



City of Warrenville
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COAL TAR BAN ORDINANCE **IMPLEMENTATION CHECKLIST**

- ✓ January 19th - Meeting with Ron and Matt to discuss and revise ordinance
- ✓ January 24th - Send comments to Brooke
- ✓ February 4th - Receive revised Ordinance from Brooke
- ✓ February 28th – Staff review revised Ordinance
- March 28th to March 30th – David create agenda/summary for City Council
- March 31st – Staff to post on Facebook of Ordinance on upcoming City Council agenda
- April 4th – Ordinance presented at City Council meeting
- April 5th to April 10th – EAC to create newsletter article of approved ordinance
- April 11th to April 14th – Staff to review newsletter article of approved ordinance
- April 19th – EAC meeting, EAC to vote on newsletter article
- April 20th – Send newsletter article to Dawn for review and publishing for April newsletter
- May 1st – Staff to post on City’s Website and Facebook May newsletter article. Staff to contact ACE Hardware.
- June 21st – EAC meeting, EAC to begin research of addresses of HOAs, contractors, schools, Library, Park District, Fire District and businesses.
- August 17th – E-mail Dawn requesting to re-publish May’s article for the September newsletter
- September 1st - Staff to repost May’s article on Facebook
- September 20th – EAC meeting, EAC completion of address research, EAC to begin creating informational letter (including Q & A) and The Resource insert
- October 1st - EAC to provide draft letter and The Resource insert to staff for review
- October 1st to October 14th – Staff review letter and insert

- October 18th – EAC meeting, EAC to vote on revised letter and Resource insert
- October 19th – Send the insert to Dawn for review and publishing for November newsletter
- October 17th to October 21st – EAC to print letters and envelopes
- October 22nd – EAC to stuff and stamp envelopes
- November 1st – Staff to mail stuffed and stamped envelopes. Staff to place info letter and Q & A section on City website and post announcement on Facebook.
- September 1st to November 30th:
 - Sept. 1st to Nov. 30th - Finance staff and Quisitive to create fee account in system and test
 - Sept. 1st – CD and Finance Staff meeting to discuss roll out of license
 - Sept. 1st to 16th - CD Staff to create License in Citizen Portal based on Deerfield's
 - Sept. 19th to 30th - CD Staff to create license card in Mazik City
 - Oct. 1st to 14th – CD Staff to test Citizen Portal and Mazik City
 - Oct. 3rd – CD and Finance Staff meeting to discuss progress/challenges
 - Oct. 14th – CD Staff provide comments to Quisitive
 - Oct. 17th to 24th – Quisitive to make system corrections
 - Oct. 24th to Nov. 7th – CD Staff to retest Citizen Portal and Mazik City
 - Nov. 3rd – CD and Finance Staff meeting to discuss progress/challenges
 - Nov. 7th – CD Staff provide comments to Quisitive
 - Nov. 7th to Nov. 14th – Quisitive to make system corrections
 - Nov. 14th to Nov. 21st – CD Staff to retest Citizen Portal and Mazik City
 - Nov. 28th – CD and Finance Staff meeting to discuss final steps
- December 1st - Mazik City Pavement Sealant License Application Go Live
- January 1st – Estimated date for Ordinance to go into effect and review of licenses to begin