

**SYCAMORE CITY COUNCIL**  
**AGENDA**  
March 4, 2019

**CITY COUNCIL COMMITTEE MEETINGS**  
No Committee Meetings are Scheduled.

**REGULAR CITY COUNCIL MEETING**  
**7:00 P.M.**

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **APPOINTMENTS**
6. **AUDIENCE TO VISITORS**
7. **CONSENT AGENDA**
  - A. Approval of the Minutes for the Regular City Council Meeting of February 18, 2019.
  - B. Motor Fuel Tax Compliance Audit for the Period of January 2016 to December 2017.
  - C. Payment of the Bills for March 4, 2019.
8. **PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS**
9. **REPORTS OF OFFICERS**
10. **REPORTS OF STANDING COMMITTEES**
11. **PUBLIC HEARINGS**

## 12. ORDINANCES

### **A. Ordinance No. 2018.11—An Ordinance Amending Title 3, “Business and License Regulations”, Chapter 2, “Liquor Control” of the City Code of the City of Sycamore, Illinois. First and Second Reading.**

During the past year, the Liquor Commissioner has worked with the City Attorney and staff to review Title 3, “Business and License Regulations”, Chapter 2, “Liquor Control”. Several sections of the Liquor Control Chapter have been modified on a case-by-case basis in recent years, however a comprehensive review and fee adjustment has not taken place since 2003. The following list was presented to the City Council on February 18<sup>th</sup> and identifies the sections of the chapter where new language or modifications are being proposed.

#### **3-2-1: DEFINITIONS – Add New Language:**

*BAR: Any public place where alcoholic liquors are sold and the primary purpose of the establishment is for the consumption of such alcoholic beverages on the premises, and food service may or may not be included.*

#### **3-2-2: LOCAL LIQUOR CONTROL COMMISSIONER: Add New Language:**

B. Powers and Duties;

*To notify the Secretary of State of Illinois where a club incorporated under the General Not-for-Profit Corporation Act of 1986 (805 ILCS 105/101.01 et seq. as amended) or a foreign corporation functioning as a club in this State under a certificate of authority issued under that act has violated this Chapter by selling or offering for sale at retail alcoholic liquors without a local liquor license pursuant to this Chapter.*

#### **3-2-3: LICENSE AND COMPLIANCE REQUIRED: Add New Language:**

*Each local liquor license issued under this Chapter shall terminate on April 30 following the date of issuance.*

#### **3-2-5: RESTRICTIONS ON ISSUANCE OF LICENSE: Add New Language:**

*A person who has been convicted of a violation of any Federal or State law concerning the manufacture, possession, or sale of alcoholic liquor, or who shall have forfeited his bond to appear in court to answer charges for any such violation;*

*Any applicant who fails to obtain a state liquor license;*

*A person who has been convicted of a gambling offense as proscribed by any of the subsections (a)(3) through (a)(11) of Section 28-1 of, or as proscribed by Section 28-1.1 or 28-3 of the Criminal Code of 1961, or as proscribed by a statute replacing any of the aforesaid statutory provisions;*

*A person or entity to whom a federal wagering stamp has been issued by the federal government, unless the person or entity is eligible to be issued a license under the Illinois Raffles Act or the Illinois Pull Tabs and Jar Games Act;*

*A person who intends to sell alcoholic liquors for use or consumption on his or her licensed retail premises who does not have liquor liability insurance coverage for the premises in an amount that is at least equal to the maximum liability amounts set out in the Liquor Control Act;*

*A criminal conviction of a corporation is not grounds for the denial, suspension, or revocation of a license applied for or held by the corporation if the criminal conviction was not the result of a violation of any Federal or State law concerning the manufacture, possession, or sale of alcoholic liquor, the offense that led to the conviction did not result in any financial gain to the corporation and the corporation has terminated its relationship with each director, officer, employee, or controlling shareholder whose actions directly contributed to the conviction of the corporation. The Local Liquor Control Commissioner shall determine if all provisions of this subsection have been met before any action on the corporation's license is initiated;*

*In addition to other grounds specified in this chapter, the Local Liquor Commissioner shall determine if issuance or renewal of a local liquor license, or suspend or revoke such license, for any of the following violations of any Tax Act administered by the Illinois Department of Revenue:*

- 1. Failure to make a tax return;*
- 2. The filing of a fraudulent return;*
- 3. Failure to pay all or any part of any tax or penalty finally determined to be due;*
- 4. Failure to keep books and records;*
- 5. Failure to secure and display a certificate or sub-certificate of registration, if required;*
- 6. Willful violation of any rule or regulation of the Department relating to the administration and enforcement of tax liability.*

### **3-2-6-A: CLASSIFICATIONS AND FEES: Modification**

1. Initial License Fee: Standardize the initial license fee to two thousand five hundred dollars for all applicants. Currently, the fee is either two thousand five hundred dollars or five thousand dollars; depending on size of the establishment.
2. Class A: Restaurants: Increase the annual fee from \$1,500 to \$1,750.
3. Class B: Bar: Increase annual fee from \$1,500 to \$2,000 to differentiate the fee between restaurant and bar licenses.
4. Class C: Club: Increase the annual fee from \$1,500 to \$1,750.

5. Class D: Package Goods: Increase the annual fee from \$1,500 to \$1,750.
6. Class E: Recreation: Increase the annual fee from \$1,500 to \$1,750 for the Golf Course and increase the annual fee from \$1,000 to \$1,250 for the Theater.
7. Class F: Beer and Wine Sales off the Premises: No change in the annual fee of \$1,500.
8. Class G: One Day Licenses: Reduce fee to \$50 from \$55.
9. Class H: Beer or Wine Brewed on Premises: Increase the annual fee from \$500 to \$750.
10. Class I: BYOB: Increase the annual fee from \$50 to \$250.
11. Class J: Sports Complex: Reduce initial application fee to \$2,500 from \$5,000 to align with proposed Section 3-2-6-A.1.
12. *Class K; Special Event: Class K licenses authorize the service of alcoholic liquors for consumption on the premises of an establishment that obtains a special event permit per section "E", below. Establishments that have a City of Sycamore liquor license or are participating in a special event sponsored by the Sycamore Chamber of Commerce do not need to obtain a Class K license to provide service for such events. The application fee for Class K licenses is \$250 and the annual fee shall be five hundred dollars (\$500.00).*
13. Class VG: Video Gaming Café: Increase the annual fee from \$1,500 to \$2,000.

**3-2-6-D: HOLIDAYS: Add New Language:**

*Holidays: Any class licensee under this chapter may serve or sell liquor as defined in their license the Wednesday before Thanksgiving from six o'clock (6:00) A.M. until one o'clock (1:00) A.M. on Thanksgiving Day. Any class licensee under this chapter operating during the change in time under Daylight Savings must adhere to the time to which the time changes.*

**3-2-6-E: SPECIAL EVENTS: Merge the Outdoor and Catered Special Events:**

*1. Outdoor Special Event Defined: An "outdoor special event" is an outdoor public or private event sponsored by any licensed liquor establishment upon any owned or leased premises, other than for the purpose for which said premises are intended, arranged, designed or approved. The term "outdoor special event" shall include any event(s) where the sale, distribution and/or consumption of alcoholic beverages will occur outdoors within or upon any private street, sidewalk, park, or property.*

*2. Special Event Defined: A "special event" is a public or private event sponsored by any licensed liquor establishment upon any owned or leased premises, other than for the purpose for which said premises are intended, arranged, designed, or approved.*

*3. Length of Term: A special event shall not exceed twenty-four (24) hours in duration unless otherwise approved by the Liquor Commissioner. A special event permit shall not be issued more*

*than three (3) times within any one-year period to any individual parcel and/or address. It is further established that not more than one outdoor special event permit shall be issued at any time in the Downtown Business District. Multiple special events may be approved at the discretion of the City Manager and Liquor Commissioner.*

*4. Notification of Property Use: To provide for the general health, welfare, safety and comfort of the general public, any licensed liquor establishment planning to use, or allowing to be used, any properties owned or leased by private or public individuals, firms or corporations for purposes of conducting a special event shall notify the City Clerk a minimum of thirty (30) days in advance of such event.*

*5. Pumpkin Festival Weekend; Permits Prohibited: No special event permit shall be issued for or utilized during Pumpkin Festival weekend, which for purposes of this chapter shall begin on the Wednesday before the last full weekend of October and end at the completion of the last full weekend of October.*

*6. Permit Application:*

*a. Application for a special event shall be made to the City Clerk on forms provided by the City Clerk. Said application shall be in writing, signed by the applicant, if an individual, or duly authorized agent thereof if a member of a club, partnership or corporation and verified by oath or affidavit. The permit application shall be in accordance with the provisions as established in this section.*

*b. The City Clerk shall forward the application to the City Manager or his designee, who shall obtain comments from the various departments of the City and other applicable regulatory agencies as deemed appropriate, and forward any required revisions, considerations, conditions or comments to the applicant. It shall be the applicant's responsibility to amend, delete, add or alter any conditions as prescribed by the City which are deemed necessary to comply with the ordinances set forth in this Code. It is further the responsibility of the applicant to resubmit a revised plan to the City Manager or his designee for final consideration.*

*c. Upon receipt of an application, the review period for approval or denial shall not exceed ten (10) working days unless otherwise agreed to in writing by the applicant. A recommendation from appropriate City staff will be forwarded to the Liquor Commissioner, to grant, condition or deny the application. In the event an application is denied, it shall be the responsibility of the Liquor Commissioner to provide documentation to the applicant outlining the reason(s) for denial as well as any condition or conditions which can be amended by the applicant to facilitate issuance of an outdoor special event permit.*

*d. Accompanying each application shall be:*

*(1) A plot plan showing the lot or tract of land where the event will be held, including any existing or proposed structure (including accessory structures) thereon, location of existing or proposed easements, fire lanes, parking arrangements and vehicle access points, electrical supply sources, location of portable fire extinguishers, location of refuse and portable restroom facilities, any existing as well as proposed*

*screening or barricading, and a detailed description of available means of egress or temporary alteration thereof.*

*(2) Name, address and phone number of all responsible parties conducting, supervising and/or sponsoring a special event.*

*(3) Proof of insurance (dram shop, liability, etc.) as may be required.*

*(4) Letters of permission by any property owner affected that may necessitate the acquisition of temporary easements, use of leased land or as otherwise required.*

*(5) Building permit applications shall be submitted and signed by licensed and bonded contractors (where required) in accordance with Code provisions. Provide a detail of any temporary or permanent changes, additions and/or deletions to any structural, electrical, mechanical or plumbing systems necessary to conduct an outdoor special event.*

*(6) Hours of operation of the outdoor special event.*

*(7) A detailed description of the hours of operation of any proposed live entertainment activities.*

*7. Permit Required: It shall be unlawful for any licensed liquor establishment to conduct an outdoor special event within the corporate boundaries of the city without having first secured a permit as prescribed in this section for such activity. Said permittee shall be responsible for compliance with this code and all other applicable county, state and federal regulations.*

*8. Permit Fee: The permit fee for a special event shall be a cashier's check, cash or money order in the amount of twenty-five dollars (\$25.00) per permit application. In addition, a deposit of two hundred dollars (\$200.00) will be required for signage, fencing, barricades, cleanup, or any additional city services required.*

*9. Issuance of Permit: Upon approval by the liquor commissioner, said permit shall be issued by the city clerk. Said permit shall be valid for thirty (30) days or as otherwise approved by the liquor commissioner.*

*10. Permit Denial or Revocation: A special event permit application may be denied or be revoked if:*

*a. The validity of the information provided by the applicant is incomplete or fraudulent;*

*b. The outdoor special event is found to be not in compliance with the ordinances of the city, county, state and/or federal laws;*

*c. The management, owner or duly authorized agent (permittee) conducts, maintains or allows to exist conditions or violations prohibited by any/all locally adopted building codes or this code; or, allows activities upon the permitted premises which are unlawful or which constitute or may constitute a public nuisance, a breach of the peace, or which are a menace to the health, safety or general welfare of the public;*

*d. The applicant, owner or permittee is a defaulter of the city;*

*e. Any lien of the city (i.e., garbage or rubbish removal, weed abatement, etc.) exists upon the property where the outdoor special event is to occur.*

*11. Penalty: Any person, firm or corporation violating any provision of this section shall be fined not less than two hundred fifty dollars (\$250.00) nor more than one thousand dollars (\$1,000.00) for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.*

### **3-2-12: CONDITIONS OF LICENSE: Add New Language/Modification:**

#### *C. Change in Personnel:*

*a. Any changes in partnerships, officers, directors, persons holding directly or beneficially more than five percent (5%) of the stock or ownership interest, or managers of establishments licensed under this chapter, shall be reported in writing to the Local Liquor Control Commissioner within ten (10) days of the change. All new personnel shall meet the standards of this chapter and must otherwise qualify to hold a local liquor license. All such changes in personnel shall be subject to review by the Local Liquor Control Commissioner within thirty (30) days of the change.*

*b. When a license has been issued to a partnership and a change of ownership occurs resulting in a partnership interest by one who is not eligible to hold a liquor license, said license shall terminate.*

*c. When a license has been issued to a corporation and a change takes place in officers, directors, managers, or shareholders of more than five percent (5%) of the stock, resulting in the holding of office or such shares of stock by one who is not eligible for a license, said license shall terminate.*

*d. When a license has been issued to an individual who is no longer eligible for a license, said license shall terminate.*

*e. All owners and managers in charge of a local liquor licensed establishment shall at all times be declared with such person(s) or entity names being on record with the Local Liquor Control Commissioner and the Chief of Police. At the discretion of the Local Liquor Control Commissioner, the new owner or manager may also be subject to a background and fingerprint check.*

### **3-2-14: MINORS: Add New Language:**

*A. Warning To Minors: Every licensee shall display at all times a printed card in a prominent place which shall be supplied by the City Clerk and which shall read substantially as follows:*

*Warning to Minors - You are subject to a fine up to \$500.00 under the ordinances of the City of*

*Sycamore if you purchase alcoholic liquor, or misrepresent your age for the purpose of purchasing or obtaining alcoholic liquor.*

**3-2-15: SUSPENSION OR REVOCATION OF LICENSE: Add New Language:**

*A. The Mayor may, in accordance with the law and the provisions of the Liquor Control Act of 1934 (235 ILCS 5/1-1 et seq.), as amended, revoke or suspend any liquor dealer's license for any violation of any provision of this chapter or for any violation of any State law or regulation pertaining to the sale of alcoholic liquor. In addition to or in lieu of a suspension, the Local Liquor Control Commissioner may levy a fine on the licensee for such violations. The fine imposed shall not exceed one thousand dollars (\$1,000.00) for the first violation within a twelve (12) month period; one thousand five hundred dollars (\$1,500.00) for the second violation within a twelve (12) month period; and two thousand five hundred dollars (\$2,500.00) for a subsequent violation within a twelve (12) month period. Each day on which a violation continues shall constitute a separate violation.*

*Not more than fifteen thousand dollars (\$15,000.00) in fines under this section may be imposed against any licensee during the period of his license. Proceeds from fines shall be paid into the general corporate fund of the City Treasury. However, no such license shall be so revoked or suspended and no license shall be fined except after a public hearing before the Local Liquor Control Commissioner, with a three-day written notice to the licensee, affording the licensee an opportunity to appear and defend. Further, in the event that the Local Liquor Control Commissioner shall find a licensee guilty of violating any provision of this chapter, he/she may order the licensee to pay to the city reasonable attorney fees incurred by the city, the Chief of Police, and the Local Liquor Control Commissioner and other reasonable costs, including but not limited to the costs of court reporter fees and witness fees incurred by reason of the hearing.*

*B. If the Local Liquor Control Commissioner has reason to believe that any continued operation of a particular licensed premises will immediately threaten the welfare of the community, he/she may, upon issuance of a written order stating the reason for such conclusions, and without notice of hearing, order the licensed premises closed for not more than seven (7) days, giving the licensee an opportunity to be heard during that period. If the licensee is also engaged in another business on the licensed premises, such order shall not be applicable to such other business.*

*C. The Local Liquor Control Commissioner shall within five (5) days after such hearing, if he/she determines after such hearing that the license should be revoked or suspended, or that the licensee should be fined, state the reason for such determination in a written order of revocation or suspension and serve a copy of such order within the five (5) days upon the licensee.*

*D. When any license shall have been revoked for any cause, no local liquor license shall be granted to any person for the period of one (1) year thereafter for the conduct of the business of selling alcoholic liquor in the premises described in the revoked license unless the revocation order has been vacated or was entered as to the licensee only and the new licensee is not in any way related to the revoked license.*

*E. Review of the decisions of the Local Liquor Control Commissioner shall be as provided for in Section 7-9 of the Illinois Liquor Control Act (235 ILCS 5/7-9).*



**3-2-16: DRAM SHOP INSURANCE: Add New Language:**

*Applicant shall provide evidence of proper dram shop insurance issued by a company with a B+ rating or better, in a class of 7 or better. Said insurance policy shall be nonassessable and include the following minimum limits of coverage: bodily injury per person, one hundred thousand dollars (\$100,000.00); bodily injury per occurrence, three hundred thousand dollars (\$300,000.00); injury to means of support, one hundred thousand dollars (\$100,000.00) and, property damage, one hundred thousand dollars (\$100,000.00).*

**3-2-17: BASSET TRAINING: Add New Language:**

*It shall be the duty of every licensee to require their officers, associates, members, representatives, agents, or any employee who sells, gives, oversees, or delivers alcoholic liquor or beverages to be trained and certified by the Beverage Alcohol Sellers and Servers Education and Training program (BASSET), licensed and administered by the State of Illinois Liquor Control Commission. Further, BASSET training and certification shall be a prerequisite to the issuance of local liquor licenses. It shall be the duty of the Local Liquor Commissioner to notify all licensed holders and persons making application for a license of this requirement. BASSET verification must be made available upon request and files indicating BASSET training shall be maintained on-site of every licensee.*

The proposed modifications to the Liquor Control chapter of the Municipal Code not be effective until May 1, 2019.

City Council approval is recommended.

**B. Ordinance No. 2018.12—An Ordinance Granting a Request by Jacob Wyatt for a Variation from Article 6.5, Lot Standards, of the Unified Development Ordinance to Allow for the Construction of a New Single Family Residence on the Property Located at 233 Center Cross Street (PIN 06-32-154-025) in the City of Sycamore, Illinois. First and Second Reading.**

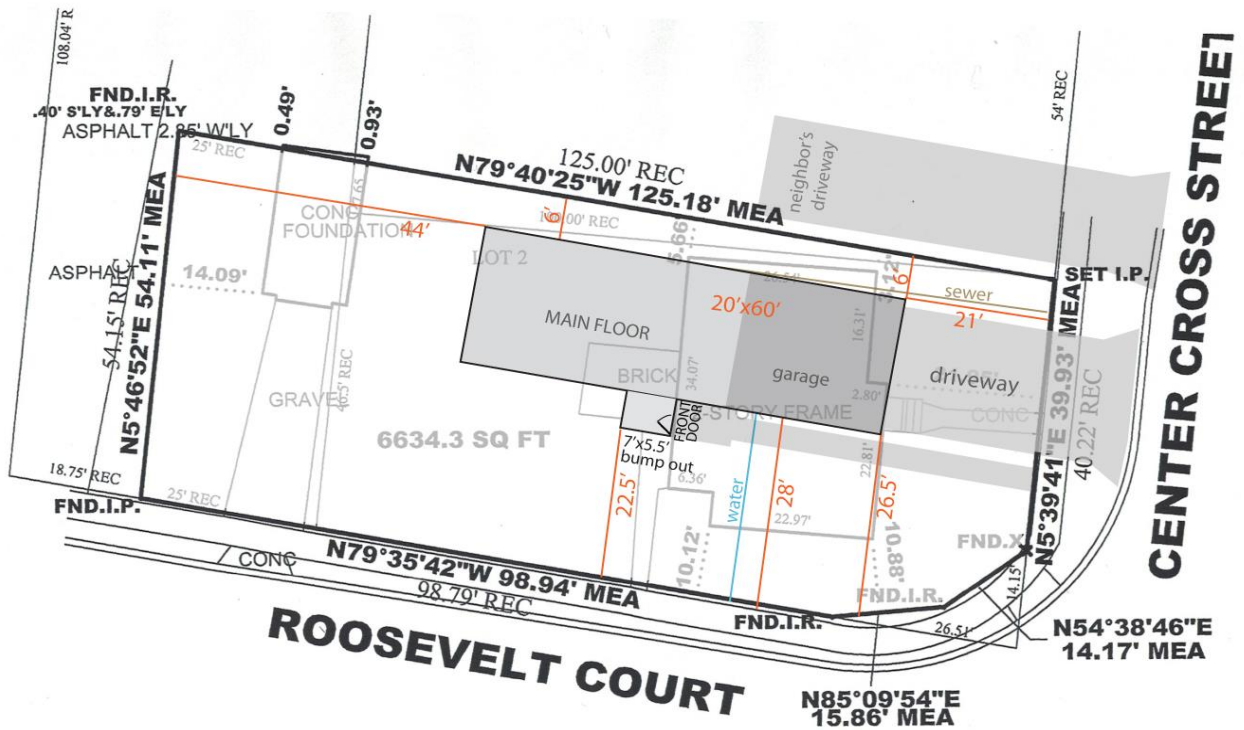
Jacob Wyatt recently purchased the property located at 233 Center Cross Street. The property, located at the corner of Center Cross St. and Roosevelt Ct. is zoned R-1, Single Family Residential District and currently is the site of a single-family home and detached garage. Mr. Wyatt notes in his petition that he will be “removing a dilapidated structure and building a home fitting of the neighborhood”.

The petitioner hopes to demolish the existing home and garage and construct a new home fronting Roosevelt Ct. that would meet setback requirements with an attached garage with access from Center Cross St. In order to accomplish this, Mr. Wyatt is requesting variation from Article 6.5, Lot Development Standards of the City’s Unified Development Ordinance for this lot which was platted prior to June 24, 1996.

The first potential variance request is the lot width requirement. The lot in question is 54 feet wide (Center Cross frontage) or 125 feet wide (the Roosevelt Ct. frontage) and given that it is on a corner the UDO calls for a minimum lot width of 60 feet. A variance for lot width may be required based on what side is viewed as the front.

The second potential variance deals with the rear setback; again depending on which side is considered the front. Using Center Cross as the front, the rear setback would be 44 feet, significantly greater than the 25 feet required. This would make the side setback 6 feet, more than the 5 feet required. Where a potential rear setback variance would be required is if the rear is viewed using Roosevelt Ct. as the front. This would make the same proposed 6-foot setback less than the 25 feet required.

Regardless of whether the front of the property is viewed from Roosevelt Ct. or Center Cross, a variance is required to allow for the demolition of the current structure and construction of a new home. To avoid confusion, both now and at any point in the future, staff recommends setback variances be considered to allow the construction of a new home on the property at 233 Center Cross St. consistent with the site plan below:



Article 4.6 of the City’s Unified Development outlines the procedures for variations. The Zoning Board of Appeals may recommend and the City Council may authorize such variations from the terms of this Title as are hereinafter set forth in harmony with their purpose and intent and will not be contrary to the public interest.

A variation shall only be recommended by the Zoning Board of Appeals based upon the evidence that:

- a. *The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations of the district in which it is located.*

*b. The plight of the owner is due to unique circumstances.*

*c. The variation, if granted, will not alter the essential character of the locality.*

The Board of Zoning Appeals will consider the request on February 28<sup>th</sup> and a recommendation will be forwarded to the City Council.

**C. Ordinance No. 2018.13—An Ordinance Approving a Collective Bargaining Agreement Between the City of Sycamore and the International Association of Firefighters Local 3046. First and Second Reading.**

The current agreement between the City of Sycamore and IAFF Local 3046 expires on April 30<sup>th</sup>. Beginning in late January, the City administration and representatives of Local 3046 participated in collective bargaining sessions resulting in a three-year agreement. The key terms of the proposed Agreement are as follows:

1. A three-year agreement beginning May 1, 2019 and ending April 30, 2022.
2. Increases of 2.50% on May 1, 2019; 2.50% on May 1, 2020, and 2.50% on May 1, 2021.
3. An adjustment to longevity bonuses from \$250 increments to \$300 increments.
4. An increase requiring all members to pay \$100 toward individual health insurance premiums to a maximum of 15% of family coverage.
5. Recognition of members that commit to participating in specialized teams for three years with a \$100 annual stipend.
6. Secondary employment language that prohibits members from working as a first responder.
7. The extension of a system for callbacks until the end of the contract that caps the number of firefighters that respond to shift recalls during day-time hours to eleven career personnel. All members are eligible for department recalls for more serious events such as structure fires and during night hours. This system was cooperatively designed and implemented to help control overtime costs while meeting response needs. Prior to the revised callback system, department recalls were automatically toned when a shift recall might be sufficient to the emergency need.
8. A no-layoff clause for current members of the bargaining unit.
9. Other revised non-economic language regarding callback operations and commissary system items as part of the department's cancer prevention efforts.
10. The Agreement expires on April 30, 2022.

Local 3046 voted to ratify the agreement on February 26, 2019.

City Council approval is recommended.

**D. Ordinance No. 2018.14—An Ordinance Approving a Collective Bargaining Agreement Between the City of Sycamore and the American Federation of State, County and Municipal Employees, Council 31, on Behalf of AFSCME Local 3957. First and Second Reading.**

Earlier this year, City administration and representatives from AFSCME Council 31 and Local

3957 opened collective bargaining for a successor agreement to the current contract which expires on April 30, 2019. On February 21<sup>st</sup> a tentative agreement was reached with the following terms:

1. A three-year agreement beginning May 1, 2019 and ending April 30, 2022.
2. Increases of 2.50% on May 1, 2019; 2.50% on May 1, 2020, and 2.50% on May 1, 2021.
3. An adjustment to longevity bonuses from \$250 increments to \$300 increments.
4. An increase requiring all members to pay \$100 toward individual health insurance premiums to a maximum of 15% of family coverage.
5. The establishment of mechanic stipends for members with automotive service excellence (ASE) and emergency vehicle technician (EVT) certifications.
6. Establishing a two-hour minimum for call-in pay.
7. A memorandum of understanding regarding seasonal part-time employees that may perform basic painting and landscaping functions in the summer.
8. Revised non-economic language regarding vacation scheduling, probation periods and dues deductions.

Local 3957 plans to meet on February 28th to consider ratification.

City Council approval is recommended.

### **13. RESOLUTIONS**

#### **A. Resolution No. 779—A Resolution for Maintenance of Streets and Highways by the City of Sycamore Under the Illinois Highway Code.**

Prior to the beginning of each fiscal year, the City Council passes a resolution authorizing the use of Motor Fuel Tax funds for the general maintenance of City streets, including the purchase of road salt. Road salt is purchased through the state's Central Management Service which bids road salt prices on behalf of the City. The City has a sufficient salt supply to meet current needs. However, as part of this state program, the City committed to purchase at least 80% of its initial request of 2,000 tons, or 1,600 tons, for a total cost of \$104,928. For FY19, the City has been authorized to spend up to \$100,000 for road salt. Resolution 779 would authorize the additional \$4,928 of Motor Fuel Tax funds for road salt. The Motor Fuel Tax budget was amended in November to reflect this increased expenditure.

City Council approval is recommended.

### **14. CONSIDERATIONS**

#### **A. Consideration of an Administration Presentation of the FY2020 Special and Bond Funds.**

Since January, staff has presented preliminary budget assumptions for the general operating fund and the enterprise and capital funds. The remaining funds are categorized into Special Funds and Bond and Loan Funds.

### Special Funds

The Special Funds are comprised of connection fee funds, fire and police pension funds, funds for specific fees, taxes and escrows and funds for obligations such as radium removal decommissioning or accrued leave payments. These funds total \$11,910,730 in combined expenditures. Over 75% of the expenditures are attributed to the beginning of Phase III of the treatment plant expansion. The majority of the project will be funded by an IEPA low interest loan; however, a combination of sewer fund reserves and sewer connection fees will cover \$8.5 million of the project in addition to funds already spent and any sewer fund surplus accumulated in FY21. Both water and sewer connection fees are accounted for as special funds.

Combined, police and fire pension funds are anticipated to expend \$1,968,930 million, primarily pension disbursements. The funds are expected to have nearly \$29 million in assets as of the start of FY20. Each year the City's actuary calculates an amount needed to meet funding guidelines set by the State of Illinois.

Other smaller specialized funds such as the hotel/motel tax fund, the radium decommission fund, the transfer tax fund, the foreign fire insurance fund, the employee benefit assistance fund and public improvement escrow fund receive revenue dedicated for a specific purpose.

No major changes are planned in any of the Special Funds in FY20.

### Debt Service Funds

The Debt Service Funds are made up of general obligation bond issues and loans to support water and sewer operations. In FY20, the debt service obligations are as follows:

<u>2003 EPA Loan</u>	<u>2005 EPA Loan</u>	<u>2006 EPA Loan</u>	<u>2009 EPA Loan</u>
\$49,737.00	\$55,022.00	\$66,697.00	\$194,852.00
<u>2012 Refunding</u>	<u>2017 Refunding</u>		
\$259,250.00	\$328,472.00		

Loan documents are being finalized for phase III improvements at the treatment plant and for utilizing low-interest loans from the Illinois EPA. The debt on the improvements will be paid using the current user fee schedule and repayment not expected to begin until FY21 at the earliest.

Staff continues to monitor debt obligations to review opportunities to refinance and save on repayment costs. No new general obligation borrowing is planned in the near future.

City Council direction is requested.

### **B. Consideration of the Proposed 2019 Street Maintenance Program.**

The City's Building & Engineering Department, Public Works Department, and Consulting Engineer have collaborated to prioritize the 2019 street maintenance list (FY20). Previous

programs have focused on either reconstruction or grind and overlays to preserve the base and subgrade under the existing pavement and prevent more costly repairs. This year’s program places an emphasis on maintenance and extending the life of wearing surfaces. Overall, this summer’s street maintenance program will involve an estimated allocation of \$1,770,000 in capital funding toward street and related infrastructure repairs. This includes \$375,000 from Fund 7 (Motor Fuel Tax Fund); \$1,247,000 from Fund 30 (Street Maintenance Fund); \$148,000 from Fund 06 (Capital Assistance Fund) to address hazardous sidewalks and meet current ADA standards.

City staff has tried to compile a thoughtful and objective list of priority repairs for the summer of 2019. The itemized street list takes the following factors into account:

- A variety of different paving techniques will be used to stretch the durability of the repairs, especially where a thorough reconstruction might be the best course but cannot be pursued because of revenue limitations.
- Portions of 16 streets, primarily in the Foxpointe Subdivision are being recommended for certain types of maintenance.
- \$75,000 has been allocated for preventative maintenance and crack filling.
- \$98,000 in pavement rejuvenator is allocated to maintain streets repaved as part of the 2016 street program and streets completed by developers within the Krpan Parkside Estates and North Grove Crossings developments.
- Storm sewer improvements will be made on Edward Street before the surface is repaved.
- Staff is recommending that the City’s local bidder preference policy be suspended again for the 2019 program based on success the past two years.
- \$40,000 has been allocated to purchase materials for pavement patching.

Streets and maintenance identified in the program that will be addressed with local funds are as follows:

Street	Limits	Description of Work
Edward Street	Park Avenue to Washington Place	<ul style="list-style-type: none"> <li>• Surface removal and overlay</li> <li>• Spot curb and sidewalk removal and replacement</li> <li>• Partial storm sewer replacement</li> </ul>
California Street	Intersection of California and Sycamore	<ul style="list-style-type: none"> <li>• Surface removal and overlay</li> </ul>
Darling Court	Yorkshire Drive to End of Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Yorkshire Drive North	Foxpointe Drive to Foxbend Drive	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Yorkshire Drive South	Foxpointe Drive to Foxbend Drive	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>

Marywood Court	Yorkshire Drive to End of Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Devonshire Drive South	Foxpointe Drive to Wellington Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Devonshire Drive North	Foxpointe Drive to Wellington Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Wellington Court	Devonshire Drive to End of Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
London Court	Bristol Drive to End of Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Bristol Drive East	Hathaway Drive to London Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Bristol Drive West	Hathaway Drive to London Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Camden Court	Bristol Drive to End of Court	<ul style="list-style-type: none"> <li>• Microsurface Application</li> <li>• Replace sidewalk ramps</li> </ul>
Foxpointe Drive	Borden Avenue to Devonshire Drive North	<ul style="list-style-type: none"> <li>• Surface removal and overlay</li> <li>• Spot curb and sidewalk removal and replacement</li> </ul>

The program will also be partially funded by motor fuel tax funds. These funds will be used to complete the repair of portions of the following streets:

Street	Limits	Description of Work
Hathaway Drive	Foxpointe Drive to Peace Road	<ul style="list-style-type: none"> <li>• Surface removal and overlay</li> <li>• Spot curb and sidewalk removal and replacement</li> </ul>
Foxbend Drive	Peace Road to Yorkshire Drive	<ul style="list-style-type: none"> <li>• Surface removal and overlay</li> <li>• Spot curb and sidewalk removal and replacement</li> </ul>
Edward Street	Meadow Lane to Elmwood Street	<ul style="list-style-type: none"> <li>• Surface removal and overlay</li> <li>• Spot curb and sidewalk removal and replacement</li> </ul>

With the Council's support, the City will advertise for bids for the resurfacing and concrete portion of the project in April. Microsurfacing will go to bid in early summer and cracksealing later in the summer. Construction would start soon after the start of the fiscal year, with completion scheduled prior to Pumpkin Fest.

City Council direction is requested.

### **C. Consideration of the FY20 Downtown Façade and Gateway Improvement Program.**

In June 2004, the City established the Downtown Façade Improvement Program to provide matching grant assistance for façade improvements made to buildings in the City's downtown business district (defined in the City's Unified Development Ordinance, Chapter 5, Section 5.1.1). The focus of the program is to preserve the overall appearance and historic architecture of Sycamore's downtown.

In FY18 the program was expanded to include the gateways to the downtown as the Comprehensive Plan identified improving the gateway areas as a priority, especially coming into the historic downtown. For the purposes of this program the gateway area is defined as properties that front Route 64 from Airport Road to Peace Road and those along North Main Street from Route 64 to the Kishwaukee River.

The Gateway Program is similar to the Downtown Program with small differences. For example, gateway projects are eligible to include landscape improvements. Residential properties are excluded from the gateway program, but may be eligible in the downtown district. Due to limited funding, projects will be considered on a competitive basis. Projects may receive partial funding in order to maximize the overall impact of the grant funds.

Qualified applicants may be eligible for a matching grant of up to \$5,000. Examples of eligible improvements include, but are not limited to, the following:

- Removal of incompatible facades and appurtenances;
- Restoration of historic façade materials;
- Restoration of historic buildings in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation;
- Painting;
- Tuckpointing;
- Repair or replacement of exterior windows and doors, including storm doors and windows;
- Repair or replacement of appurtenances such as railings, stairs;
- Installation of handicap accessible entrances;
- Building cleaning using approved preservation-based methods;
- Landscaping (for Gateway Program only).

The application provisions are as follows:

- A priority application period beginning in April and ending on May 31, 2019.
- A priority will be placed on permanent improvements.
- Applications received after the respective deadlines will be considered on a case-by-case basis if funding is available.

Either a property owner or a business owner in a leased unit may apply for this program. However, the property owner must sign the application form, and grant consent for the tenant to pursue funding for the property as well as the proposed work to occur at the property.



In the case of one building owner with multiple tenants or storefronts, a determination as to the eligibility of any or all tenancies will be made on the merits of the proposal.

An individual property owner or tenant may only receive funding for one project during a five-year cycle. More than one project may be approved for a particular building over time, but not within a three-year period. The availability of funding is annually dependent on the Council's authorization of capital spending for such purposes.

Each application will be reviewed on a case-by-case basis by the Architectural Review Committee and this committee will make recommendations to the City Council for their approval.

The goal of this program in FY20 continues to be on providing a unified appearance to the downtown business district and inject a catalyst into the gateway areas, while aiming to preserve the existing architectural styles, look and feel of Sycamore. To reach this objective, it is not expected that buildings will be made to look the same; rather, the program promotes the aesthetic and historic appeal of the downtown and gateway areas.

City Council approval is recommended.

**15. OTHER NEW BUSINESS**

**16. ADJOURNMENT**