


CITY OF WARRENVILLE
MEMORANDUM

TO: Mayor and City Council
FROM: Cristina White, City Administrator 
SUBJECT: SUMMARY OF AGENDA ITEMS FOR FEBRUARY 21, 2023, CITY COUNCIL REGULAR MEETING
DATE: February 16, 2023

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 O2023-02 – Final Plat of Subdivision - Public Works Resub No. 3 (Attachment)

Located at 3 Mignin Drive, next to the Public Works Department, is Harding Field, which is currently maintained by the City. To facilitate the eventual transfer of this land from the City's jurisdiction to the Warrenville Park District, the Public Works Department is requesting approval of a Final Plat of Subdivision. The Plan Commission unanimously recommended approval at the February 9, 2023 meeting. A copy of the ordinance is included with the agenda backup material.

Council Action Requested: Accept Plan Commission recommendation, waive second reading, and pass ordinance O2023-02, approving a Final Plat of Subdivision of Warrenville Public Works Resubdivision No. 3.

Staff Recommendation: Public Works Director Kuchler and Assistant Community Development Director Arguilles recommend this action.

Budgetary Impact: Not applicable.

Other Resources Required: City staff time to coordinate the transfer of Harding Field to the Warrenville Park District.

Strategic Plan Goal: Not applicable.

B. Ordinance O2023-03 – Adopting a Revised Zoning District Map for 2023 (Attachment)

Approval of zoning map revisions, by ordinance, is required annually to comply with state law. This action will formally adopt the revised version of the City's Zoning District Map, which includes all zoning changes approved in the past 12 months. A copy of the ordinance is included with the agenda backup material.

Council Action Requested: Accept staff recommendation, waive second reading, and pass ordinance O2023-03, adopting and publishing a revised Zoning District Map 2023 for the City of Warrenville.

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

Budgetary Impact: A modest amount of third-party expenses associated with laminating the large-size maps. There is sufficient funding in the FY 2023 Budget for this expense.

Other Resources Required: Staff time to coordinate printing and lamination of paper maps and City Website updates.

Strategic Plan Goal: Not Applicable.

C. Resolution R2023-08 – Lexington Trace Unit 1 Security Bond Reduction (Attachment)

The public improvements security for the Lexington Trace Subdivision project is in the form of a Performance and Payment Bond with a current amount of \$711,118.53. The attached resolution has been prepared to: (i) approve the bill of sale and accept the required public improvements associated with the project, (ii) reduce the security by \$368,468.67, to \$342,649.86, in acknowledgement of the completion of the improvements, and (iii) place the development into a two-year maintenance period, from February 20, 2023, to February 20, 2025.

As outlined in the memorandum from Senior Civil Engineer (SCE) Hocking, dated February 3, 2023, she has reviewed the security reduction request from Lexington Homes, inspected the improvements, and recommends approval of the bill of sale, acceptance of specific public improvements, related security reduction, and commencement of the two-year maintenance period. Copies of the resolution and memorandum are included with the agenda backup material.

Council Action Requested: Accept Senior Civil Engineer Hocking's recommendation and pass resolution R2023-08, approving the reduction of the public improvements security bond to maintenance for the Lexington Trace Unit 1 Subdivision, accepting the bill of sale, and placing the project into the two-year maintenance period.

Staff Recommendation: Senior Civil Engineer Hocking recommends this action.

Budgetary Impact: \$36,430 in additional yearly expense into the Capital Maintenance and Replacement Plan, and \$33,585 in additional yearly expenses into the water and sewer system inventory non-operating costs in the Enterprise Maintenance and Replacement Plan.

Other Resources Required: Not applicable.

Strategic Plan Goal: #4 City Infrastructure.

D. Resolution R2023-09 – All Information Services, Inc. (AIS) Agreement (Attachment)

The City's contract with All Information Services, Inc. (AIS) for information technology (IT) managed services expired December 18, 2022. Although City staff intends to issue a Request for Proposals (RFP) for IT Managed Services this year, the City still needs AIS to provide support services during this time. AIS possesses a high degree of knowledge of the City's network infrastructure and City operations that are necessary for both security and continuity of operations.

At the February 13, 2023, Public Works and Infrastructure Committee meeting, Council requested the hourly rate for "Out of Scope" work projects. AIS confirmed their hourly rate is \$105 per hour.

Included with the agenda backup material is a resolution and agreement with AIS for IT Managed Services for a 12-month term through December 2023. AIS has agreed to maintain 2022 contract pricing through the duration of this new contract.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2023-09, approving an agreement with All Information Services, Inc. (AIS) for a 12-month term at an annual cost of \$104,496.

Staff Recommendation: Assistant City Administrator Morgan recommends this action.

Budgetary Impact: Sufficient funding is included in the FY23 and proposed FY24 Budget.

Other Resources Required: Staff time to execute the agreement.

Strategic Plan Goal: None.

E. Resolution R2023-10 – Lexington Trace Temporary License Agreement (Attachment)

The Lexington Trace Unit 1 development is complete and the developer has requested to reduce the security to the two-year maintenance period including a Bill of Sale for public improvements. The developer, Lexington Homes, is requesting to leave the existing construction trailer located on parking spaces on the north side of Brayman Court, within the City right-of-way, while Lexington Trace Units 2 and 3 are constructed. The trailer will be moved when there is adequate space in Unit 3 for the trailer, which is anticipated within the next year. Lexington Homes has provided a cash bond for the improvements that remain to be completed around the existing construction trailer including minor curb removal and replacement, asphalt surfacing and sidewalk replacement.

Included with the agenda backup material is a resolution and license agreement with Lexington Homes, LLC, for the temporary installation of a trailer on Brayman Court.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2023-10, approving the Temporary License Agreement with Lexington Homes, LLC, for a construction trailer within the Brayman Court right-of-way.

Staff Recommendation: Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: None.

Other Resources Required: Staff time to coordinate with Lexington Homes.

Strategic Plan Goal: None.

F. Resolution R2023-11 – Amended LLA with IDOT for Diehl Rd Turn Lane (Attachment)

In May 2019, the Mayor signed a letter of concurrence for the low bidder for the Diehl Road Added Turn Lanes project. The low bid was \$77,901 higher than the engineer's estimate resulting in a local project cost share increase of \$23,371. The project having been completed, City staff recently received notice that the extra cost would be covered by the Surface Transportation Program (STP) funding in a 70% federal, 30% local cost split. The local project cost increase is a 50% cost share with DuPage County Department of Transportation (DuDOT) pursuant to an intergovernmental agreement, which leaves the City with an extra cost of \$11,685.50.

Included with the backup material is a resolution approving the amended Illinois Department of Transportation (IDOT) Local Agency Agreement (LAA). After the LAA is approved by the City Council, IDOT can produce a final invoice to close out the project.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2023-11, approving the amended Local Agency Agreement with IDOT for Federal Participation funds in the amount of \$419,258 that will be cost-shared with \$268,723 of STP funds and \$150,535 with local funds.

Staff Recommendation: Public Works Director Kuchler and Senior Civil Engineer Hocking recommend this action.

Budgetary Impact: Sufficient funding is included in the FY23 and proposed FY24 Budget.

Other Resources Required: Staff time to coordinate with IDOT.

Strategic Plan Goal: #1 Economic Development.

G. Resolution R2023-12 – Joint Funding Agreement for Batavia Rd Project (Attachment)

The City obtained federal Surface Transportation Program (STP) funding in the amount of \$303,080 for the resurfacing of Batavia Road between Route 59 and Fermilab. The IDOT bid opening for this project is April 28, 2023. The total construction cost estimate for the project is \$785,840, and staff is proposing to pay for the City's share of construction with \$482,760 of Motor Fuel Tax (MFT) funding.

Included with the agenda backup material is a resolution that states the City's commitment to funding its share of the project construction costs, and authorizes the Mayor to execute the agreement that defines both the City and State responsibilities for funding the project.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2023-12, approving the Joint Funding Agreement for State-Let Construction Work for the Batavia Road Resurfacing Project, and committing to funding the City's share of the project.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: The proposed FY 2024 Budget includes \$497,760 of MFT funding for the City's share of the construction costs, and \$55,000 of Capital Maintenance and Replacement funding for the construction inspection for the project.

Other Resources Required: Staff time to coordinate with the City's engineering consultant and IDOT.

Strategic Plan Goal: #4 City Infrastructure.

H. Resolution R2023-13 – Plerus (Creekside) Newsletter Printing Contract (Attachment)

The City contracts out the printing and distribution of the monthly *Hometown Happenings* newsletter. A request for proposals was issued, and staff is now recommending a three-year agreement with the current service provider, Plerus (formerly Creekside Publishing).

Included with the agenda backup material is a resolution and agreement with Plerus for production and distribution of the City's monthly newsletter.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and pass resolution R2023-13, approving a three-year agreement with Plerus for newsletter printing services.

Staff Recommendation: Communications Coordinator Krapf recommends this action.

Budgetary Impact: Printing base price: \$1,382.06 per issue, with the price of paper to be determined in June and every six months.

Other Resources Required: Not applicable.

Strategic Plan Goal: #4 City Infrastructure.

I. FY 2024 Historical Society Director and Curator Funding

Since FY 2010, the City Council has approved the Warrenville Historical Society's requests for funding from the Hotel Tax Fund to cover the cost of a part-time Museum Director and Curator. The Historical Society is once again requesting \$20,000 in funding for FY 2024, which is the same amount requested in FY 2023.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve the Warrenville Historical Society's grant request in the amount of \$20,000 from the Hotel Tax Fund to cover the cost of their part-time Museum Director and Curator, and direct staff to include this funding in the FY 2024 Budget.

Staff Recommendation: Assistant City Administrator Morgan has no objection to this request.

Budgetary Impact: \$20,000 will be budgeted in Hotel Tax Fund in the proposed Fiscal Year 2024 Budget.

Other Resources Required: Staff time to process reimbursement requests.

Strategic Plan Goal: Not applicable.

J. FY 2024 TAC Grant Recommendations

The Tourism and Arts Commission (TAC) has reviewed the applications submitted for the FY 2024 Hotel Tax Grant program to ensure compliance with the program guidelines. The City Council has authorized a maximum of \$150,000 for FY 2024 grants. TAC received 15 grant applications with requests for funding totaling \$141,006.24. Based on program guidelines, TAC is recommending awarding \$138,896.74 in grant funding.

TAC's FY 2024 grant funding recommendation memo and supporting documentation were included with the January 23, 2023, Public Safety and Finance Committee meeting agenda backup material. Hard copies of the grant applications are available for review by contacting Assistant City Administrator Morgan.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve the Tourism and Arts Commission recommendations and award \$138,896.74 in Hotel Tax grant funding to various applicants for FY 2024, per the Tourism and Arts Commission memo dated January 13, 2023, and direct staff to include this funding in the FY 2024 Budget.

Staff Recommendation: Assistant City Administrator and Interim Tourism and Arts Commission staff liaison Morgan recommends this action.

Budgetary Impact: \$138,896.74 in proposed FY 2024 Hotel Tax Fund Budget.

Other Resources Required: Significant staff time to administer the grant program for each award recipient.

Strategic Plan Goal: #2 Fiscal Conservatism.

K. FY 2024 Warren Tavern Funding Assistance Request

The Tourism and Arts Commission (TAC) has reviewed the Warren Tavern Preservationists FY 2024 Funding Request Application to ensure compliance with the Warren Tavern Funding Assistance Procedure. The City Council has authorized up to \$10,000 of Hotel Tax funds to be budgeted for funding assistance requests in those years when the tax collections are sufficient to consider such requests.

TAC's recommendation memo dated January 13, 2023, with supporting documents, was included with the January 23, 2023, Public Safety and Finance Committee meeting agenda backup material.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve the Tourism and Arts Commission recommendation to award \$6,642.88 in Hotel Tax funds for capital improvements to the Warren Tavern building, per the Tourism and Arts Commission memo dated January 13, 2023, and direct staff to include this funding in the FY 2024 Budget

Staff Recommendation: Assistant City Administrator and interim Tourism and Arts Commission Liaison Morgan recommends this action.

Budgetary Impact: \$6,642.88 in the proposed FY 2024 Hotel Tax Fund Budget.

Other Resources Required: Staff time to process reimbursement requests.

Strategic Plan Goal: #2 Fiscal Conservatism.

L. FY 2024 Warren Tavern Request for Liability Insurance

The Warren Tavern Preservationists have requested the City provide additional funding assistance to cover the Tavern's liability insurance costs, as the Warren Tavern Funding Assistance Program excludes overhead expenses, such as insurance, from being included in the grant. The insurance costs for the Tavern have increased 86% from \$1,826 in 2019, to \$3,395 in 2022, which is a significant expense. The Tavern provides an event space at no charge for tax supported or not-for-profit organizations, and has maintained a low rental fee for private individuals or businesses to host their events in this historic building.

With the understanding that this year's TAC grant award recommendation to the Warren Tavern is under the City-imposed \$10,000 cap, and the liability insurance increase was significant and unexpected, staff is recommending the City reimburse the Tavern up to an additional \$3,357 in FY 2024, to assist in covering the insurance cost. The Tavern will be required to provide documentation verifying the expense and proof of payment to be reimbursed.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and award up to \$3,357 in Hotel Tax funds to assist the Warren Tavern in covering its liability insurance premium due in FY 2024, and direct staff to include this funding in the FY 2024 Budget.

Staff Recommendation: City Administrator White recommends this action.

Budgetary Impact: Staff would include \$3,357 in the FY 2024 proposed budget.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

M. CY 2023 Police Department Donation Solicitation

The Police Department is requesting authorization for staff to solicit and accept services, cash, and in-kind donations for the calendar year 2023 Special Olympics Illinois Law Enforcement Torch Run (SOI) events, and the National Night Out Against Crime event (NNO).

Solicitation for NNO vendor participation and donations will occur through the City's media outlets, established vendor email contacts, and in-person. All NNO solicitations are anticipated to be completed on or before July 1.

Solicitation for SOI events will include monetary donations and the sale of apparel, merchandise, and raffle tickets to the public, and will be made through City media outlets, email, mailed letter or in-person. Each year, department personnel participate in SOI events, which are conducted for the sole benefit of the SOI athletes, and may include the Polar Plunge, Dunkin Donuts Cop on a Rooftop, and the IL Law Enforcement Torch Run.

Council Action Requested: Accept Public Safety and Finance Committee recommendation and approve the Police Department's request to solicit donations for all calendar year 2023 events, including National Night Out Against Crime and Special Olympics Illinois Law Enforcement Torch Run events.

Staff Recommendation: Police Chief Bonilla recommends this action.

Budgetary Impact: None.

Other Resources Required: Police staff time to solicit donations.

Strategic Plan Goal: Not applicable.

N. Recommendation to Issue Debt for the New Water Tower and Well Project

The City engaged Speer Financial to assist with debt issuance for costs associated with the proposed new water tower and well project in the City's Southwest District. After meeting with Speer Financial representative Anthony Miceli, and reviewing the options presented, the Long Range Financial Planning workgroup recommends the City issue general obligation bonds, which are backed by the full credit of the City, including property tax. General obligation bonds provide the lowest cost of borrowing for the City. The workgroup's recommendation also includes abating the property taxes annually and repaying the debt with TIF #4 revenues. Staff is projecting TIF #4 will have sufficient funding throughout the life of the TIF to repay the debt.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and direct staff to proceed with a general obligation bond issuance as presented by Speer Financial on February 13, 2023.

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

Budgetary Impact: None.

Other Resources Required: Staff time to obtain bond issuance.

Strategic Plan Goal: #2 Fiscal Responsibility.

O. Designation of Preferred Consultant for Zoning District Overlay Initiative

Following a review of qualified applicants, the City's Zoning District Overlay workgroup is recommending Cadametrics as the City's preferred consultant to work on the Zoning District Overlay Initiative.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and designate Codametrics as the preferred consultant for the City's Zoning Overlay District Initiative.

Staff Recommendation: Assistant Community Development Director Arguilles recommends this action.

Budgetary Impact: None at this time.

Other Resources Required: Staff time to coordinate with consultants, references and the workgroup.

Strategic Plan Goal: #1 Economic Development and #3 Open Space and Environment.

P. 2023 Construction Project Bid Letting Prior to FY 2024 Budget Approval (Attachment)

Staff is requesting authorization to seek bids for the 2023 Road Program, as detailed in Public Works Director Kuchler's February 8, 2023, memorandum (included with the agenda backup material) before the FY 2024 Budget is formally approved. It is staff's experience that seeking bids for planned infrastructure construction projects in late winter or early spring results in lower bid prices. It is important to note that the City is receiving significant outside grant funding through a variety of sources for three of these projects.

Council Action Requested: Accept Public Works and Infrastructure Committee recommendation and authorize staff to advertise for bids for the 2023 construction projects outlined in Public Works Director Kuchler's February 8, 2023, memorandum prior to formal approval of the Fiscal Year 2024 Budget.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: No money will be spent until FY 2024. Director Kuchler's memo outlines the costs associated with each project that are proposed in the FY 2024 Budget.

Other Resources Required: Staff and consultant time to finalize the review, permitting, and inspection of these projects.

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

Q. Plan Commission and Zoning Board of Appeals 2022 Annual Reports (Attachment)

Receive and file the 2022 annual reports of the Plan Commission and Zoning Board of Appeals.

R. Plan Commission and Zoning Board of Appeals FY 2024 Work Plan (Attachment)

Receive and file the FY 2024 Work Plan for the Plan Commission and Zoning Board of Appeals.

- S. Minutes of the Bicyclist and Pedestrian Commission (Attachment)
Receive and file minutes of the Bicyclist and Pedestrian Commission meeting held November 8, 2022.

- T. Minutes of the Bicyclist and Pedestrian Commission (Attachment)
Receive and file minutes of the Bicyclist and Pedestrian Commission meeting held January 10, 2023.

- U. 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 February 9, 2023.

- V. Invoices Paid (Attachment)
Receive and file report of invoices paid up to February 15, 2023, in the amount of \$26,890.80.

- W. Invoices Due (Attachment)
Authorize expenditures for invoices due on or before March 6, 2023, in the amount of \$188,661.22.

VII. REGULAR AGENDA

VIII. UNFINISHED BUSINESS

CW/drg