

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor Brummel and City Council
From: Amy Emery, AICP, Community and Economic Development Director AE
Subject: AGENDA SUMMARY FOR NOVEMBER 13, 2023, COMMUNITY DEVELOPMENT COMMITTEE MEETING
Date: November 8, 2023

Please contact the City Administrator or the corresponding Department head by noon on the day of the meeting if you have questions pertaining to agenda items or this summary.

F. BUSINESS OF MEETING

1. Consideration of Staff Recommendations for Fee Updates (Attachment)

The CEDD FY 2024 Work Plan includes an update to the fee schedule for building permits, zoning entitlements, inspections, and licenses. At the September 2023 Community Development Committee Meeting, City Council endorsed the process and project objectives for the fee update efforts. The update has become a Tier 1 Priority for Community Development based on the City's ERP Consultant recommendation to prepare for an efficient ERP software build effort in 2024. Included with the agenda backup is a summary memo with attachments detailing specific recommendations for the fee adjustments, including input received from the Planning and Zoning Commission, business registration information, and a refined approach utilizing an annual fee ordinance suggested by the City Attorney.

Committee Action Requested: Direct Staff to prepare ordinances to adopt an Annual Fee Ordinance and associated changes to the City Code pertaining to building permit, inspection, zoning entitlement, contractor licenses and business registration fees.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: The fees update align Warrenville costs to Comparable Communities. There actual amount collected each year depends on the number of application requests received.

Other Resources Required: None.

Strategic Plan Goal: #1 Economic Development

2. Consideration of the Greenest Region Compact (Attachment)

Included in the backup materials is a memo and supporting exhibits which provide an overview of the Greenest Region Compact (GRC), explain the benefits the City would receive as a member of the compact, and highlight key takeaways from the GRC resolution and framework. The City endorsed the original version of the GRC in 2008. More than 150 communities in the Chicago region have adopted the updated GRC. Endorsement of the GRC does not commit Warrenville to any particular action.

CEDD Emery and CE Romero will address any questions.

Committee Action Requested: Recommend the City Council adopt a resolution endorsing The Metropolitan Mayors Caucus' Greenest Region Compact.

Staff Recommendation: Public Works Director Kuchler, CEDD Emery and CE Romero recommend this action.

Budgetary Impact: None

Other Resources Required: None

Strategic Plan Goal: #3 Open Space and Environment

3. Endorsement of the EV Readiness Letter of Commitment (Attachment)

Included with the agenda backup material for the Greenest Region Compact (GRC) memorandum, City staff highlighted that one of the benefits for becoming a GRC member is the opportunity to participate in the EV Readiness Program. This program provides free training on permitting and safety of EV charging stations, zoning amendments that allow for the installation of EV charging stations, and guidance to educate and engage residents. The training is funded through grants, which have successfully provided for two cohorts of GRC member communities to complete the courses. At the current time grant funding for a third cohort of training has not been secured, however it is estimated that by spring of 2024 a third round of training will be available. The Metropolitan Mayors Caucus is offering the opportunity for communities to sign up for the third round training waitlist.

Municipalities need to complete two requirements in order to be accepted as a program participant: 1. Endorse the Metropolitan Mayors Caucus' Greenest Region Compact. 2. Endorse the EV Readiness Letter of Commitment. The letter of commitment is included in the agenda backup materials. CE Romero will address any questions.

Committee Action Requested: Recommend the City Council endorse the EV Readiness Letter of Commitment and instruct City staff to place the City of Warrenton on the MMC EV Readiness waitlist.

Staff Recommendation: CEDD Emery and CE Romero recommend this action.

Budgetary Impact: None

Other Resources Required: None

Strategic Plan Goal: #3 Open Space and Environment

4. Consideration of City Code changes to parking and traffic control (Attachment)

As part of the planning for the Lexington Trace and Everton developments, a set amount of parking spaces must be provided. A portion of the required parking was provided through on-street parking at select locations as shown on the provided exhibit. Due to safety reasons, and ordinance requirements, the remainder of the streets sections will be deemed as "No Parking". Additionally, as part of the developments, some traffic flow restrictions are required by means of stop sign control measures. Currently, Stafford Place and Herrick Woods subdivisions traffic control measures have not formally been adopted into the City Code. Staff recommends incorporating these traffic control measures into the ordinance amendment with the Lexington Trace and Everton developments.

Committee Action Requested: Recommend the City Council pass an ordinance amending Section 5-3-6 and Section 5-4-2 of the Warrenton City Code regarding no parking and stop sign restrictions for the Lexington, Everton, Stafford Place and Herrick Woods developments.

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

Budgetary Impact: Street sign installation and maintenance is included in the FY24 Budget.

Other Resources Required: Staff time to install “No Parking” signs.

Strategic Plan Goal: #4 City Infrastructure and #5 Public Safety

5. Consideration of License Agreement for 3S620 Mignin (Attachment)

Residents Russ Bautch and Jada D Butler submitted a permit application for a proposed driveway expansion partially located in the unimproved right-of-way of Adam Albright Street as shown in agenda back-up materials. A portion of their existing driveway lies in the same unimproved right-of-way approved by means of a license agreement executed between the City and the former property owner, Andrea J. Thein, on August 22, 2003.

The driveway addition will not conflict or prevent access to any of the City’s existing utilities located in the unimproved right-of-way. Currently there is a watermain that is installed along Adam Albright as shown in the back up materials. In the past, for some of the neighboring properties along Adam Albright, the City has approved accessory structures to be installed within the area. PWD Kuchler does not foresee this section of Adam Albright in the foreseeable future being improved. There are no zoning issues that would prohibit the driveway addition. Therefore, staff has no objection to the installation of the driveway addition, and renewal of the license agreement by means of the attached first amendment drafted by the City attorney. The amended license agreement moving forward would automatically renew on an annual basis.

Committee Action Requested: Recommend City Council approve the First Amendment to the License Agreement for 3S620 Mignin Drive.

Staff Recommendation: PWD Kuchler, CEDD Emery, and CE Romero recommend this action

Budgetary Impact: None

Other Resources Required: None

Strategic Plan Goal: Not applicable

6. Consideration of New IT Managed Services Contract (Attachment)

City staff engaged the professional assistance of Baecore Consulting, Inc. to help develop a Request for Qualifications (RFQ) for professional IT managed services. This process included interviews with several staff from all departments to gather information about current IT performance and areas of improvement. It also included in-depth research into the city's existing IT infrastructure including core business applications, hardware profiles, equipment counts, and current and future IT projects. The RFQ was published and issued in September 2023 to twelve vendors, six provided proposals, and four were selected for interviews. The City's current IT managed services provider, All Information Services, Inc. (AIS) was among the four firms interviewed. The selection committee, which included staff from Baecore, City Hall, Public Works, and the Police Department unanimously selected Orbis Solutions, Inc. as the City's new IT Managed Services provider.

Included with the agenda back up material is a memo from Assistant City Administrator Morgan, dated November 8, 2023, providing additional information and a copy of the IT Managed Services agreement with Orbis Solutions, Inc. for a three-year term at an annual rate of \$115,260 for year one, \$118,716 for year two, \$122,280 for year three, and the option to automatically renew at \$125,952 for year four and \$129,720 for year five.

Committee Action Requested: Recommend City Council pass a resolution approving an IT Managed Services agreement with Orbis Solutions, Inc. for a three-year term at an annual rate of \$115,260 for year one, \$118,716 for year two, \$122,280 for year three, and the option to automatically renew at \$125,952 for year four and \$129,720 for year five.

Staff Recommendation: Assistant City Administrator Morgan recommends this action.

Budgetary Impact: There are sufficient funds in the FY 2024 Budget to support this request.

Other Resources Required: Staff time to coordinate the transition of services and execute the agreement.

Strategic Plan Goal: Not applicable.

7. Consideration of a contract for GIS Services (Attachment)

Similar to the other pre-work that staff is doing, evaluating and updating the City's Geographic Information System (GIS) is important to the success of both the Enterprise Resource Planning (ERP) and Enterprise Asset Management (EAM) software solutions that will be implemented over the next 2-3 years. City staff worked with City consultant Baecore Group to obtain proposals and interview three firms for GIS Management Services for the City. To date, the City has used two other firms for specific tasks, but not overall management or strategic planning.

Staff is recommending a contract for \$50,000 with Cultivate Geospatial Solutions for services through April 30, 2024. These services will be critical to prepare the City's GIS for the EAM and ERP software implementations, and the City's Planner / GIS Technician does not have the breadth of GIS experience or capacity to perform this work. Staff anticipates GIS Management services will be required beyond FY24, but staff plans to

evaluate the needs each year and propose a solution with each year's budget. Staff will prepare a decision package for the FY25 budget, as it works with CGS and better understands the City's needs beyond FY24. PWD Kuchler will make a brief presentation and be available to answer questions at the meeting.

Committee Action Requested: Recommend the City Council pass a resolution approving a professional services agreement for GIS Management Services with Cultivate Geospatial Solutions, LLC.

Staff Recommendation: Public Work Director Kuchler recommends this action.

Budgetary Impact: There are sufficient funds included in the General and Enterprise funds in the FY24 budget for this \$50,000 expense.

Other Resources Required: Staff time to coordinate with CGS.

Strategic Plan Goal: #4 City Infrastructure.

8. Consideration of a contract for Strategic Planning Services (Attachment)

The FY 2024 budget and work plans includes the development of a new Strategic Plan for the City. In July, the City issued a Request for Qualifications (RFQ) and received proposals from three consultants, of which two were interviewed by the work group, which includes Aldermen Lockett and Weidner.

The work group unanimously agreed to move forward into contract negotiations with Raftelis Financial Consultants, Inc. for facilitation of the strategic planning process. Raftelis is based out of North Carolina and has been in business for about 20 years. While they are not local, they will dedicate staff resources both virtually and in person to complete the project as needed. The work group determined Raftelis demonstrated a clear understanding of the City's objectives in completing a new strategic plan, including the use of the community survey results recently completed, and incorporating an actionable implementation plan for all strategic plan goals identified.

A copy of the agreement, including the scope of work as Exhibit A, is included in the agenda back-up materials.

Committee Action Requested: Recommend City Council approve an agreement with Raftelis Financial Consultants, Inc. for strategic planning facilitation services.

Staff Recommendation: City Administrator White recommends this action.

Budgetary Impact: \$42,500

Other Resources Required: Significant staff time to coordinate with the consultants as well as dedicated time from the elected officials to participate in the process.

Strategic Plan Goal: Not applicable.

9. Review and File CEDD FY 2024 Work Program Update (Attachment)

The Community and Economic Development Department FY 2024 Work Plan identifies the specific projects and initiatives Department staff expects to advance during FY 2024. The Department has prepared a spreadsheet-based document to track progress on the

various components of its FY 2024 Work Plan, which is included in the agenda backup materials.

CEDD Emery will be available to address questions regarding this update at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

10. Review and File Bi-Monthly Code Enforcement Activity Report (Attachment)
The Code Enforcement Activity Summary Report for the months of September and October 2023, is included in the agenda backup materials.

CCO Lilley will be available to address questions regarding this report at the meeting.

Committee Action Requested: For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

CCO – Chief Code Official, **Michelle Lilley**

CEDD – Community and Economic Development Director, **Amy Emery**

PWD – Public Works Director, **Phil Kuchler**

CA – City Administrator, **Cristina White**

SCE – Senior Civil Engineering, **Kristine Hocking**

CE – Civil Engineer, **David Romero**

ACA – Assistant City Administrator, **Alma Morgan**