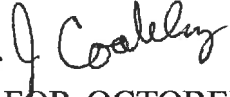


CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR OCTOBER 5, 2020, CITY COUNCIL REGULAR MEETING
DATE: October 1, 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 O2020-35 – Auxiliary Outdoor Seating Reauthorization (Attachment)

The attached Ordinance O2020-35 has been prepared to reauthorize and extend the Auxiliary Outdoor Seating Area Program until June 1, 2021. This program authorizes City staff to issue temporary use permits in accordance with section 1.D.5 of the Warrenville Zoning Ordinance for Auxiliary Outdoor Seating; and temporarily modifies the liquor licenses of Warrenville food and beverage service establishments to allow these establishments to provide service in new or expanded temporary outdoor seating facilities during Governor Pritzker's COVID-19 emergency order. The Program Rules, attached to the proposed ordinance, have been updated to include safety regulations related to the use of heaters and operation of outdoor seating in cold and inclement weather.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-35, reauthorizing and extending the auxiliary outdoor seating area program through June 1, 2021, due to the COVID-19 emergency.

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

Budgetary Impact: None as the normal and customary City temporary use permit fees would be waived under the program.

Other Resources Required: Staff time to update the program, communicate the extension to local food and beverage establishments, process the temporary use permits, and perform related inspections.

Strategic Plan Goal: #1 Economic Development.

B. Resolution R2020-58 – 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 21. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-58, extending the local emergency

declaration until the end of the next City Council meeting, which is scheduled for October 19, 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 R2020-58, 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 R2020-59 – Food and Beverage Revenue Sharing Program (Attachment)

At the July 20, 2020, City Council meeting, the City Council accepted the Community Development Committee's recommendation and authorized staff to finalize the details of a new Food and Beverage Establishment Revenue-Sharing Assistance program. The proposed resolution has been prepared to formally approve the final details of this program. A copy of the proposed resolution is included with the agenda backup materials. The program details are included with the resolution as Exhibit A and are substantially consistent with the draft program framework reviewed at the July 8, 2020, Community Development Committee Meeting with the following clarifications and additions:

- Clarify that the City's Community and Economic Development Director has the authority to approve building permit fee waivers of up to \$2,000 for individual eligible projects. Permit fee waiver requests for amounts higher than this would require City Council review and approval.
- Clarify that a business must be open and operating in order to receive an annual reimbursement payment the City issues under the program.
- Include a more detailed outline of the application review and approval process.
- Updated the list of grant eligible improvements to include permanent outdoor seating related improvements.

Council Action Requested: Accept staff recommendation and pass resolution R2020-59, approving the establishment and implementation of the Food and Beverage Establishment Permit Fee Waiver and Revenue Sharing Assistance Program.

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

Budgetary Impact: None at this time.

Other Resources Required: Staff time to finalize and publicize application details for the program.

Strategic Plan Goal: #1 Economic Development.

D. Resolution R2020-60 – ERA Phase II Engineering for Mack Rd Project (Attachment)

This engineering agreement is for the final engineering (Phase II) design for the Mack Road Path and Bridge Replacement Project. The City has received a Federal Surface Transportation-Bridge (STP-Bridge) funding commitment for 80% of the engineering design costs for bridge related costs. The City would be responsible for the 20% local share of the bridge related costs and 100% of the multi-use path related costs.

Staff followed the City's Qualifications Based Selection process to select an engineering firm. Staff has also reviewed the costs associated with this proposal and found them to be reasonable for this type of work. The Illinois Department of Transportation (IDOT) will review the agreement, and the City will sign the agreement, after IDOT's review and approval. A copy of the agreement is included with the agenda backup materials.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and pass resolution R2020-60, approving the engineering agreement with Engineering Resource Associates, Inc. for the final engineering Phase II design of the Mack Road Path and Bridge Replacement Project, in the amount of \$341,256.93.

Staff Recommendation: Deputy Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: The FY 2020 Budget contains sufficient funding for the City share.

Other Resources Required: Staff time to coordinate with the consultant and IDOT.

Strategic Plan Goal: #3 Open Space and Environment and #4 City Infrastructure.

E. Resolution R2020-61 – IDOT Local Agency Agreement - Mack Rd Project (Attachment)

The City has received a Federal Surface Transportation Program-Bridge (STP-Bridge) funding commitment for 80% of the final engineering (Phase II) costs associated with the Mack Road bridge replacement. The City would be responsible for the 20% local share of the bridge related costs and 100% of the multi-use path related costs. The Local Agency Agreement (LAA) documents the City's commitment to pay the local costs of the Project. The Illinois Department of Transportation (IDOT) will review and approve the LAA, and then the City would sign the LAA. A copy of the resolution and agreement are included with the agenda backup materials.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and pass resolution R2020-61, approving the Local Agency Agreement for federal participation for the final engineering Phase II design of the Mack Road Path and Bridge Replacement Project in the amount of \$341,256.93, that will be cost-shared with \$209,005.55, of STP-Bridge funds and \$132,251.38, for the local share.

Staff Recommendation: Deputy Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: The FY 2020 Budget contains sufficient funding for the City share.

Other Resources Required: Staff time to coordinate with IDOT and the consultants.

Strategic Plan Goal: #3 Open Space and Environment and #4 City Infrastructure.

F. Authorization to Issue Request for Proposal on Refuse Collection Services (Attachment)

The City's refuse collection service contract with Waste Management will expire on April 30, 2021. Staff has recommended issuing a Request for Proposal on services. Included in the agenda backup is a memo from Assistant City Administrator White.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and authorize staff to issue a Request for Proposals for the City's residential refuse and recycling collection services.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: Significant staff time to coordinate the request for proposal process and evaluate bid responses.

Strategic Plan Goal: #2 Fiscal Conservatism.

G. Amend Electric Aggregation Plan of Operation and Governance (Attachment)

In July, the City Council directed staff to work with the City Attorney to determine the process of amending the Plan of Operation and Governance, to allow for the alternate electric aggregation program, described as option #3 in the staff memo, dated June 11, 2020.

Included with the agenda backup materials is a memo from Assistant City Administrator White identifying the process to revise the Plan of Operation and Governance.

Council Action Requested: Accept Public Safety and Finance Committee recommendation, authorize the City Attorney to draft amendments to the Electric Power Aggregation Plan of Operation and Governance to allow an alternate aggregation model, and direct staff to proceed with the public hearing process.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: Staff time to coordinate the public hearing process.

Strategic Plan Goal: #3 Open Space and Environment.

H. Fiscal Year 2022 Budget Preparation and Adoption Timeline (Attachment)

Included with the agenda backup materials are the proposed FY 2022 Budget Preparation and Adoption Timeline and a memo, from Finance Director Dahlstrand, which highlights some of the significant aspects of the proposed timeline.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve the Fiscal Year 2022 Budget Preparation and Adoption Timeline, including a City Council Budget Workshop on Saturday, March 13, 2021.

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

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

I. Calendar Year 2021 and beyond City Holiday Schedule (Attachment)

This is the time of year when Council annually approves the City holidays for the coming calendar year. A copy of the 2021 holiday schedule, as recommended by the Public Safety and Finance Committee, is included with the agenda backup material.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and adopt the proposed City holiday schedule for calendar year 2021.

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: The calendar year 2021 holiday schedule will have no budgetary impact.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

J. Calendar Year 2021 City Council and COW Meeting Schedule (Attachment)

Public notice for the calendar year 2021 City Council and Committee of the Whole meeting schedule was prepared in accordance with the City Code and the Council's past practice. Due to the holiday schedule, there will be three Tuesday night Council meetings during calendar year 2021. The meeting schedule also includes a FY 2022 Budget workshop on Saturday, March 13, 2021. A copy of the notice is included with the agenda backup material.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve the Calendar Year 2021 City Council and Committee of the Whole meeting schedule.

Staff Recommendation: City Administrator Coakley recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

K. ZBA Recommendation for Everton Townhome Subdivision Sign Variations (Attachment)

At its September 24, 2020, meeting, the Zoning Board of Appeals held a formal public hearing, deliberated, and subsequently recommended conditional approval of variations from the Warrenville Sign Ordinance for three, 70 square-foot, temporary real estate signs proposed by M/I Homes., These signs would be installed along the Route 59 frontage of the Everton Project, which is currently under construction on the east side of Route 59 at Duke Parkway. The Zoning Board of Appeals recommendation is consistent with the September 25, 2020, updated staff report, a copy of which is included with the agenda backup materials. The applicant will attend the October 5, 2020, City Council meeting to address questions.

Council Action Requested: Accept Zoning Board of Appeals recommendation and direct the City Attorney to prepare an ordinance conditionally approving Everton Townhome Subdivision temporary real estate advertising sign variations.

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

Budgetary Impact: None.

Other Resources Required: Staff and City Attorney time to prepare ordinance.

Strategic Plan Goal: #1 Economic Development.

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

Receive and file minutes of the Tourism and Arts Commission regular meeting held on August 13, 2020.

M. Minutes of the Community Relations Task Force (Attachment)

Receive and file minutes of the Community Relations Task Force regular meeting held on August 25, 2020.

N. Minutes of the Plan Commission / Zoning Board of Appeals Meeting (Attachment)

Receive and file minutes of the Plan Commission / Zoning Board of Appeals regular meeting held on September 24, 2020.

O. Invoices Paid (Attachment)

Receive and file report of invoices paid up to September 29, 2020, in the amount of \$109,564.90.

P. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before October 19, 2020, in the amount of \$112,521.14

VII. REGULAR AGENDA

A. Water and Sewer Penalization and Water Turn-offs (Attachment)

Included with the agenda backup material is a memo from Finance Director Dahlstrand regarding penalizing delinquent water and sewer accounts and water turn-offs for delinquency.

Council Action Requested: Accept staff recommendation, and direct City staff to follow the provisions of City Code sections 7-4C-6, 7-4C-8, 7-4C-10, and 7-4C-11, regarding delinquent water and sewer accounts.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #2 Fiscal Conservatism.