


CITY OF WARRENVILLE  
MEMORANDUM

TO: Mayor and City Council  
FROM: Cristina White, City Administrator   
SUBJECT: SUMMARY OF AGENDA ITEMS FOR OCTOBER 17, 2022, CITY COUNCIL REGULAR MEETING  
DATE: October 13, 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 O2022-38 – Disposal of 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. Included with the agenda backup material is an ordinance authorizing the disposition of personal property owned by the City and a listing of such property to be auctioned.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation, waive second reading, and pass ordinance O2022-38, authorizing the disposal of unclaimed property through an auction conducted by PropertyRoom.com.

**Staff Recommendation:** Police Chief Turano 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.

B. Ordinance O2022-39 – Amending City Code re Purchasing Procedures (Attachment)

In light of the recent changes in personnel and changes in titles for various staff members, it is necessary to update the City's purchasing procedures to reflect those changes and to bring the City Code up to date based upon current staffing. Included with the agenda backup material is an ordinance amending City Code Title 1, Chapter 8, Section 4, regarding *Purchasing Procedures*.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation, waive second reading, and pass ordinance O2022-39, amending City Code Title 1, Chapter 8, Section 4, *Purchasing Procedures*.

**Staff Recommendation** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** #2 Fiscal Conservatism.

C. Ordinance O2022-40 – Final Plat of Subdivision for 3S346 Herrick Road (Attachment)

Community Development Department Staff reviewed a Final Plat of Subdivision for the Estates of Galusha Farm at 3S346 Herrick Road in unincorporated Warrenville. This property lies within one and one-half miles of Warrenville's city limits and therefore, must comply with the City of Warrenville's Subdivision Control Ordinances. The request is to subdivide one existing lot into three lots – one key lot and two reserve lots with the intention of eventually developing single-family homes. The City Council has consistently approved key and reserve lots within city borders. Furthermore, the Applicant has agreed to pay the cash in lieu of land dedication for parks, schools, and libraries. Included with the agenda backup material are the proposed ordinance and Final Plat of Subdivision.

**Council Action Requested:** Accept Plan Commission recommendation, waive second reading, and pass ordinance O2022-40, approving a Final Plat of Subdivision for the Estates of Galusha Farm, 3S346 Herrick Road.

**Staff Recommendation:** Community and Economic Development Director Mentzer and Assistant Community Development Director Arguilles recommend this action.

**Budgetary Impact:** The City will receive a small portion of the cash in lieu of land dedication for Parks, Schools, and Libraries. The rest will offset the cost incurred by special district governments serving the possible future residents.

**Other Resources Required:** None.

**Strategic Plan Goal:** Not Applicable.

D. FY 2024 Budget Adoption Timeline (Attachment)

Included with the agenda backup material is the proposed FY 2024 Budget Preparation and Adoption Timeline, which includes a City Council Budget Workshop on Saturday, March 18, 2023.

**Council Action Requested** Accept Public Safety and Finance Committee recommendation and approve the Fiscal Year 2024 Budget Preparation and Adoption Timeline including a City Council Budget Workshop on Saturday, March 18, 2023.

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

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

E. Calendar Year 2023 City Holiday Schedule (Attachment)

Included with the agenda backup material is a public notice of the proposed 2023 City Holidays, scheduled in accordance with the Employee Personnel Policy Manual and the three City employee collective bargaining agreements. The City generally observes 11 holidays during a calendar year. However, due to New Year's Eve 2023 falling on a Sunday, the holiday will be observed on the following Monday, January 1, 2024, and New Year's Day 2024 will be observed on Tuesday, January 2, 2024.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the calendar year 2023 City Holiday Schedule.

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

**Budgetary Impact:** Not applicable

**Other Resources Required:** Not applicable

**Strategic Plan Goal:** Not applicable.

F. Calendar Year 2023 City Meeting Schedule (Attachment)

Included with the agenda backup material is a public notice for the calendar year 2023 City Council and Committee of the Whole (COW) meeting schedule, which includes a proposed FY 2024 Budget Workshop on Saturday, March 18, 2023. At the recommendation and consent of Mayor Brummel and the City Council, the Council meeting scheduled for the first Monday in July has been cancelled, because it conflicts with the Independence Day Parade scheduled for Monday, July 3, 2023.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the calendar year 2023 City Council and Committee of the Whole Meeting Schedule.

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

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** Not applicable.

G. Debt Management Policy (Attachment)

Included with the agenda back up material is a proposed *Debt Management Policy* to facilitate a debt offering for the anticipated bond issuance needed to fund the upcoming well, iron filtration and water tower project within TIF #4. The project is estimated to cost \$8 million.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve the City's Debt Management Policy.

**Staff Recommendation:** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** #2: Fiscal Conservatism.

H. Updates to Commercial Card Policies and Procedures (Attachment)

Given the recent changes in personnel and in titles for various staff members, it is necessary to update the *Commercial Card Policies and Procedures* (Appendix C) of the City's *Financial Practices and Policies* document to reflect current staffing.

Included with the agenda backup material is a copy of Appendix C, indicating the recommended language changes illustrated in red through strikeout deletions and underlined additions.

**Council Action Requested:** Accept Public Safety and Finance Committee recommendation and approve changes to the *Commercial Card Policies and Procedures*, known as Appendix C, of the City's *Financial Practices and Policies* document.

**Staff Recommendation:** Finance Director Dahlstrand recommends this action.

**Budgetary Impact:** Not applicable.

**Other Resources Required:** Not applicable.

**Strategic Plan Goal:** #2 Fiscal Conservatism.

I. FY 2022 Annual Comprehensive Financial Report (Audit Report)

Receive and file the Fiscal Year 2022 Annual Comprehensive Financial Report (ACFR) for the City fiscal year ending April 30, 2022. A hard copy was included with the October 10, Public Safety and Finance Committee of the Whole agenda material. An electronic copy of the report has been posted to the City website.

J. Minutes of the Tourism and Arts Commission (Attachment)

Receive and file minutes of the Tourism and Arts Commission monthly meetings held from March 17, 2022, through August 25, 2022. The February 2022 meeting was cancelled.

K. 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 September 22, 2022.

L. 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 October 6, 2022.

M. Invoices Paid (Attachment)

Receive and file report of invoices paid up to October 12, 2022, in the amount of \$44,822.76.

N. Invoices Due (Attachment)

Authorize expenditures for invoices due on or before November 7, 2022, in the amount of \$206,210.25.

O. Master Debit Card Expenditures (Attachment)

Receive and file report of Master Debit Card Expenditures for the month of September 2022, in the amount of \$22,407.68.

## VII. REGULAR AGENDA

A. Resolution R2022-66 – Purchase of Pitless Unit for Well #12 (Attachment)

Staff investigated and determined an underground pitless adaptor unit at the City Well #12 site on Timber Drive has deteriorated to the point that it needs to be replaced. The well is currently out of service due to this needed repair. There is no time to advertise for bids before this unit should be replaced. The City has received proposals from the only two contractors in this area who perform this type of work. Staff is recommending the City Council waive the competitive bidding requirements and authorize the purchase of a pitless adaptor unit from Layne Christensen Company in the amount of \$37,410. Delivery of the unit is expected two to three weeks after approval of the purchase.

**Council Action Requested:** Accept staff recommendation and pass resolution R2022-66, waiving competitive bidding and approving the purchase of a Pitless Unit for Well No. 12 from Layne Christensen Company in the amount of \$37,410.

**Staff Recommendation:** Public Works Director Kuchler recommends this action.

**Budgetary Impact:** There are sufficient funds included in the FY 2023 Budget for this expense.

**Other Resources Required:** Staff time to coordinate with Layne Christensen.

**Strategic Plan Goal:** #4 City Infrastructure.

## VIII. UNFINISHED BUSINESS

CW/drg