

SYCAMORE CITY COUNCIL

AGENDA

February 18, 2002

**City Council Committee Meetings
No Meetings Are Scheduled**

**Regular City Council Meeting
7:30 P.M.**

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. AUDIENCE TO VISITORS**
- 6. CONSENT AGENDA**
 - A. Approval of the Minutes of the Workshop Meeting of the City Council on February 4, 2002;
 - B. Approval of the Minutes of the Regular City Council Meeting of February 4, 2002;
 - C. Approval of the Minutes of the Joint Meeting of the City Council, School Board, and Park Board of February 5, 2002;
 - D. Payment of the Bills for February 18, 2002.
 - E. Plan Commission Minutes for January 14, 2002.
- 7. PRESENTATION OF PETITIONS, COMMUNICATIONS, AND BILLS.**
- 8. REPORTS OF OFFICERS**
- 9. REPORTS OF STANDING COMMITTEES**
- 10. PUBLIC HEARINGS--None**

11. ORDINANCES

A. Ordinance No. 2001.67—An Ordinance Authorizing the Mayor to Execute an Intergovernmental Agreement Between the City of Sycamore and the County of DeKalb to Cooperate in a Regional Planning Commission in DeKalb County, Illinois. First and Second Reading.

The attached ordinance establishes a commitment by the City of Sycamore to participate in a county-wide regional planning commission. As the City Council is aware, a months-long discussion of various organizational models resulted in a consensus around a commission model composed of one representative from each county municipality and one representative of the county board. The regional commission's responsibilities would be as follows:

- a) the preparation of a revised county comprehensive plan that incorporates the most up-to-date information in municipal comprehensive plans;
- b) the preparation of a unified development ordinance for development within the county's jurisdiction. Such a "UDO" would not "trump" local ordinances but would incorporate their provisions (which tend to be more rigorous in many respects);
- c) the review, on an as-needed basis, of development concerns relating to cross-jurisdictional transportation corridors, storm water management issues, large-scale development outside of, but affecting, municipal planning areas; and "exogenous" initiatives such as proposals for new landfills, race tracks, quarries, or interstates that promise to have a substantial impact on multiple county jurisdictions. Municipal planning authorities would still be the only advisory bodies with respect to the annexation, subdivision, or rezoning of land within each municipality's corporate limits and mile-and-a-half planning area.

The proposed planning partnership is described in the attachments. The Plan Commission reviewed this proposal on February 11 and recommended its approval by a vote of 11-0. City Council approval of the Plan Commission recommendation is requested.

B. Ordinance No. 2001.69—An Ordinance Authorizing the Mayor to Execute an Easement Agreement Between the City of Sycamore and the Sycamore Community Unit School District 427 to Construct Sanitary Sewers in the City of Sycamore and in DeKalb County, Illinois. First and Second Reading.

The attached ordinance provides the last easement necessary to extend a new trunk sewer from a point north of the Kishwaukee River, 500 feet west of Brickville Road, to the Heron Creek subdivision. Previous Council action approved easements across the Lenschow property (October 1, 2001), the Brown property (October 1, 2001), the Maness property (October 1, 2001), and the Adshade property (January 21, 2002). This easement provides a legal path for the sewer extension across the North School property.

City Council approval is recommended.

C. Ordinance No. 2001.70—An Ordinance Regarding the Recommendation of the Plan Commission with Regard to the Petition of Brian Grainger Construction, Inc., for a Special Use Permit and Subdivision Plat for the Property Known as 1165-1167 Penny Lane and 1157-1159 Penny Lane in the Townsend Woods Planned Unit Development in the City of Sycamore, Illinois. First and Second Reading.

As the City Council is aware, in the case of duplexes and attached townhouses the Sycamore Zoning Code allows for the transfer of each unit in fee simple under the following conditions:

- a) the property must be zoned “R-2” Two Family Residence District or “R-3” Multiple Family Residence District;
- b) The overall structure must be legally subdivided into saleable parcels, as depicted on a plat of subdivision;
- c) a special use permit must be granted according to the provisions of Section 8.02.10 of the Zoning Code. Such provisions require findings of fact, a common wall agreement, and a declaration of cross easements for necessary maintenance and access.

The parcels in question—Lots 42 and 43--were re-zoned to “R-2” on July 16, 2001. As you will note on the attached subdivision plats, Lot 42 will be subdivided to form Lots 1 and 2 of Unit Two, and Lot 43 will be subdivided to form Lots 1 and 2 of Unit Three of Phase One of the Townsend Woods P.U.D. The submittal in all respects complies with the City’s codes and ordinances, including common wall agreements, declarations of cross easement, and findings of fact.

The Plan Commission considered Mr. Grainger’s request on February 11 and recommended its approval by a vote of 10-0. City Council approval of the Plan Commission recommendation is requested.

D. Ordinance No. 2001.71—An Ordinance Concerning the Recommendation of the Plan Commission with Regard to the Petition of Nancy Edwards for the Re-Subdivision of the Property at 204 W. Elm Street in the City of Sycamore, Illinois. First and Second Reading.

A local realtor, Nancy Edwards, and a new business owner, Mark Southern, have petitioned the Council for the subdivision of the property at 204 East Elm Street. Formerly the Elm Street clinic, the property contains two attached buildings. Ms. Edwards owns the west building and it is her intent to open a real estate office there. The east building is separately owned by Mark Southern who is converting the space to an exercise salon named “Curves.” To assure access to the interior building, which has heretofore been granted informally, Ms. Edwards and Mr. Southern are hoping to legally subdivide the property and establish an easement for ingress and egress on the south side of the east building. The attached plat depicts how the lot would be subdivided.

The Plan Commission considered the property owners' request on February 11 and recommended the Council's approval by a vote of 10-0. City Council approval of the Plan Commission recommendation is requested.

12. RESOLUTIONS--None

13. CONSIDERATIONS

A. Consideration of a Recommendation from the Public Works Superintendent to Purchase a Pan and Tilt Camera.

Public Works Superintendent Fred Busse explains in the attached memorandum that the City has found a need for a more flexible and accurate televising system since our first in-line camera was purchased two years ago. Specifically, the "straight view" camera we presently own cannot provide close-up views of pipe deformities within mains, particularly larger mains, and cannot look up service laterals as it passes by their connections to the mains. The benefit of a better look inside our underground piping is apparent each time we use the current system. The Treatment Plant budget for FY01-02 has an allocation for a new camera. Bids will be received on Friday, February 15. Mr. Busse will provide a bid tabulation sheet for the Council on February 18 and will be prepared to make a recommendation.

B. Consideration of an Administration Report on the FY03 Budget.

The following report summarizes the City Administrator's assumptions and projections for the FY03 Budget:

1. Operations: General Fund Revenues

For many years, the three largest sources of general revenues have been the sales taxes (35%), property taxes (25%), and state-shared income taxes (13.5%). The next fiscal year will be no different. At this time last year we were faced with recession and we budgeted our largest general revenue source very conservatively. I am pleased to say that the 1% state sales tax revenues and ¾% home rule tax revenues are running ahead of our very conservative estimates for FY02. Based on a cautious reading of the available regional economic forecasts, it would be reasonable to assume that local retail sales will remain stable over the next fifteen months (or through April 30, 2003).

Property tax revenues are already known, based on the 2001 levy. State-shared income taxes will decline on a per capita basis because of state revenue shortfalls. The per capita allocation has declined from \$76.76 in FY01 to \$72.60 in FY02, or a loss of about \$105,000. This offsets the unexpected sales tax bounce of \$158,000 in FY02 (+2.2% over estimate). The Department of Revenue projects a slight improvement to \$74.10 in per capita state income tax receipts in FY03. The proposed City FY03 budget will show a per capita allocation of \$73.

To get a true picture of the projected general revenue increase for FY03 it is necessary to subtract the restaurant/bar tax proceeds that were not present in

FY02. We estimate that such proceeds will total \$300,000 by April 30, 2003. The proposed FY03 revenues minus the projected restaurant bar taxes total \$7,373,304 or \$343,194 (4.9%) over the FY02 budget of \$7,030,110. However, the proposed FY03 General Fund revenues will increase by only about \$184,490 (2.57%) over the projected year-end FY02 revenues.

The proposed FY03 General Fund revenues also include an increase in ambulance user fees that will need Council approval before May 1. This increase is prompted by new federal mandates from the Office of the Inspector General that will go into effect on May 1. These new regulations prohibit hospitals from exchanging or giving medical supplies to ambulance crews, a service that Sycamore has relied upon for years. Such supplies include medications, intravenous solutions, needles, oxygen masks, tubing, etc. The Fire Chief estimates that the cost will average about \$22 per patient. An increase of \$25 per call, whether within or outside the City corporate limits, would cover such an unexpected cost. If approved as recommended, the revised fees would generate an additional \$20,000. The present and proposed rates are displayed below:

Type of Service	Current	Proposed
City Limits: ALS	\$325.00	\$350
Fire District: ALS	\$400.00	\$425
City Limits: BLS	\$200.00	\$225
Fire District: BLS	\$300.00	\$325

The ambulance fees were last revised to help pay for the new paramedic (ALS) service in April, 2001 (Ordinance No. 2000.84), but the 2001 increase did not account for the cost of ambulance supplies noted above.

The Council should also note that the proposed FY03 General Fund revenues include the recently approved building permit fee increases.

The revenue estimates that can be derived from trends established in the first nine months of this fiscal year are suggestive but far from absolutely reliable. For example, sales tax revenues are collected by the state and remitted to local governments at least two months after they are incurred. This means that the tax warrants received during the week of February 11, 2002 reflect purchases in November 2001. In other words, the impact of consumer spending in the key month of December is not yet known.

Because of our heavy reliance on sales tax revenue, the main question in FY03 as in previous years is "Whither the consumer?" Will further stock market losses owing to a lack of investor confidence lead to additional corporate failures and a prolonged path to economic recovery? How would such circumstances affect consumer purchases six months from now? Future revenue and related spending beyond the parameters of the next fiscal year are sufficiently in doubt to invite caution in planning for the next twelve months.

2. Operations: General Fund Expenditures.

On the spending side of the General Fund I am proposing the following:

- a) A General Fund expenditure budget of \$7,636,192 balanced by the General Fund revenue budget of \$7,673,304.
- b) The delayed hiring of two new firefighters in September, 2002. The annualized cost of two new firefighters including benefits, retirement, withholding, overtime, wearing apparel, and training is about \$90,000. The eight-month cost will be about \$67,500. The delayed hiring will allow the Council to assess the pace of General Fund revenues against estimates before authorizing the new hires. The purpose of the new hires would be to establish a five-person shift structure, a goal identified by the City Council as a top priority a year ago. As we learned from the Fire Chief's strategic plan in January of 2001, Sycamore has a "one-call" department. The current staffing level has been maintained since 1976. Average annual calls for service have increased 237% since that time. Whether responding to an emergency medical call or fire call, one response clears the station. In 2001, the station was empty on an average of 2.8 hours per day. The time it takes to "fill" the station with paid-on-call or mutual aid personnel exceeds the allowances established by the National Fire Protection Association (NFPA). In addition, the number of multiple calls—two or more calls occurring at once—is increasing. In 2001, it is estimated that multiple calls for service occurred 190 times. There is also inadequate staffing to meet the minimum "2-in-2-out" requirements established by the Illinois Department of Labor and OSHA for fire scenes. Presently, the department responds to structure fires with four firefighters and the Chief; the national minimum is 7 with an optimal backup of 6 additional firefighters. Related to the "one-call" status, the department's response times are exceeding the upper limit of national benchmarks (6 minutes for EMS; 10 minutes for fires before flashover) one-third of the time. Despite mutual aid agreements, traffic signal preemption devices at 7 intersections, and a paid-on-call roster, the inability to fill the station promptly after a first call slows the department's responses to simultaneous or follow-up calls.
- c) That we take under advisement a strategic plan that will be submitted by Police Chief Don Thomas this spring. Chief Thomas has not had adequate time to develop his personnel and non-personnel projections for the next three to five years, but it is expected that his first draft will recommend some financial commitments that are not presently included in my preliminary departmental numbers. His plan will deserve a fair and extensive review, but any proposed personnel increases are not included in the FY03 budget at this point.
- d) That we budget \$200,000 in the General Fund Support program for debt service on the new 2002 capital bond. With the amount of restaurant/bar tax revenues still uncertain, one-third of the first year's debt service will be paid from the Capital Assistance Fund (Fund 6).
- e) That we budget \$160,000 in economic incentives in FY03 (\$100,000 for Menard's; \$30,000 for Mitsubishi; and \$30,000 for Sycamore Ford).

- f) That we budget for at least a 20% increase in our health insurance premium next September. The current premium is \$725,305 and the increase for the period September 1, 2001 through August 30, 2002 was \$128,505.48 (a 21.5% increase over the previous year). Part of the increase we anticipate for the next fiscal year is budgeted in the Sewer and Water funds because of the personnel supported by those funds.
- g) That we raise the allocation for worker comp insurance by \$12,000 to account for a spike in claims in 2001.
- h) That we include reasonable cost-of-living wage increases and one-time equity adjustments negotiated with the FOP lodge and AFSCME local.

3. Water and Sewer Funds

The key operational and capital expenditures include the following:

- a) G.I.S. In FY03, the City will take further steps in digitizing its mapping of the city's infrastructure. In FY01 the Water Fund and Sewer Fund budgeted \$27,500 and \$15,000, respectively, for the start-up hardware, software, and training to take the first step (base mapping). In FY02, the Water and Sewer budgets showed a similar commitment to the steps needed to complete the G.I.S. maps of the sewer and water system (\$27,500 and \$15,000 respectively). In FY03, the Water and Sewer Funds will support further GIS investment. The Water Fund will spend an identical amount (\$27,500) on mapping that locates all water services and any new subdivision piping and appurtenances. The Sewer Fund will invest a smaller amount (\$12,000) in the mapping of the City's storm sewer system as well as any new subdivisions.
- b) Small Capital Items.
 - aa) Water Department.
 - Vehicles: None.
 - Equipment: The installation of the new well is expected to increase the City's annual electricity costs by an estimated \$36,000.
 - Pumps and Motors: The Water Fund will allocate \$55,000 for improvements at existing wells, including the possible re-lining of one well shaft to reduce radium counts.
 - Other: Once the Street Division vehicles and equipment are moved from the orange metal building next to the Water department offices to the new Public Works facility, the vacant building will be improved with a concrete floor (a dirt floor presently exists), a heating system, and various repairs to the walls and roof to make it weather-tight (\$35,000). Vehicles and equipment used for main breaks and other duties can then be kept in a dry and heated building for optimal performance.
 - bb) Treatment Plant.
 - Vehicles: a new two-wheel drive, ¾ ton pickup (\$18,000). An older two-wheel drive, ½ ton pickup will be handed down to the Street Division for utility uses.
 - Equipment: no significant expenses are identified for FY03.

4. Capital Spending: Major Projects

The largest projects for FY03 include the completion of Well No. 9 (\$1,250,000), the second phase of engineering for the reconstruction of Bethany Road from Peace Road to DeKalb Avenue (\$100,000 with \$1.8 million in MFT funds and federal grant monies to be expended on reconstruction in FY04), the completion of the Public Works building and salt storage building (\$550,000), a substantial outlay for new vehicles and equipment (\$654,000), a significant expenditure for public building repairs (\$725,000), and a “blitz” to cover lost ground in terms of street improvements (\$2,481,000). An attached table links these projects with their funding sources, and also shows the remaining payments for some large projects substantially completed in FY02 (the Rt. 23/64 project: \$270,000; and the Bethany Road Retention Pond: \$80,000). Of the total of \$6,217,000 in capital and infrastructure expenditures, about \$3,860,000 will come from the new general obligation bond proceeds.

As noted above, we propose to allocate an estimated \$654,000 in 2002 Bond funds for vehicles and pieces of equipment on our departmental priority lists that would not otherwise be funded by General Fund revenues. The diverse items are detailed below:

Small Capital Projects--Operational Departments	Estimated Cost
A. General	
New City Hall Phone System	\$50,000.00
New Accounting Software (Finance; Water)	\$45,000.00
Subtotal	\$95,000.00
B. Police Department	
2 Patrol Vehicles (equipped)	\$48,000.00
1 Detective vehicle	\$18,000.00
In-Car Video Cameras	\$30,000.00
In-Car Computers	\$80,000.00
Subtotal	\$176,000.00
C. Fire Department	
New Ambulance	\$120,000.00
New Command Vehicle	\$30,000.00
New Rescue Equipment (jaws of life; ambulance monitors)	\$45,000.00
Subtotal	\$195,000.00
D. Public Works Department	
Dump Truck w/Spreader (Replace 79 Ford)	\$66,000.00
Winged Mower (for City retention ponds & property)	\$32,000.00
Bucket Truck (to save money on traffic light repairs)	\$18,000.00
Sign Shop Equipment (Create City Signs)	\$12,000.00
Snow Blower (to Replace 58 model)	\$60,000.00
Subtotal	\$188,000.00
Total, Operational Services	\$654,000.00

A revised three-year capital plan is also attached for the Council’s review and direction.

5. Capital Spending: Street Maintenance

As we discussed on February 4, the annual street maintenance budget will be inflated beyond the \$250,000 budgeted in the Street Division (731-8316) either through the use of a small share of the 2002 bond proceeds or motor fuel tax monies. The Street Division budget will fund the annual crack-filling program in the amount of \$55,000 as well as \$186,000 worth of microsurfacing on 24 neighborhood streets, or portions of streets. In addition, the laying of an experimental asphalt surface on Mercantile Drive (\$9,000) will round out the Street Division's annual maintenance program. Another 10 neighborhood streets or portions of streets will be surfaced with an asphalt emulsion process (microsurfacing) at a cost of \$39,000, a cost that will be funded by other sources.

The City Administrator will be prepared to address Council questions on these preliminary budgetary initiatives.

B. Consideration of a Closed Session to Discuss Collective Bargaining and Personnel Matters.

14. APPOINTMENTS

15. ADJOURNMENT