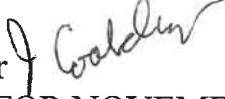


CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR NOVEMBER 2, 2020, CITY COUNCIL REGULAR MEETING
DATE: October 29, 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 O2020-37 – (Attachment)

Annually, the City Council approves the Authorized Strength Ordinance to document all the authorized full and part-time City employee positions. Since April 2020, the City Council approved the addition of a part-time Emergency Management Coordinator, part-time Code Enforcement Officer, and revised the full-time Building Inspector/Code Enforcement Officer position to a Building Inspector position. Additionally, the part-time Lead Van Driver and Municipal Van Driver positions were eliminated. These changes are reflected in Appendix A of the attached Ordinance.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2020-37, amending the authorized strength ordinance.

Staff Recommendation: Assistant City Administrator White and Finance Director Dahlstrand recommend this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: #2 Fiscal Conservatism.

B. Resolution R2020-64 – 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 19. Because the COVID-19 pandemic is ongoing, Mayor Brummel is requesting the City Council approve R2020-64, extending the local emergency declaration until the end of the next City Council meeting, which is scheduled for November 16, 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 R2020-64, 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. Compensation of Part-Time Code Enforcement Officer – (Attachment)

On September 21, 2020, the City Council approved a part-time Code Enforcement Officer position for the Community Development department. As staff prepares to begin the recruiting process, a pay range needs to be adopted for this newly created position.

This part-time position is limited to no more than 1,000 hours annually, with an anticipated total cost of approximately \$35,000 in the first year. As the position will likely not be filled until January 2021 at the earliest, the total cost in FY 2021 is estimated to be \$12,500.

Included with the agenda backup material is a memo, dated October 28, 2020, from Assistant City Administrator White.

Council Action Requested: Accept staff recommendation and approve the pay range for the position of part-time Code Enforcement Officer as presented.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: The FY 2021 budget includes funding for a second full-time Building Inspector/Code Enforcement Officer position that to date has not been filled. Therefore, there is sufficient funding in the budget for this request.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

D. Minutes of the Police Pension Board (Attachment)

Receive and file minutes of the Police Pension Board regular meeting held on August 11, 2020.

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

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission regular meeting held on September 1, 2020.

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

Receive and file minutes of the Tourism and Arts Commission regular meeting held on September 17, 2020.

G. Minutes of the Community Relations Task Force Meeting (Attachment)

Receive and file minutes of the Community Relations Task Force regular meeting held on September 29, 2020.

H. Invoices Paid (Attachment)

Receive and file report of invoices paid up to October 28, 2020, in the amount of \$64,681.96

I. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before November 16, 2020, in the amount of \$256,820.71

JMC/drg