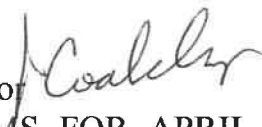


CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor and City Council
FROM: John M. Coakley, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR APRIL 4, 2022, CITY COUNCIL REGULAR MEETING
DATE: March 31, 2022

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 O2022-05 – Coal Tar Product Use Prohibition (Attachment)

At the November 8, 2021, Community Development Committee of the Whole meeting, City Council approved the Environmental Advisory Commission's recommendation to create and implement a City-wide coal tar ban ordinance modeled after the Village of Deerfield's ordinance. City staff worked with the City attorney to create the ordinance, which not only prohibits the use and sales of coal tar products within City limits, but requires that pavement sealing contractors register with the City to obtain a pavement sealing license. Contractors will be required upon applying for a license, to submit Material Safety Data Sheets for the products they will be using.

Additionally, contractors will need to provide a current license, material safety data sheets (MSDS), and an invoice of products being applied when requested by City staff out in the field. License stickers will not be issued to contractors to confirm registration, but a list of approved contractors will be available on the City's website. City staff originally recommended at the Committee of the Whole meeting implementation of the ordinance to occur within the first quarter of FY 2023. In order to allow adequate time for EAC to educate the public and City staff to develop the licensing processes, City staff recommends the effective date of the ordinance to occur on January 1, 2023.

Council Action Requested: Accept Staff recommendation, waive second reading, and pass ordinance O2022-05, creating Title 3, Chapter 28, to prohibit the use of coal tar products and establish a pavement sealing licensing program.

Staff Recommendation: Community Development Director Mentzer and EAC Staff Liaison/Civil Engineer David Romero recommend this action

Budgetary Impact: Approximately \$500 for postage for select mailings to residents

Other Resources Required: Staff time to create license, communicate new licensing requirements, and enforcement

Strategic Plan Goal: #3 Open Space and Environment

B. Ordinance O2022-06 – Disposal of Surplus Property – Police Uniforms (Attachment)

The City owns various police uniform clothing components that can no longer be utilized due to either natural wear-and-tear or because employees have separated from the Police Department. Efforts have been made to re-issue uniform clothing, however, these particular items cannot be re-issued due to their condition or because they are no longer part of the authorized uniform, and are therefore considered surplus. Based on these factors, the Police Department is seeking to dispose of these items either by means of recycling or through use of the City's regular waste collection service. Included with the agenda backup material is an ordinance authorizing the disposition of surplus personal property owned by the City, with a list of items.

Council Action Requested: Accept Public Safety and Finance Committee recommendation, waive second reading, and pass ordinance O2022-06, approving the disposal of City-owned surplus personal property through either recycling or use of the City's waste collection service.

Staff Recommendation: Deputy Police Chief Jacobson and Deputy Police Chief Dawson recommend this action.

Budgetary Impact: None.

Other Resources Required: Staff time to dispose of items.

Strategic Plan Goal: Not applicable.

C. Ordinance O2022-07 – Disposal of Surplus Unclaimed Property (Attachment)

The Police Department currently has surplus unclaimed property for disposal, which has either been unclaimed by the owner, awarded through court adjudication, or no longer serves a City need. Past practice for disposal of surplus City property has been through auction. The Police Department has previously used PropertyRoom.com for online auctions to dispose of surplus property, and found their services to be professional and well run. Included with the agenda backup material is an ordinance authorizing the disposition of surplus personal property owned by the City, with a list of such items.

Council Action Requested: Accept Public Safety and Finance Committee recommendation, waive second reading, and pass ordinance O2022-07, approving the disposal of City-owned surplus property through an auction conducted by PropertyRoom.com.

Staff Recommendation: Deputy Police Chief Jacobson and Deputy Police Chief Dawson recommend this action.

Budgetary Impact: Proceeds will be returned to the General Fund.

Other Resources Required: Minimal staff time to remove items from storage.

Strategic Plan Goal: #2 Fiscal Conservatism.

D. Ordinance O2022-08 – Disposal of Surplus Found Property (Attachment)

The Police Department currently holds found property, specifically 18 bicycles, for disposal, which have been unclaimed for more than six months by the owner and do not serve a City need. Deputy Chief Dawson is recommending these bicycles be donated to Working Bikes in conjunction with the Bike Rodeo on May 14, 2022. Working Bikes rescues discarded bicycles, refurbishes them, and then redistributes them in local and

global communities to homeless, refugee, and youth empowerment programs, and has previously received donated bikes from residents during past Warrenville Bike Rodeo events. Included with the agenda backup material is an ordinance authorizing the disposition of surplus personal property owned by the City, with a list of such items.

Council Action Requested: Accept Public Safety and Finance Committee recommendation, waive second reading, and pass ordinance O2022-08, approving the disposal of City-owned surplus property through donation to Working Bikes in conjunction with the Warrenville Bike Rodeo on May 14, 2022.

Staff Recommendation: Deputy Police Chief Jacobson and Deputy Chief Dawson recommend this action.

Budgetary Impact: None

Other Resources Required: Staff time to deliver bicycles to the Warrenville Bike Rodeo on the event day.

Strategic Plan Goal: Not applicable.

E. Ordinance O2022-09 – Parking and Traffic Prohibited Code Amendments (Attachment)

Sipla Drive is the access road behind the Police Department that connects Manning Avenue and Tracy Place, and was never intended to serve as a standard roadway accommodating ordinary vehicular traffic flow. As it was intended, this access road was to exclusively function as a service entrance and exit point for Police Department squad cars.

Citizens have been parking and driving their vehicles on Sipla Drive, causing both a visual and physical safety issue when squad cars are entering and exiting the Department's back parking lot. Due to the ongoing safety concerns that these present, Deputy Chief Jacobson is seeking code amendments to restrict parking and regular traffic flow on Sipla Drive. Should the amendments be approved, Public Works would install one sign at each end of Sipla Drive to alert drivers of the change. Included with the agenda backup material is an ordinance amending the City Code for this purpose.

Council Action Requested: Accept Public Safety and Finance Committee recommendation, waive second reading, and pass ordinance O2022-09, amending City Code Title 5, Chapters 3 and 4, regarding the closing of Sipla Drive to public use.

Staff Recommendation: Deputy Police Chief Jacobson recommends this action.

Budgetary Impact: "Parking Prohibited" and "Street Closed to Thru Traffic" signs and posts at an approximate total cost of \$500.

Other Resources Required: Staff time to install signs and posts.

Strategic Plan Goal: #5 Public Safety

F. Resolution R2022-11 – Grant Funding for Summerlakes Improvements (Attachment)

The City of Warrenville will be receiving an award from the DuPage County Community Development Block Grant Program for the Summerlakes Square Courts Resurfacing project. The City is planning to perform approximately \$1,200,000, in resurfacing, curb and gutter, sidewalk replacement, and related Americans with Disabilities Act (ADA) improvements in the Summerlakes Subdivision square courts area. This program's funding

is targeted to census blocks where at least 45.36% of the area's population has a low to moderate income.

Council Action Requested: Accept staff recommendation and approve resolution R2022-11, updating the Community Development Block Grant funding request and grant signatory for Summerlakes Subdivision Sidewalk and Bank Stabilization improvements.

Staff Recommendation: Assistant Community Development Director Arguilles and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: Up to \$795,563; the CDBG grant request is for \$600,000, approximately 50% of the project costs.

Other Resources Required: Attend required meetings at DuPage County.

Strategic Plan Goal: #3 Open Space and Environment and #4 City Infrastructure.

G. Video Gaming Licenses and Renewals (Attachment)

Included with the agenda backup material is a memo from Finance Director (FD) Dahlstrand addressing the impending April 30, 2022, renewal of class V – Video Gaming liquor licenses and Video Gaming Terminal licenses. FD Dahlstrand recommends waiver of the April 2022 renewal fees for all licenses in these two classifications, issued for FY 2022, with an expiration date of April 30, 2022.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and waive the April 2022 renewal fees for all Class V – Video Gaming liquor licenses and Video Gaming Terminal licenses, in these two classifications only, issued during FY 2022, with an expiration date of April 30, 2022, and thereby extending the renewal deadline for these issued licenses to April 30, 2023.

Staff Recommendation: Finance Director Dahlstrand recommends this action.

Budgetary Impact: Loss of up to \$32,000, in licensing revenue in the Capital Maintenance and Replacement Fund.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

H. Non-represented Employee Market and Merit Adjustments (Attachment)

Staff annually presents specific personnel and compensation changes for the coming fiscal year for City Council consideration. As part of the FY 2023 Budget process, staff is presenting recommendations related to the market adjustment and merit increases for non-represented employees. Included with the agenda backup material is a memo from Assistant City Administrator White with additional information.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve a 4.00% market increase for FY 2023, and the proposed merit increase matrix for non-represented employees as included in the FY 2023 Budget.

Staff Recommendation: Assistant City Administrator White and City Administrator Coakley recommend this action.

Budgetary Impact: The funds are included in the FY 2023 Budget.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

I. Changes to Pat-Time Starting Pay (Attachment)

The Illinois Minimum Wage Act (IMWA) requires an incremental annual increase to the minimum wage, reaching \$15.00 per hour by January 1, 2025. In keeping with the City's goal of attracting and retaining quality employees, staff recommends adjusting the hourly starting pay rates to remain competitive. Included with the agenda backup material is Assistant City Administrator White's memo dated March 18, 2022, with additional information.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve the FY 2023 starting hourly rate for part-time positions, effective May 1, 2022, and direct staff to include the rate increases outlined in Assistant City Administrator White's March 18, 2022, memo in the proposed budgets.

Staff Recommendation: Assistant City Administrator White and City Administrator Coakley recommend this action.

Budgetary Impact: The funds are included in the FY 2023 Budget.

Other Resources Required: Not applicable

Strategic Plan Goal: Not applicable

J. Stafford Place Closure for the New Date of the Bike Rodeo (Attachment)

Due to a scheduling conflict with the Warrenville Park District, the sixteenth annual Bike Rodeo will be held on Saturday, May 14, 2022, instead of the originally planned date of May 21, 2022. The Bicyclist and Pedestrian Advisory Commission (BPAC) is requesting a portion of Stafford Place be closed on May 14, for this event. A memo dated March 25, from Management Analyst and BPAC Staff Liaison Youngmeyer, and a map of the requested street closure are included with the agenda backup material.

Council Action Requested: Accept Staff recommendation and approve the Bicyclist and Pedestrian Advisory Commission recommendation to close a portion of Stafford Place on May 14, 2022, for the Bike Rodeo event.

Staff Recommendation: Management Analyst and BPAC Staff Liaison Youngmeyer recommends this action.

Budgetary Impact: None.

Other Resources Required: Staff time to set and replace barricades.

Strategic Plan Goal: None.

K. Zoning Text Amendments Regarding Barbed Wire and PUD Amendments

Nothing within the City Code Section 10-A-10-3-B "Fences," explicitly prohibits the use of barbed wire atop fences. However, City practice has been not to allow new barbed wire fences, as indicated in the "Fences" public handout used for information purposes. Given the fact that fences cannot be more than six feet tall on most residential lots, having barbed wire that low to the ground is dangerous and affects the use and safety of adjoining properties in a way that typical fences do not. As such, the City attorney recommended promptly amending the code to explicitly prohibit razor and barbed wire. Additionally, as written under the City Code Section 10-A-8-F-3 of the Zoning Ordinance, modifications to approved PUD landscape plans constitute a "major amendment" rather than a "minor amendment." Major amendments are generally more laborious for staff and applicants

alike, as it requires a public hearing and final action by City Council. Because of this, a “minor amendment” is more conducive, because these proposed modifications are quite common. Plan Commission recommended both items at the March 24, 2022, PC/ZBA Meeting.

Council Action Requested: Accept Plan Commission recommendation and direct City Attorney and staff to prepare an ordinance approving text amendments to the City Code Zoning Ordinance banning the use of barbed wire on residential lots and reclassifying modifications to approved PUD landscape plans from major amendments to minor amendments.

Staff Recommendation: Community and Economic Development Director Mentzer, Assistant Community Development Director Arguilles, and Planner/GIS Technician Kieffer recommend this action.

Budgetary Impact: There will be no budgetary impact of this project.

Other Resources Required: Staff time to implement new regulation.

Strategic Plan Goal: Not applicable.

L. Zoning Text Amendments Regarding Lot Coverage

At the July 23, 2020, Plan Commission and Zoning Board of Appeals (PC/ZBA) meeting, lot coverage was identified as a high priority text amendment by a number of commissioners, stating their desires to increase the “flexibility” of the City’s maximum lot coverage regulation. As such, staff worked with the Plan Commission to identify regulatory preferences, and studied lot coverage regulation throughout DuPage County to compose different regulatory alternatives.

Commissioners stated their preference for Alternative 3, which increased every codified percentage by 10% and integrated driveways back into the lot coverage calculations (driveways are currently exempt). Green roofs and permeable pavers would be exempt under this alternative, meaning definitions would also have to be codified. The current 2% bonus for accessory structures that do not qualify as a principal or accessory building would be removed. To remediate a mathematical anomaly identified within the regulation, an additional category would be added so as not to penalize lots that fall within specific ranges. After testing this alternative against many parcels, the Plan Commission recommended these text amendments at the March 24, 2022, PC/ZBA Meeting.

Council Action Requested: Accept Plan Commission recommendation and direct City Attorney and staff to prepare an ordinance approving text amendments to the City Code Zoning Ordinance revising the maximum lot coverage requirements.

Staff Recommendation: Community and Economic Development Director Mentzer, Assistant Community Development Director Arguilles, and Planner/GIS Technician Kieffer recommend this action.

Budgetary Impact: There will be no budgetary impact of this project.

Other Resources Required: Staff time to implement new regulation.

Strategic Plan Goal: Not applicable.

M. Appointment of Erin Schultz to the Zoning Board of Appeals

Following the appointment of Alderman Lockett to the City Council, a vacancy occurred on the Zoning Board of Appeals (ZBA). City Code indicates the Mayor shall, with the advice and consent of the City Council, appoint all members to the ZBA. Furthermore, in the event that a Plan Commission (PC) member is appointed as a member of the ZBA, upon the appointment or re-appointment of such member, said commissioner's term shall coincide with the corresponding vacant term on the ZBA so that the PC member's term of office to the PC shall expire at the same time as his or her term of office to the ZBA. Mayor Brummel is recommending PC member Erin Schultz be appointed to the ZBA to fill Alderman Lockett's vacancy. Her new term of office for both PC and ZBA shall expire April 10, 2024.

Council Action Requested: Accept Mayor Brummel's recommendation and approve the reappointment of Erin Schultz to the Plan Commission and appointment to the Zoning Board of Appeals for a term expiring April 10, 2024.

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

Budgetary Impact: None.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

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

Receive and file minutes of the Bicyclist and Pedestrian Advisory Commission meeting held on February 8, 2022.

O. 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 February 23, 2022.

P. Minutes of the Plan Commission and Zoning Board of Appeals (Attachment)

Receive and file minutes of the Plan Commission and Zoning Board of Appeals meeting held on March 24, 2022.

Q. Invoices Paid (Attachment)

Receive and file report of invoices paid up to March 30, 2022, in the amount of \$78,649.35.

R. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before April 18, 2022, in the amount of \$283,842.60.

VII. REGULAR AGENDA

A. First Reading of Ordinance O2022-10 – Adopting FY 2023 Budget (Attachment)

The proposed FY 2023 Budget is balanced in accordance with State law. The budgeted revenues, expenditures, capital projects, and personnel issues have been discussed at the Committee, Council Budget Workshop, and regular City Council meetings since the draft budget was distributed on February 28, 2022. The required Public Hearing is being held on

April 4, 2022, and the second reading and adoption consideration of the budget ordinance will take place on April 18, 2022.

Included with the agenda backup material are the following:

- A memo from Finance Director Dahlstrand detailing proposed adjustments made to the FY 2023 Budget document since the document was first distributed on February 28, 2022
- The complete FY 2023 Budget Ordinance, including an updated FY 2023 Snapshot of totals for all of the budgeted funds, required Certificate of Estimated Revenue by Source, and detailed line items for all funds.

Council Action Requested: Offer first reading of ordinance O2022-10, adopting the City of Warrenville FY 2023 Municipal Budget.

Staff Recommendation: City Administrator and Budget Officer Coakley and Finance Director Dahlstrand recommend this action.

Budgetary Impact: The overview of the budgeted allocation is broken out by fund in the FY 2023 Budget Snapshot.

Other Resources Required: None.

Strategic Plan Goal: #2 Fiscal Conservatism.

B. IDEC Acknowledgement for April and May 2022 (Attachment)

The Inclusion, Diversity, Equity, and Awareness Commission is recommending the City acknowledge certain holidays in April and May of 2022. Included with the agenda backup materials is a memo with additional information.

Council Action Requested: Accept staff recommendation and approve the IDEC recommendation to acknowledge certain holidays and observances in April and May 2022.

Staff Recommendation: Assistant City Administrator and IDEC Staff Liaison White recommends this action.

Budgetary Impact: None.

Other Resources Required: Some staff time to publish the announcements.

Strategic Plan Goal: #6 Diversity

C. Filling of Temporary Part-Time Chief Code Official Position (Attachment)

Included with the agenda backup material is Community and Economic Development Director Mentzer's, memorandum dated March 30, 2022, that outline staff's recommendation to recreate and fill a temporary, part-time, Chief Code Official position. City Council approval of this temporary position would help the Community Development Department deliver critical building permit and code enforcement services during the busiest season of the year and until a new person is hired to fill the now vacant full-time Chief Code Official position.

Council Action Requested: Accept staff recommendation, authorize the immediate filling of a temporary, part-time, Chief Code Official position and direct staff to include the new position in the authorized strength ordinance presented for approval at the April 18, 2022, City Council Meeting.

Staff Recommendation: City Administrator Coakley, Assistant City Administrator White, and Community and Economic Development Director Mentzer recommend this action.

Budgetary Impact: The anticipated cost associated with filling the recommended temporary position will be less than what is included in the FY 2022, and proposed FY 2023, budgets for the now vacant full-time position.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

VIII. UNFINISHED BUSINESS

JMC/drg