

CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR AUGUST 16, 2021, CITY COUNCIL REGULAR MEETING
DATE: August 12, 2021

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 O2021-33 – Amending Authorized Strength Ordinance (Attachment)

On July 19, 2021, the City Council voted to direct staff to prepare an amended authorized strength ordinance to reflect the staffing of a new Assistant Community Development Director position in lieu of refilling the existing vacant Senior Planner position. A copy of the amended authorized strength ordinance, reflecting this change, is included with the agenda backup material. Based on the detailed job factor analysis conducted for this position and the salary information collected for similar positions in the most comparable DuPage County communities, staff recommends the salary range for the new position be set at \$92,094 to \$129,091. The bottom of this range is approximately 12% higher than the bottom of the Senior Planner position salary range and 8% lower than the former full-time Senior Planner's most recent actual salary.

Council Action Requested: Accept Staff recommendation, waive second reading, and pass ordinance O2021-33, amending the Authorized Strength Ordinance to add the Assistant Community Development Director position and remove the Senior Planner position.

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

Budgetary Impact: Due to the ongoing vacancy in the full-time Senior Planner position, there will be sufficient funds in the FY 2022 Budget to cover all personnel related costs associated with staffing the new Assistant Community Development Director Position in the coming months.

Other Resources Required: Staff time to recruit and on-board new employee.

Strategic Plan Goal: Not applicable.

B. Appointment of Erin Schultz to fill the Plan Commission Ward 3 Vacancy (Attachment)

With the recent resignation of Kevin Leonard, a vacancy on the Plan Commission (PC) exists. The Zoning Ordinance states that the Mayor shall, with the advice and consent of the City Council, appoint a new member to fill the unexpired term of any member whose place has become vacant. Mayor Brummel and Senior Civil Engineer Hocking recently

interviewed Ward 3 resident Erin Schultz and recommend her appointment to the vacant PC position. Plan Commission Chairman Tim Cosgrove concurs with the recommendation. Copies of Ms. Schultz's letter of interest and resume are included with the agenda backup material.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the appointment of Erin Schultz to fill the Plan Commission Ward 3 vacancy for a term ending January 4, 2026.

Staff Recommendation: Mayor Brummel and Community and Economic Development Director Mentzer recommend this action.

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

C. Minutes of the Police Pension Board (Attachment)

Receive and file minutes of the Police Pension Board meeting held on April 27, 2021.

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

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on May 11, 2021.

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

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on June 8, 2021.

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

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on July 13, 2021.

G. Invoices Paid (Attachment)

Receive and file report of invoices paid up to August 11, 2021, in the amount of \$36,744.86.

H. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before September 6, 2021, in the amount of \$134,986.10.

I. Debit Card Expenditures (Attachment)

Receive and file report of debit card expenditures for the month of July 2021, in the amount of \$10,126.34.

VII. REGULAR AGENDA

A. CMRP Workgroup Recommendations (Attachment)

City Council originally adopted the Capital Maintenance and Replacement Plan (CMRP) on September 19, 2011. In recent years, staff realized that an annual escalator on all of the individual expenses should have been incorporated into the plan. Expenses have continued to increase, mostly from increasing construction and replacement costs, but also due to

adding City infrastructure from City projects and private developments. Revenues have not increased over time, with total revenues remaining relatively flat during the years leading up to the pandemic. This has created a large shortfall between revenues and expenses, which is the primary reason for reconvening the CMRP Workgroup with Aldermen Krischel and Weidner assigned by City Council to work with staff.

Included with the agenda backup material is the updated CMRP and Public Works Director (PWD) Kuchler's cover memo, dated August 11, detailing major changes and recommendations. PWD Kuchler will make a presentation at the meeting and be available to answer questions. The revenue recommendations will be covered in more detail by Finance Director Dahlstrand following this item on the agenda.

Council Action Requested: Accept the Capital Maintenance and Replacement Plan workgroup recommendation and approve the updated Capital Maintenance and Replacement Plan.

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

Budgetary Impact: None

Other Resources Required: Staff time and City Attorney time to prepare the necessary documents and implement the revenue recommendations.

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

B. Long Range Financial Planning Workgroup Revenue Recommendations (Attachment)

Included with the agenda backup material is a memorandum from Finance Director Dahlstrand, dated August 2, which provides revenue and funding recommendations for the CMRP from the Long Range Financial Planning workgroup. In addition to the recommendations, also provided is a look at revenue sources beyond the CMRP, where the rates associated with those revenue sources currently stand, and how the LRFPP workgroup has assessed possible adjustments to those revenue sources.

Council Action Requested: Accept the Long Range Financial Planning and Capital Maintenance and Replacement Plan workgroup's recommendation and authorize staff to include in future budgets, increases in the annual transfers from the Hotel Tax Fund to the Capital Maintenance and Replacement Fund to \$350,000 for FY 2023 and \$400,000 for FY 2024 and beyond.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Additional revenue to the Capital Maintenance and Replacement Fund beginning in FY 2023.

Other Resources Required: Staff time to prepare the needed ordinances.

Strategic Plan Goal: #2 Fiscal Conservatism.

C. CMRP Finances and Increase to Local Motor Fuel Tax (Attachment)

Included with the agenda backup material is a memorandum from Finance Director Dahlstrand, dated August 2, which provides revenue and funding recommendations for the CMRP from the Long Range Financial Planning workgroup. In addition to the recommendations, also provided is a look at revenue sources beyond the CMRP, where the

rates associated with those revenue sources currently stand, and how the LRFP workgroup has assessed possible adjustments to those revenue sources.

Council Action Requested: Accept the Long Range Financial Planning and Capital Maintenance and Replacement Plan workgroup's recommendation and direct staff to work with the City Attorney to prepare an ordinance to increase the City's Local Motor Fuel Tax from 4¢ per gallon to 6¢ per gallon to support annual capital maintenance and replacement work.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Additional revenue to the Capital Maintenance and Replacement Fund beginning in FY 2023.

Other Resources Required: Staff time to prepare the needed ordinances.

Strategic Plan Goal: #2 Fiscal Conservatism.

D. Recommendations for Allocation of Recreational Cannabis Revenues (Attachment)

Included with the agenda backup material is a memorandum from Finance Director Dahlstrand, dated August 2, which provides revenue and funding recommendations for the CMRP from the Long Range Financial Planning workgroup. In addition to the recommendations, also provided is a look at revenue sources beyond the CMRP, where the rates associated with those revenue sources currently stand, and how the LRFP workgroup has assessed possible adjustments to those revenue sources.

Council Action Requested: Accept the Long Range Financial Planning workgroup recommendation and direct staff to continue accounting for the allocations of state shared per capita cannabis revenue in the General Fund, and to bring forward a recommendation on the potential redirection of state shared per capita cannabis allocations to the Capital Maintenance and Replacement fund if a recreational cannabis business opens within the City.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Additional revenue to the Capital Maintenance and Replacement Fund beginning in FY 2023.

Other Resources Required: Staff time to prepare the needed ordinances.

Strategic Plan Goal: #2 Fiscal Conservatism.

E. Ordinance to Allow Video Gaming (Attachment)

This item is a continuation of the discussion from the July 26, 2021, Public Safety and Finance Committee meeting. As directed at the April 2021 Public Works and Infrastructure Committee of the Whole meeting, staff has researched and presented information about video gaming in Warrenville. Video gaming presents an opportunity to provide additional revenue for the Capital Maintenance and Replacement Plan and to assist eligible local businesses. The goal of the discussion on key items of the proposed ordinance is to gain majority consensus on decision items so that a final ordinance may be prepared to reflect the Council's goals.

Included with the agenda backup material is a memorandum from Management Analyst Youngmeyer, dated August 5, that lists key decision items identified at the July 26, 2021, Public Safety and Finance Committee of the Whole meeting, along with questions that

came up during discussion at the meeting, a memo from the City Attorney addressing questions raised, and the survey summary report updated with responses from the City of Aurora.

Council Action Requested: Accept staff recommendation and direct staff to work with the City Attorney to revise the draft ordinance to allow video gaming as directed by the City Council majority, create a new liquor license classification with local restrictions, and present the revised ordinance at the September 7, 2021, City Council meeting.

Staff Recommendation: City Administrator Coakley, Finance Director Dahlstrand, Public Works Director Kuchler, and Management Analyst Youngmeyer recommend this action.

Budgetary Impact: Based on staff's research, video gaming is estimated to generate \$47,900 to \$61,600 in annual revenue, plus \$21,000 to \$28,000 in annual terminal license fees (assumes fee of \$1,000 per terminal) and \$6,000 from the Class V liquor license fees (assumes \$1,000 per Class V liquor license fee).

Other Resources Required: Pending the Committee direction, there would be a minor amount of time by staff and the City Attorney needed to update the draft ordinance.

Strategic Plan Goal: #2 Fiscal Conservatism and #4 City Infrastructure.

F. Public Works FY 2022 Work Program and Decision Package Status Report (Attachment)

The Public Works Department Work Program identifies specific projects and initiatives Department staff expects to advance during the current fiscal year, in addition to normal day-to-day core operational and service delivery responsibilities of the department. Staff has updated the FY 2022 Public Works Department Work Program to provide the current status of department projects. A copy of the report is included with the agenda backup material.

Council Action Requested: None. For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

G. COVID-19 Mitigation Plan (Attachment)

In May, the City Administrator issued the revised Return to Work and Reopen plan, which included policies and procedures related to COVID-19. With Illinois entering Phase 5 of the Governor's Restore Illinois Plan in June, there was no need for additional updates to this policy at that time.

However, the Centers for Disease Control (CDC) recently issued new guidance recommending masks for vaccinated individuals indoors due to the high transmission rates across the country and new information about the Delta variant of COVID-19. The Illinois Department of Public Health and the DuPage County Health Department have endorsed this guidance. As the pandemic continues to introduce uncertainty, staff is recommending the City Council adopt the COVID-19 Mitigation Plan, which will replace the Return to Work and Reopen plan previously issued.

Council Action Requested: Accept staff recommendation and adopt the COVID-19 Mitigation Plan.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: Staff time to communicate changes to the plan periodically.

Strategic Plan Goal: Not applicable.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

A. Elrod Friedman's 16th Biennial Seminar

City Administrator Coakley and City Attorney Brooke Lenneman will share information about Elrod Friedman's 16th Biennial Seminar and the benefits for City elected officials and City senior staff. They will also address practical considerations, such as transportation options to attend.

Council Action Requested: none, information only.

Staff Recommendation: City Administrator Coakley and City Attorney Lenneman encourage all City elected officials to consider attending.

Budgetary Impact: There is no charge for the seminar or the associated meals. There is funding available in the FY 2022 Budget for parking and public transportation costs for elected officials. Depending on the transportation options selected, it is likely that such expenses would be less than \$500.

Other Resources Required: One day of work time would be dedicated to this event.

Strategic Plan Goal: Not applicable.

JMC/drg