


**CITY OF WARRENVILLE**  
**MEMORANDUM**

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR OCTOBER 19, 2020, CITY COUNCIL REGULAR MEETING  
DATE: October 15, 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. Resolution R2020-62 – 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 October 5. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-62, extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for November 2, 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 R2020-62, 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.

**B. Resolution R2020-63 – Route 59 Multi-Use Path ITEP Grant Application (Attachment)**

The City recently received Surface Transportation (STP) funding for the Route 59 multi-use paths project that would pay for 75% of construction and construction engineering costs. Under the STP program, the City is responsible for 25% of construction and construction engineering costs, as well as 100% of preliminary and final design engineering

costs. After evaluating the Illinois Transportation Enhancement Program (ITEP) grant application, staff concluded that if selected, the ITEP grant would pay for 80% of preliminary, final, and construction engineering as well as construction and easement acquisition, thereby reducing the City's share of the project costs. Included with the agenda backup materials is the required resolution committing funding to apply for the grant.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and approve resolution R2020-63, authorizing staff to apply for the ITEP grant and pledging to provide the City funds necessary for the local share for the Route 59 Multi-Use Paths project.

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

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Staff time to finalize preparation and submittal of the grant application.

**Strategic Plan Goal:** #2 Fiscal Conservatism, #3 Open Space and Environment, and #4 City Infrastructure.

C. Aldermen Assigned to Capital Maintenance and Replacement Plan Review

The Capital Maintenance and Replacement Plan (CMRP) was adopted by City Council in 2011, and it is now time to carefully review and update the inventory, expenses, and revenues of the plan. The ongoing pandemic and resulting revenue losses negatively affecting the CMRP make this update even more important. Staff is currently updating the inventory and costs included in the CMRP. The continued focus of the review will be on current revenues and future needs, so the CMRP can continue to be fully funded in the future. To assist in this review, staff is requesting that City Council concur with the Committee recommendation and assign Aldermen Weidner and Krischel to work with City staff to develop recommendations for City Council consideration at a future Committee of the Whole Meeting.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and assign Aldermen Weidner and Krischel, to work with staff to review and update the Capital Maintenance and Replacement Plan and develop recommendations for City Council consideration.

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

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Staff time to meet and coordinate with the elected officials.

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

D. Sewer and Water Connection Incentive Program

As staff continues to work with Aldermen Goodman and Wilson to update the Enterprise Maintenance and Replacement Plan (EMRP) for City Council consideration, the focus has recently turned to finding a way to incentivize residents to connect to the available sewer and water stubs provided by City sewer and water extensions. To date, 360 (77%) of sanitary sewer stubs, and 348 (79%) of water stubs from the various City extensions remain

unused. Using today's surcharge fee amounts, this results in a loss of approximately \$3.1 million in unpaid fees to the Enterprise fund for those unused stubs.

Staff is recommending an incentive program be instituted immediately, through December 31, 2023, in which the City would temporarily discount the surcharge fees by 50%. For a water connection, that would reduce the surcharge fee from \$4,026.15 to \$2,013.08. The resident would still be required to pay approximately \$1,550 in other City fees, and pay a contractor an estimated \$3,000 to \$5,000 to perform the work. For a sewer connection, that would reduce the surcharge fee from \$4,705.65 to \$2,352.83. The resident would still be required to pay approximately \$1,000 in other City fees, and pay a contractor an estimated \$3,000 to \$5,000 to perform the work.

Staff would directly notify the residents who could benefit from this program with a letter mailed to them, and would provide information on the City website and Facebook page.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and direct staff to implement a sewer and water incentive program, discounting the surcharge fees for future sewer and water connections by 50%, effective immediately, and ending on December 31, 2023.

**Staff Recommendation:** Deputy Public Works Director Kuchler, Finance Director Dahlstrand, and City Administrator Coakley recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** Staff time to prepare and distribute program materials to residents with unused sewer and water stubs.

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

E. Safe Lifting Policy Adoption (Attachment)

The Employee Safety Committee continues to review policies available through the City's Worker's Compensation carrier, Illinois Public Risk Fund (IPRF), and revise them to meet the City's needs. Eventually, these policies will be combined to form a revised Safety Manual to replace the current manual that was last updated in 2013.

To date, the City Council has approved the following policies: Safety Committee; Inspections; Slip, Trip, and Fall Prevention; General Loss Control Procedures; Worker's Compensation Claim Handling; Employee Training and Education; Accident Investigations; Management Responsibilities; Safety Rules, Job Safety Analysis, Motor Vehicle Safety, Police Pursuit & Emergency Response Driving, Modified Work, and Confined Space policies.

Included with the agenda backup materials is a copy of the *Safe Lifting* policy, which provides guidelines to address material handling exposures and proper lifting procedures that can minimize or reduce serious injuries resulting from improperly handled and stored materials.

**Council Action Requested:** Accept Public Works and Infrastructure Committee recommendation and adopt the Safety Committee's *Safe Lifting* policy, 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. Appointment to Bicyclist and Pedestrian Advisory Commission (Attachment)

In October 2020, a seat on the Bicyclist and Pedestrian Advisory Commission (BPAC) was vacated when a member resigned from the 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. In July, Mayor Brummel, BPAC Chairman Sugrue, and Staff Liaison Youngmeyer interviewed, and now recommend, Phillip Ebbesen to fill the vacancy. A copy of Mr. Ebbesen's 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 Phillip Ebbesen, to fill a commissioner vacancy on the Bicyclist and Pedestrian Commission for a three-year term set to expire April 30, 2022.

**Staff Recommendation:** Not applicable.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

G. FY 2020 Comprehensive Annual Financial Report (CAFR)

A hard copy of the Comprehensive Annual Financial Report (CAFR) for the City Fiscal Year ending April 30, 2020, is included with the elected official's agenda packets. Once the CAFR is formally accepted by the City Council, an electronic version will be posted online for public viewing on the City website.

**Council Action Required:** Receive and file the FY 2020 Comprehensive Annual Financial Report (CAFR).

**Staff Recommendation:** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

H. Invoices Paid (Attachment)

Receive and file report of invoices paid up to October 14, 2020, in the amount of \$79,133.94.

I. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before November 2, 2020, in the amount of \$123,012.12.

J. Master Debit Card Expenditures (Attachment)

Receive and file report of Master Debit Card Expenditures for the month of September 2020, in the amount of \$6,457.53.

**VII. REGULAR AGENDA****A. Ordinance O2020-36 – Everton Townhome Subdivision Sign Variations (Attachment)**

Ordinance O2020-36 documents conditional approval of sign variations from the Warrenville Sign Ordinance for three, 70 square-foot, temporary real estate signs proposed by M/I Homes. These signs will 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.

At the October 5, 2020, City Council meeting, the Council directed staff and the City Attorney to prepare an ordinance to approve temporary real estate marketing sign variations for the M/I Homes Everton project as recommended by the Zoning Board of Appeals (ZBA), but with the following two modifications related to the real estate marketing sign proposed at the northeast corner of Route 59 and Everton Drive:

1. Allow it to remain on this property until a certificate of occupancy permit for a new commercial building is issued for this property.
2. Allow this sign to be relocated to the apartment project property, owned by Atlantic Realty Partners (ARP), at the southeast corner of Route 59 and Everton Drive once a certificate of occupancy permit is issued for a new commercial building at the northwest corner of this intersection.

The ordinance included in the agenda backup materials reflects the ZBA's recommendation and modification #1. Modification #2 is not reflected in the ordinance, because the M/I Homes variation application, and the public notice published for it, did not reference the ARP property. Therefore, after consultation with the City Attorney, it has been determined that a new public notice and public hearing would be required before the City could properly approve an off-site M/I Homes real estate marketing sign on the ARP property.

Community and Economic Development Director Mentzer will be available to provide additional details and address any questions.

**Council Action Requested:** Accept staff recommendation, waive second reading, and pass ordinance O2020-36, 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:** None.

**Strategic Plan Goal:** #1 Economic Development.

**B. 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. They specifically address 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.

JMC/drg