

SYCAMORE CITY COUNCIL
AGENDA
April 15, 2019

REGULAR CITY COUNCIL MEETING
7:00 P.M.

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE
Led by Sycamore Middle School Students.

4. APPROVAL OF AGENDA

5. AUDIENCE TO VISITORS

6. CONSENT AGENDA

- A. Approval of the Minutes for the Regular City Council Meeting of April 1, 2019.
- B. Payment of the Bills for April 15, 2019.

7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.

- A. A Proclamation Declaring April 14th-April 20th as National Public Safety Telecommunicators Week in the City of Sycamore, Illinois.
- B. A Proclamation Declaring April 26th as Arbor Day in the City of Sycamore, Illinois.
- C. A Proclamation Recognizing Alderman David Stouffer for his Service to the City of Sycamore.
- D. Recognition of the City of Sycamore Police Department as a Re-Accredited Tier I Agency through the Illinois Law Enforcement Accreditation Program.

The Illinois Law Enforcement Accreditation Program (ILEAP) provides a set of standards for law enforcement agencies recognized as best practices by an independent and authoritative body known as The Illinois Law Enforcement Accreditation Council. Those standards are divided into four categories: Operations, Administration, Training, and Personnel.

Originally accredited in 2014, the Sycamore Police Department completed the comprehensive reaccreditation process and submitted application in November of 2018. As part of the process, an independent team of assessors conducted a two day on-site visit in January 2019 to review and examine all aspects of the Sycamore Police Department's policies, procedures, management, operations and support services. The visit included interviews with department personnel and city officials.

The Vice President of the Illinois Association of Chiefs of Police, Dean Stiegemeier, will present the City a plaque acknowledging the Sycamore Police Department's status as a Tier 1 ILEAP Accredited Agency.

8. REPORTS OF OFFICERS

9. REPORTS OF STANDING COMMITTEES

10. PUBLIC HEARINGS

A. Public Hearing on the Proposed FY2019-20 City Budget.

The Annual Budget for Fiscal Year 2019-2020 extends from May 1, 2019 through April 30, 2020. This budget document compiles the numerical and narrative budgets for each General Fund department and each of the City's capital funds, special funds, and bond funds in one volume for easy reading and reference.

The General Fund expenditure budget totals \$17,001,150. These expenditures are offset by \$17,002,842 in anticipated General Fund revenues. The revenues and expenditures reflect pension contributions for fire and police passing through the General Fund. The estimated General Fund operating reserve or starting fund balance as of May 1, 2019 is \$6,058,530 or 35.64% of the planned General Fund operating expenditures for FY20.

General Fund operating expenditures continue to be constrained to meet general revenues. The City's equalized assessed valuation (EAV) for 2018 (payable in 2019) is \$446,178,904 which is over \$26 million more than 2017. The increase in EAV is a combination of a rebound in housing values and an uptick in new construction in residential, commercial and industrial developments.

The total estimated general operating expenditures (less pass thru transfers and pension contributions) in FY20 are \$15,655,376 which represents an increase of 1.72%. The majority of the increase can be attributed to increases offset by corresponding revenues such as the trash removal contract and contractual wage increases.

Personnel expenses (wages, salaries, FICA, Medicare and IMRF) account for nearly half of the overall general fund budget (57.29%). When combined with the cost of insurance coverage

(health, life, work comp and liability) and pension contributions, employee costs reach 72.86% of the planned general fund expenditures. Insurance costs are assigned to the general fund support budget, which consists of expenditures common to the entire general fund. The preliminary general fund support budget is 0.96% (\$52,317) more than the prior year. This is due primarily to an increase in health insurance costs.

Aside from conventional operating expenditures, other significant General Fund expenditures include the following:

- Debt service of \$370,000 to fund the principal and interest on the 2012 refunding bond (\$40,000) and the 2017 refunding bond (\$330,000).
- An allocation of \$85,000 (513-8493) to pay the FY20 sales tax rebates.
- An increase (\$107,899) in budgeted health insurance premiums (line items 8474 & 8477), primarily attributed higher rates.
- An increase in Dispatch Services with DeKalb County (\$764,000).
- A reserve transfer of \$150,000 to the Employee Benefit Assistance Fund (Fund 23) for accrued leave payouts in the event of the retirement of several senior employees in FY20.

The City Council has maintained a commitment to capital infrastructure improvements. This commitment honors the deep community concern about failing streets, in particular. The ability to maintain this commitment is also based, in part, on prudent fiscal measures taken in years past to segregate capital funds from operational funds, and to appropriately match such funds with uses that reflect community expectations. In FY20 the capital and special funds will remain balanced with appropriate reserves.

Highlights of the FY2019-2020 capital program are listed below:

- A street maintenance program of \$1,770,000 (\$1,247,000 from the Street Maintenance Fund, \$375,000 from the Motor Fuel Tax Fund and \$148,000 from the Capital Assistance Fund). Maintenance includes portions of the following streets: Hathaway Drive, Foxbend Drive, Edward Street, California Street, Darling Court, Yorkshire Drive North, Yorkshire Drive South, Marywood Court, Devonshire Drive South, Devonshire Drive North, Wellington Court, London Court, Bristol Drive East, Bristol Drive West, Camden Court and Foxpointe Drive.
- Sidewalk improvements continue to be made to the most hazardous walks along the streets designated for maintenance.
- Start of construction on Phase III of the Wastewater Treatment Plant.
- A rolling stock plan has been identified to begin a systematic rotation of front-line vehicles and equipment. The full program is outlined in the capital funds portion of the budget document.
- Priority repairs outlined for Fire Station #1.

The City's Pension obligations include the Police, Fire and IMRF pension plans. The percentage of liabilities funded in the Police Pension Fund is 64.0%, the Fire Pension Fund is 63.2% while IMRF is funded at 92.9%.

The preliminary budget is on the City's website at www.cityofsycamore.com, on reserve at the Sycamore Public Library and available for purchase at cost in the City Clerk's Office.

11. ORDINANCES

A. Ordinance 2018.18—An Ordinance Concerning the Adoption of the Combined Budget and Appropriation Ordinance for the Fiscal Year 2019-20 in the City of Sycamore, Illinois. Second Reading.

Ordinance 2018.18 formally adopts the FY 2019-20 budget. The budget is on the City's website at www.cityofsycamore.com, on reserve at the Sycamore Public Library and available for purchase at cost in the City Clerk's Office.

City Council approval is recommended.

B. Ordinance 2018.19—An Ordinance Amending Title 1, "Administration," Chapter 10, "Personnel Rules," of the City Code of the City of Sycamore to Authorize Non-Elective Positions for the City of Sycamore, Illinois. Second Reading.

Coincident with the adoption of the fiscal year budget, the Council establishes the employees in its budget by adopting a new list of appointments. The attached ordinance accomplishes this purpose.

City Council approval is recommended.

C. Ordinance 2018.20—An Ordinance Establishing Offices and Fixing the Compensation of Certain Appointed Officers of the City of Sycamore, Illinois, County of DeKalb, State of Illinois for the Fiscal Year Commencing on the First Day of May 2019 and Ending on the Thirtieth Day of April, 2020. Second Reading.

The FY2019-20 City Budget assumes certain levels of compensation for exempt employees, which include management positions and a number of part-time positions. The attached ordinance displays these levels of compensation and related benefits.

City Council approval is recommended.

D. Ordinance 2018.21—An Ordinance Amending Title 1, "Administration", Chapter 9, "Appointive City Officials", of the City Code of the City of Sycamore, Illinois. First and Second Reading.

The next three ordinances update the City Code to reflect structural changes to titles and responsibilities of certain appointed City officials. The proposed changes to Chapter 1-9,

“Appointive City Officials”, include those outlined as part of the FY20 budget process and an administrative clean-up of other titles and responsibilities to reflect current practices. These include amendments to the sections as follow:

Article A: City Engineer: Remove building inspection duties. This language was established in the late 1980’s under a different operating structure.

Article C: Building Officials: Replace “Building Commissioner/Zoning Officer” with “Director of Building and Engineering”. This is an administrative clean-up as the current role and responsibility of the Director of Building and Engineering has been in place for approximately ten years. Additionally, the standalone reference to the Electrical Inspector position has been removed and authority for both the Electrical and Plumbing Inspector is included as a designee of the Director of Building and Engineering.

Article E: Public Works Officials: In the mid-2000’s the Public Works Department was restructured to bring Waterworks, Sewerage and Street Divisions together as a single department. This included the establishment of the positions of Director of Public Works and Assistant Director of Public Works, however the City Code references the previous operating model. With additional restructuring planned for FY20 this action will reflect the current and planned structure.

Article H: Human Resources Director: The role of the Human Resources Director continues to evolve and includes significant administrative functions including representing the City in a variety of different capacities and managing the Sycamore Center operations. To reflect these functions and responsibilities, the position is being reclassified as Director of Human and Administrative Resources beginning in FY20.

City Council approval is recommended.

E. Ordinance 2018.22—An Ordinance Amending Title 8, “Water and Sewer”, Chapter 1, “Combined Waterworks and Sewerage Department”, of the City Code of the City of Sycamore, Illinois. First and Second Reading.

Consistent with current practice, Ordinance 2018.22 replaces the Superintendent position of combined waterworks and sewerage with Public Works Director.

City Council approval is recommended.

F. Ordinance 2018.23—An Ordinance Amending Title 4, “Public Health and Safety”, Chapter 1, “Fire Department”, Section 4-1-1, “Department Established” and Section 4-1-4, “Supervision” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

This ordinance aligns current practices and reflects the re-titling of Assistant Chief positions to Deputy Chief within Title 4 of the City Code.

City Council approval is recommended.

G. Ordinance 2018.24—An Ordinance Amending the Fiscal Year 2018-2019 Budget in the City of Sycamore, Illinois. First and Second Reading.

In order to keep the City’s official budget document consistent with Council direction, the budget may be adjusted during the year to reflect actual bid prices, show revised priorities, register unforeseen costs (e.g. utilities), or balance accounts prior to the audit. The two typical occasions are at the close of a fiscal year and roughly midway through a fiscal year once the prior year’s audit is completed. The attached ordinance amends the Fiscal Year 2019 budget by making the adjustments shown in the following table:

Line Item	Previous	Revised	Notes
02-000-9023	0	51,925	Transfer to Employee Benefit Assistance Fund
06-000-3722	0	6,210	Reflect actual grant revenue
06-000-8495	83,905	90,115	Corresponding grant expenditures
10-000-3213	30,500	38,320	Reflect actual revenues
10-000-8373	23,000	35,000	Reflect actual expenditures
15-000-8190	793,350	804,500	New Retiree and Refund of Contributions
22-000-3215	5,500,000	11,750,000	Reflect anticipated aviation fuel rebates
22-000-3216	3,000,000	7,500,000	Reflect anticipated aviation fuel rebates
22-000-8493	8,016,730	18,500,000	Reflect anticipated aviation fuel rebates
23-000-3702	0	51,925	Transfer in for Accrued Leave of senior employees
26-000-3710	0	2	Close out Fund 26
26-000-9036	276	278	Close out Fund 26
28-000-8497	1,000	2,000	Reflect actual expenditures
29-000-3710	2	8	Close out Fund 29
29-000-9038	773	779	Close out Fund 29
33-000-8497	1,700	3,050	Letter of credit amount adjusted
34-000-3710	7	9	Close out Fund 34
34-000-9038	2,993	2,995	Close out Fund 34
36-000-4526	276	278	Close out Fund 26
38-000-4529	773	779	Close out Fund 29
38-000-4534	2,993	2,995	Close out Fund 34

City Council approval is recommended.

H. Ordinance 2018.25—An Ordinance Amending Title 8, “Water and Sewer,” Chapter 5, “Water and Sewer Rates,” Section 8-5-2, “Sewer Rates,” of the City Code of the City of Sycamore, Illinois. First and Second Reading.

A phased expansion of the treatment plant began in 2009 with mechanical equipment upgrades as part of the first phase. The second phase was completed in 2015 with the installation of a disinfection system for the excess flow clarifier and a centrifuge to assist in the de-watering process. The third and final phase of the treatment plant project addresses the actual expansion from a plant rated to treat 2.97 million gallons per day (MGD) to 4.90 MGD. The current

activated sludge technology will be replaced using sequencing batch reactors. The sequencing batch reactor technology uses essentially the same process as the conventional activated sludge process, but the separation of solids from the liquid is accomplished in the same tank as the aeration process. This results in fewer tanks constructed, less site piping, and a smaller footprint.

The project is utilizing a low interest loan from the Illinois EPA revolving loan program. The low interest loan program is currently offering a 1.84% interest rate for the 20-year term. Between the City’s Sewer Fund and the Sewer Connection Fee Fund, roughly \$10 million in accumulated reserves will be used to reduce the amount borrowed.

In March, the City Council took action to execute contracts for the third phase, which started earlier this month. When the bids are combined with additional aspects of the project (engineering, building improvements, pumps purchased separately and contingency) the project is estimated to be approximately 3.5% less than the engineer’s estimate. As a result, staff recommends that the base sewer rate be decreased by 3.5% to \$4.535 per 100 cu. ft. as follows:

Effective May 1, 2019:

<u>User Classification</u>	<u>Rate</u>
All users within the corporate limits with metered water usage	Total rate of \$4.535 per 100 cubic feet for operation, maintenance, replacement costs and debt service. The minimum charge for any account shall be \$4.535 per bi-monthly billing period for operation, maintenance, replacement costs and debt service.
Flat rate charge for residential units within the corporate limits with unmetered water usage	Total flat rate of \$110.65 per dwelling unit per bi-monthly billing period for operation, maintenance, replacement costs and debt service.
All users outside the corporate limits with metered water usage	Total rate of \$6.80 per 100 cubic feet for operation, maintenance, replacement costs, debt service and capital improvements for the wastewater treatment plant and sanitary sewer system improvements. The minimum charge for any account shall be \$6.80 per bi-monthly billing period for operation, maintenance, replacement costs, debt service and capital improvements for the wastewater treatment plant and sanitary sewer system improvements.
Flat rate charge for residential units outside the corporate limits with unmetered water usage	Total flat rate of \$165.98 per dwelling unit per bi-monthly billing period for operation, maintenance, replacement costs, debt service and for capital improvements for the wastewater treatment plant and sanitary sewer system improvements.

City Council approval is recommended.

I. Ordinance 2018.26—An Ordinance Amending Title 8, “Water and Sewer,” Chapter 5, “Water and Sewer Rates,” Section 8-5-1, “Water Rates,” of the City Code of the City of Sycamore, Illinois to Amend the Radium Treatment Fee. First and Second Reading.

A monthly radium treatment fee is charged based on the size of the water meter to offset the cost of the treatment. Accounts with meters that are either 5/8th inch or 3/4th inch were charged \$6.00 per month in FY19. As part of the budget review process, the City Council was presented and discussed a base monthly fee increase of seventy-five cents per month, to \$6.75 for 5/8th inch or 3/4th inch meters to offset the projected cost for radium removal within the water distribution system. The changes outlined below would be effective May 1, 2019.

<u>Meter Size</u>	<u>Total Monthly</u>	<u>Average Usage</u>
5/8 inch	\$6.75	<14
3/4 inch	\$6.75	<14
1 inch	\$11.01	26.55
1 1/2 inches	\$20.55	65.96
2 inches	\$34.08	127.31
3 inches	\$40.37	158.67
4 inches	\$94.10	514.51
6 inches	\$462.66	2982

As the size of the meter increases, the average use for that meter class and the tier structure is used to calculate a monthly fee.

Sample Utility Bill

An average monthly usage of 800 cubic feet of usage (1,600 cubic feet used over two-month billing cycle) and a 3/4” meter are used to illustrate the estimated monthly and bi-monthly costs to demonstrate a sample City Utility Bill with the proposed FY20 schedules:

	Per Month	Per Bill
Water User Fee	\$24.50	\$49.00
Meter Maintenance	\$1.54	\$3.08
Radium Treatment	\$6.75	\$13.50
Sewer User Fee	\$36.28	\$72.56
Refuse and Recycling	\$21.48	\$42.96
Total	\$90.55	\$181.10

When combined with the proposed sewer user fee reduction in Ordinance 2018.25, the City portion of the utility bill decreases by roughly 1.09% for the average monthly user.

City Council approval is recommended.

12. RESOLUTIONS

A. Resolution No. 790—A Resolution Authorizing the Mayor to Execute an Intergovernmental Agreement with the Sycamore Fire and Ambulance Protection District Regarding a Contribution for Equipment.

The Sycamore Fire Protection District recently approved an Intergovernmental Agreement with the City of Sycamore where the District would provide a contribution of \$365,000 to help defray the cost of department equipment; namely the most recent ambulance purchase and the purchase of a replacement pumper-tender engine. The new pumper would replace Engine #4, a 1989 Spartan Pumper.

Upon approval of Resolution 790, the Fire Department would begin the process of developing the specifications for the new pumper. The specification/bid preparation and bid process/approval process will take approximately six months and once a vendor is selected, it will take approximately one year to build the pumper-tender fire engine. The agreement calls for the new pumper-tender fire engine to be in service within twenty-four months.

The cost of the replacement pumper engine is expected to be roughly \$550,000. The difference between the cost and the contribution from the Fire Protection District will be offset by the sale/trade of Engine #4 and current and future Fire Department capital allocations.

City Council approval is recommended.

B. Resolution No. 791—A Resolution Approving an Easement Agreement with David Ruiz of 437 Edward Street to Allow for Stormwater Improvements.

Resolution 791 includes a grant of easement from David Ruiz for proposed storm sewer work that will run across the southwest corner of his family's property and discharge into Martin's ditch. The storm sewer work is included as part of this summer's street maintenance program. The City provides standard compensation for the easement as calculated by the City's consulting engineer.

City Council approval is recommended.

13. CONSIDERATIONS

A. Consideration of a Recommendation by the Mayor to Modify Certain City Boards and Committees.

A comprehensive review of the City's committee structure was performed as Mayor Lang prepares to appoint and re-appoint members of the various committees. The review was aimed at updating the City Code to reflect current and best practices, with an emphasis on creating efficiencies to streamline processes and be business-friendly.

Title 2, "Boards and Commissions", of the City Code outlines the various City boards and committees. A summary of the proposed modifications is presented below for discussion:

Chapter 1: Plan Commission

It is recommended that the Board of Zoning Appeals be consolidated with the Plan Commission to form the “Planning and Zoning Commission”. There are several factors that were considered when making this recommendation including:

- The Board of Zoning Appeals rarely meets (approximately once per year) as most variances are part of planned developments considered by the Plan Commission.
- A Planning and Zoning Commission that meets regularly provides more continuity and efficiency for individuals and businesses. A recent example where the process could have been more efficient was when a family was required to go before both the ZBA and Plan Commission in order to rebuild their home after a structure fire.

Chapter 2: Board of Zoning Appeals

The Board of Zoning Appeals would be consolidated with the Plan Commission. All authority of the BZA would be redirected to the newly created Planning and Zoning Commission. The Board of Zoning Appeals would otherwise be deleted from the City Code.

Chapter 6: Board of Local Improvements

The Board of Local Improvements has not been used by the City since 1988. This Board was used prior to the City moving to a Council-Manager form of government. It is recommended that this chapter be deleted from the City Code and as an ad hoc committee could be formed if this type of board was needed at any point in the future.

Chapter 7: Economic Development Committee

According to City Code, the Economic Development Committee is made up of ten residents to assist the Mayor in the planning and development of the City's economic base, the publicizing of same and in the application for Federal and State grants for economic development for the purpose of maintaining, revitalizing and attracting sound and stable commercial growth. While many of the goals of the committee remain the same, others such as responsibility of grant applications have been assumed by full-time staff.

Mayor Lang is proposing the following modifications regarding the structure and mission of the Economic Development Committee:

The updated mission for the committee is to provide input as the City creates planning and development strategies that aim to diversify the tax base, to promote private/public partnerships, and to stimulate investment of the City's economic base. In addition, the Committee shall help publicize development and redevelopment plans including residential, commercial, industrial and tourism related initiatives.

Furthermore, Mayor Lang is recommending that a mix of Sycamore residents and businesses be represented on the committee along with a representative from the City Council, Chamber of

Commerce and DeKalb County Economic Development Corporation. The Mayor, City Manager and City Attorney would serve as ex-officio members.

Chapter 10: Playground and Recreation Board

In 1995, the City relinquished authority previously held by this board to the Sycamore Park District. Mayor Lang is recommending that language related to this board be deleted.

These proposed changes are presented for discussion and direction. Based on the direction, staff can prepare an ordinance for action on May 6th.

City Council direction is requested.

B. Consideration of the FY20 City of Sycamore Employee Handbook.

Periodically, the City's Employee Handbook is revised to ensure compliance with state and federal laws and regulations and alignment with evolving operational requirements. The purpose of the Handbook is to give employees a general description and information regarding the City's employment policies, procedures, and practices aimed at promoting organizational values including honesty, fairness and consistency. With input from Department Heads, Human Resources Director Maggie Peck has reviewed and modified the document and will present highlights.

C. Consideration of the City's FY20 Accounting and Purchasing Manual.

Periodically, changes are proposed to the City's Accounting and Purchasing Manual. A few of this year's highlights are as follows:

- Adjust disposal of City property threshold from \$50 to \$500 for public auction and Council approval.
- New policy on official advance funds and requirements regarding the use of federal award funds.
- Update certain policy and procedures to reflect current practices and the use of technology.
- A reference to the City's Code of Ethics Policy outlined in the City handbook.

City Council approval is recommended.

14. OTHER NEW BUSINESS

15. APPOINTMENTS

16. ADJOURNMENT