

CITY OF WARRENVILLE

MEMORANDUM

To: Mayor Brummel and City Council
From: Amy Emery, AICP, Community and Economic Development Director AE
Subject: AGENDA SUMMARY FOR JANUARY 13, 2025, COMMUNITY DEVELOPMENT COMMITTEE MEETING
Date: January 9, 2025

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. Resolutions allocating Motor Fuel Tax and Rebuild Illinois Bond funds (Attachment)

The Illinois Department of Transportation requires the City to pass resolutions to appropriate Motor Fuel Tax (MFT) and Rebuild Illinois (RBI) bond funds for use on specific City construction projects. Included with the agenda backup materials are three such resolutions. The first resolution is for a past project where the City utilized a combination of federal funding and MFT funding to resurface Batavia Road west of Route 59. The resolution is typically passed before construction, however that did not happen in this case. City Council can pass it now, so the use of funds is documented properly.

The second resolution will amend previously approved resolution R2024-29 to utilize RBI funds on the Mack Road project. Due to the City receiving an increase in federal funding for the bridge, it will not need to utilize as much RBI funding for Mack Road. The amended resolution reduces the RBI funds for Mack Road from \$865,977.72 to \$444,727.72. The third resolution will allow the City to use the remaining \$421,250.00 of RBI funds to partially fund its 2025 Road Program. Public Works Director Kuchler will make a brief presentation and answer questions at the meeting.

Committee Action Requested: Recommend the City Council pass resolutions appropriating Motor Fuel Tax and Rebuild Illinois bond funds for use on City projects.

Staff Recommendation: Public Works Director Kuchler recommends this action.

Budgetary Impact: Utilizing MFT and RBI funds will reduce the impact of these construction project on the CMRP and General funds.

Other Resources Required: Staff time to coordinate the design, construction, and closeout paperwork for the projects.

Strategic Plan Goal: #3 Quality City Services – Maintain and Replace City Infrastructure

2. Consideration of Changes to the 2025 Committee of the Whole Meeting Schedule (Attachment)

As we move into 2025, the Community Development and Finance Departments are preparing for the testing and rollout of the new Enterprise Resource Software (ERP). This new software will transform the ways the departments receive applications, review plans, issue permits, process payments, communicate with customers, share and report information, and so much more. Community and Economic Development Director Emery will make a presentation and answer questions about the upcoming testing and roll out phase, anticipated impacts on service delivery, and request a change to the 2025 Community Development Committee of the Whole meeting schedule. Included with the agenda backup materials are slides to be presented at the meeting.

Committee Action Requested: Recommend the City Council revise the 2025 Committee of the Whole Meeting Schedule to accommodate ERP software release.

Staff Recommendation: CEDD Emery recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: #2 Engaged and Connected Community – Public Engagement with the City

3. Review and File TIF#3 and TIF#4 Joint Review Board Presentations (Attachment)

Included with the agenda backup materials are the presentation slides from the December 4, 2024 TIF #3 and TIF #4 Annual Meetings of the Joint Review Boards. These meetings are required annually for taxing bodies impacted by the TIF to review annual reports of TIF activity. The meetings are duly noticed and open to the public.

CEDD Emery 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: #1 Energetic and Healthy Economy – Economic Trends Monitoring

4. Review and File the Commercial/Retail Inventory Summary Report (Attachment)

The Commercial/Retail Inventory Summary Report, dated January 2025, documents the location and amount of vacant commercial and retail space available throughout the City of Warrenville. At this time, there is 112,765 square feet of vacant commercial space available, which represents an approximate overall commercial and retail space vacancy rate of 14.7%. The vacancy rate is down from the 16% reported in January of 2024. Significant vacancy additions in the second half of 2024 included the closing of the Honey Berry Café and Sweet Vibes Desserts. A copy of the report is included with the agenda backup materials.

CEDD Emery 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: #1 Energetic and Healthy Economy – Economic Trends
Monitoring

5. Review and File the Bi-Monthly Code Enforcement Activity Report (Attachment)
The Code Enforcement Activity Summary Report for the months of November and December 2024 is included in the agenda backup materials.

CEDD Emery 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: #3 Quality City Services – Building and Life Safety Codes

6. Review and File the FY 2025 Community Development Work Plan Update (Attachment)
The Community and Economic Development Department FY 2025 Work Plan identifies the specific projects and initiatives Department staff expect to advance during FY 2025. The Department has prepared a spreadsheet to track progress on the various components of its FY 2025 Work Plan, which is included in the agenda backup materials.

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.