

CITY OF WARRENVILLE

MEMORANDUM

TO: Mayor Brummel and City Council
FROM: Amy Emery, AICP, Community and Economic Development Director AE
SUBJECT: SUMMARY OF AGENDA ITEMS FOR APRIL 14, 2025,
COMMUNITY DEVELOPMENT COMMITTEE MEETING
DATE: April 10, 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 the agenda items or this summary.

F. BUSINESS OF MEETING

1. Consideration of Building Code Amendments for EV Readiness (Attachment)

Since November of 2023 Warrenville has been committed to becoming an EV Ready community. Warrenville was invited to join the third cohort of the Metropolitan Mayors Caucus EV Readiness Program. Since November of last year Community Development staff have been working to complete the requirements to complete the bronze level designation. The recommended code amendment to require certification of installers will help Warrenville achieve that status.

Committee Action Requested: Direct City Attorney to prepare an ordinance requiring contractor registration with the Illinois Commerce Commission for EV charger installers.

Staff Recommendation: Community and Economic Development Director Emery and Chief Code Official Lilley recommend this action.

Budgetary Impact: None

Other Resources Required: City Attorney time to prepare an ordinance.

Strategic Plan Goal: Safe and Healthy Neighborhoods

2. Consideration Amended Intergovernmental Agreement Between the City of Warrenville and PACE (Attachment)

In December 2024, the Suburban Bus Division of the Regional Transportation Authority (PACE) amended and restated their Intergovernmental Agreements with all DuPage County sponsors for paratransit services to residents of participating communities. City Attorney Lenneman reviewed the new Intergovernmental Agreement (IGA) between the City of Warrenville and PACE. The new agreement slightly increases the City's risk because of limited liability coverage. After further review and weighing the risks, it was decided that the benefits of the services—especially for seniors and disabled residents—are much more important and outweigh the added risks.

Included with the agenda backup materials are a draft resolution, amended Intergovernmental Agreement (IGA), and a memo from Asset Management Analyst

Hernandez-Galvan, dated August 9, 2025, providing further detail. The IGA has been reviewed and approved by the City Attorney and PACE.

Committee Action Requested: Recommend City Council pass a resolution approving an amended and restated intergovernmental agreement between the City Warrenton and the Suburban Bus Division of the Regional Transportation Authority (PACE) for the provision of paratransit services.

Staff Recommendation: Assistant City Administrator Morgan and Asset Management Analyst Hernandez-Galvan recommend this action.

Budgetary Impact: None. The City's subsidy amount of \$1,078 for this 2025 agreement will remain unchanged from the amount allocated in 2024.

Other Resources Required: Not applicable.

Strategic Plan Goal: #2 Engaged and Connected Community – Unique Programs and Events

3. Addendum to the agreement with BS&A Software, LLC for the license and implementation of Municipal Enterprise Resource Planning Software (Attachment)

City Council passed Resolution R2024-01, approving an agreement with BS&A Software, LLC for the license and implementation of municipal Enterprise Resource Planning (ERP) software at its January 15, 2024, regular meeting. Included with the agenda backup material is an addendum to that agreement for integrated payment processing services that would allow customers to make electronic payments to the City online. These new services would be integrated with the ERP software that is going live in May 2025, so the processing of those payments would be more efficient for the City and its customers. BS&A did not offer this product when the original contract was approved. Staff has evaluated this new product versus another similar non-BS&A option and is recommending moving forward with the BS&A solution.

Council Action Requested: Recommend the City Council pass a resolution approving an addendum to the agreement with BS&A Software LLC for payment processing services.

Staff Recommendation: Finance Director Dahlstrand and Public Works Director Kuchler recommend this action.

Budgetary Impact: Currently staff are recommending that the City absorb the convenience fees for each transaction, to encourage customers to utilize this service. This is consistent with current practices. Costs are dependent on the number and size of the payments. Per Schedule A of the agreement, fees range from \$1.50 to \$6.00 per transaction for ACH payments, based on the transaction amount; and \$0.50 per transaction plus 2.80% of the transaction amount for credit card payments. Staff will evaluate these fees in the future when more data is available and provide an update to City Council.

Other Resources Required: Staff time to coordinate with Baecore Group and BS&A staff on the implementation of payment processing services.

Strategic Plan Goal: #3 Quality City Services – Effectiveness of Financial Policies.

4. Review and File OTRS#2 Request for Proposals (Attachment)

The efforts to redevelop the Old Town Redevelopment Site #2 (Former Citgo) continue to move forward with the preparation and release of a Request for Proposals (RFP) document. A pre-launch period for the RFP was held during the month of March. This provided an opportunity for staff to reach out and connect with Warrenville investors and property owners who have previously expressed an interest in development in the City. So far, one of these parties has sent a letter to indicate their intent to submit a proposal in April. Publication and release of the RFP to potential developers and interested parties beyond Warrenville was completed during the week of April 7th. All responses received are expected to be reviewed this Spring. The process includes reference checks, interviews, and initial consideration of proposals by the Economic Development Representatives Committee. A copy of the RFP is provided in the agenda back-up 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 – Business Retention & Expansion

5. Review and File the Bi-Monthly Code Enforcement Activity Report (Attachment)

The Code Enforcement Activity Summary Report for the month of March and part of the month of April is included in the agenda backup materials. This report covers a more limited period than usual (only a month and a half) due to the change in the Community Development Committee schedule to accommodate Enterprise Resource Software rollout activities in May.

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.