requirements to provide said services at the desired levels. Matrix developed recommendations and an implementation plan, action steps, cost analysis for potential changes, and timing for the action steps. The Matrix report is included with the agenda backup materials.

Council Action Requested: Accept Community Development Committee recommendation and accept Matrix Consulting Group's Analysis of the City's Services and Impacts on Staffing Needs report, dated August 26, 2020, and direct City staff to consider the recommendations when preparing annual budgets.

Staff Recommendation: City Administrator Coakley recommends acceptance.

Budgetary Impact: All of the recommendations will have fiscal impacts. The specific budgetary impacts will depend upon which recommendations can be implemented during successive fiscal years.

Other Resources Required: Significant staff time to plan for the potential implementation of the study recommendations and then to administer the changes as they are implemented.

Strategic Plan Goal: Not applicable.

J. Policy to Honor Current and Former Elected Officials Upon Their Passing (Attachment)

In early 2019, discussions began regarding the creation of a City policy to recognize current and former City elected officials upon their passing. A survey of area municipalities yielded several different policies and practices. Aldermen Goodman and Bevier and City Administrator Coakley drafted a policy and procedure for recognizing such City of Warrentville officials, which includes a press release issued by Administration, a memorial plaque given to the family of the deceased current or former official, and a framed memorial City flag given to the family of a deceased current or former City mayor, in addition to the plaque. A copy of the proposed policy is included with the agenda backup materials for review.

Council Action Requested: Accept Community Development Committee recommendation and approve a policy to honor current and former City of Warrenville elected officials upon their passing.

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: Costs are estimated at less than \$100 for the plaques and a similar amount for the framed flags. A small supply of plaques, frames, and flags will be purchased to have on hand for use when needed.

Other Resources Required: Staff time to prepare notifications and gifts.

Strategic Plan Goal: None.

K. Minutes of the Plan Commission / ZBA Regular Meeting (Attachment)

Receive and file minutes of the Plan Commission / Zoning Board of Appeals regular meeting held on August 20, 2020.

L. Minutes of the Environmental Advisory Commission Meeting (Attachment)

Receive and file minutes of the Environmental Advisory Commission regular meeting held on July 21, 2020.

M. Invoices Paid (Attachment)

Receive and file report of invoices paid up to September 16, 2020, in the amount of \$37,491.83.

N. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before October 5, 2020, in the amount of \$92,286.26.

O. Master Debit Card Expenditures (Attachment)

Receive and file report of Master Debit Card Expenditures for the month of August 2020, in the amount of \$7,133.96.

VII. REGULAR AGENDA

A. FY 2021 Financial Update and Discussion (Attachment)

Included with the agenda backup material is a memo and supporting documentation from City Administrator and Budget Officer Coakley and Finance Director Dahlstrand, addressing the most recent projected financial impacts of the COVID-19 pandemic on the City's finances, specifically, the City's major market-based revenue streams across all funds. City Administrator Coakley and Finance Director Dahlstrand will discuss the projections at the Council meeting.

Council Action Requested: No action requested, informational only.

Staff Recommendation: No action requested, informational only.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #2 Fiscal Conservatism.