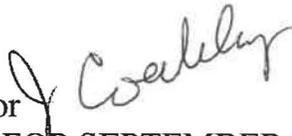


**CITY OF WARRENVILLE**  
**MEMORANDUM**

TO: Mayor and City Council  
FROM: John M. Coakley, City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR SEPTEMBER 7, 2021, CITY COUNCIL REGULAR MEETING  
DATE: September 2, 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. Resolution R2021-51 – Revised FOIA and OMA Designations (Attachment)**

The Freedom of Information Act (FOIA) requires that all public bodies designate one or more officials or employees to act as a FOIA Officer to receive requests for records, ensure that the public body responds to the requests in a timely fashion, and issues responses under the act. FOIA Officers must successfully complete FOIA training on an annual basis.

The Illinois Open Meetings Act (OMA) requires that all public bodies designate employees, officers, or members to receive training on compliance with this law. Elected or appointed members of public bodies are required to receive OMA training one time, however, additional designees responsible for various tasks including posting and publishing meeting agendas and minutes are required to receive annual OMA training.

Although FOIA Officers are not required to register with the Illinois Attorney General's Public Access Counselor (PAC), the list of OMA designees must be submitted to the PAC. To standardize the process of designating such officials, the resolution included with the agenda backup material includes a list of designated FOIA Officers and OMA Designees subject to one-time or annual training.

**Council Action Requested:** Accept staff recommendation and pass resolution R2021-51, designating Freedom of Information Act Officers and Open Meetings Act Designees.

**Staff Recommendation:** Executive Assistant and Deputy City Clerk Grivetti and City Administrator Coakley recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

**B. Appointment of Brian Owens to Tourism and Arts Commission (Attachment)**

In August, Julie Shawback resigned from the Tourism and Arts Commission (TAC). City Code states that vacancies on the commission shall be filled for the unexpired term of the member whose place has been vacant. Mayor Brummel, TAC Chairman Johnson, and Staff

Liaison and Senior Accountant Beltran recently interviewed Brian Owens and recommend his appointment to the unexpired term, expiring April 30, 2024. A copy of Mr. Owens' letter of interest and resume is included with the agenda backup material.

**Council Action Requested:** Accept Mayor Brummel's recommendation and approve the appointment of Brian Owens to fill the Tourism and Arts Commission vacancy for a term expiring April 30, 2024.

**Staff Recommendation:** Mayor Brummel, Staff Liaison Beltran, and TAC Chairman Johnson recommend this action.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

C. Crossing Guard Starting Pay Adjustment

On January 1, 2022, the minimum wage in Illinois will increase to \$12.00 per hour. Currently, the only City position with a starting rate of pay below that minimum is the school crossing guards. Staff is in the process of hiring two crossing guards to fill vacancies and, therefore, recommends increasing the starting rate to \$12.00 per crossing, which is generally equal to one hour. If the City Council approves this new starting rate, a pay adjustment will need to be made for one current crossing guard that falls below the new minimum pay for this position. Staff recommends authorizing the City Administrator to make an appropriate pay adjustment.

**Council Action Requested:** Accept staff recommendation and adjust the starting pay for crossing guards to \$12.00 per crossing and authorize the City Administrator to adjust current crossing guard pay rates accordingly.

**Staff Recommendation:** Assistant City Administrator White recommends this action.

**Budgetary Impact:** There are sufficient funds in the FY 2022 Budget for this request.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

D. Minutes of the Board of Fire and Police Commissioners (Attachment)

Receive and file minutes of the Board of Fire and Police Commissioners meeting held on June 22, 2021.

E. Minutes of the Inclusion, Diversity, Equity, and Awareness Commission (Attachment)

Receive and file minutes of the Inclusion, Diversity, Equity, and Awareness Commission meeting held on July 20, 2021.

F. Invoices Paid (Attachment)

Receive and file report of invoices paid up to September 1, 2021, in the amount of \$46,748.67.

G. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before September 20, 2021, in the amount of \$281,779.12.

## VII. REGULAR AGENDA

### A. Ordinance O2021-34 – Allowing Video Gaming and New Liquor License (Attachment)

The ordinance has been revised in accordance with the City Council's direction at its August 16, 2021, meeting. For ease of reference, the specific changes are delineated in a memorandum from City Attorney Lenneman, dated August 31, 2021, and shown on the marked up version of the proposed ordinance. The revisions are intended to meet the overall goals of setting reasonable restrictions to protect the City's interests, while allowing video gaming, which would support local businesses and provide new revenue for the City's Capital Maintenance and Replacement Plan.

**Council Action Requested:** Accept staff recommendation, waive second reading, and pass ordinance O2021-34, allowing video gaming and creating a video gaming terminal license and new liquor license classification with local restrictions.

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

**Budgetary Impact:** If approved, there will be minor annual costs for administering the video gaming terminal licenses and new class V liquor licenses, as well as for annual compliance verification. There also would be new revenue from the video gaming shared revenues, video gaming terminal license fees, and class V liquor license fees, estimated at \$47,900 to \$61,600 in annual revenue, \$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.

**Other Resources Required:** A modest amount of staff time will be required to create the license application forms, review and process the applications, and issue the approved licenses.

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

### B. Resolution R2021-52 – Amended Electronic Attendance Policy (Attachment)

Following up on concerns raised at the August 2, 2021, City Council meeting, City Attorney Lenneman prepared the amended electronic attendance policy to expressly allow notification by email. Specifically, section IV A, at the bottom of page 1, states "Email notification is acceptable if the body of the email substantially conforms to the text set forth on Exhibit A; provided, however, that such notice need not include the member's signature." Copies of the resolution and the proposed policy are included with the agenda backup material.

**Council Action Requested:** Pass resolution R2021-52, approving an amended policy concerning electronic attendance at City Council, City Council Committee, Plan Commission, and Zoning Board of Appeals Meetings to allow email notification.

**Staff Recommendation:** City Administrator Coakley concurs with this change.

**Budgetary Impact:** None.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not applicable.

## VIII. UNFINISHED BUSINESS

JMC/drg