

SYCAMORE CITY COUNCIL
AGENDA
December 1, 2003

City Council Workshop Meeting
6:00 P.M.

NO MEETING IS SCHEDULED

Regular City Council Meeting
At the Sycamore Center
7:00 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 for the Joint School Board/City Council Meeting of November 17, 2003;
 - B. Approval of the Minutes for the Regular City Council Meeting of November 17, 2003;
 - C. Minutes of the Zoning Board Meeting of July 22, 2003;
 - D. Payment of the Bills for December 1, 2003.
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. 2003.66--An Ordinance Amending Title 3, “Business and License Regulations,” Chapter 2, “Liquor Control,” Section 11, “Building and Location Restrictions,” Paragraph A, “Specific Locations Established,” of the City Code of the City of Sycamore, Illinois. Second Reading.

The City Council reviewed this ordinance draft on first reading only on November 17 in order to allow time for public response. As reported at the November 17 Council meeting, the Sycamore Park District has applied for a liquor license in accordance with the City Code amendments approved by the Council on April 7, 2003. The new provisions permit the service of alcoholic beverages at the golf course clubhouse at the Sycamore Community Park under the following conditions:

- Alcoholic beverages shall be consumed on the premises only;
- Space for the consumption of alcoholic beverages shall be limited to an indoor lounge, restaurant, or food court, or an attached area for outside seating. Such outside seating shall be an adjunct to the food service business of the Park District;
- Any allowable outside seating shall be enclosed with a non-barricade type fence or railing or other barrier that allows viewing;
- Access to any outdoor seating shall be limited through the licensed premises or monitored entrances that are controlled by employees during all hours when alcohol may be served;
- Outdoor seating shall not be included to meet the required guest seating capacity;
- Music may be played in the outdoor area but may not exceed ordinance limits;
- The hours of operation are restricted from twelve o’clock noon until dusk.

In addition to these general provisions, the location of the licensed liquor sales must be identified in the City Code. The attached ordinance would expand the geographic limits of the liquor district to include the Park District clubhouse facility.

City Council approval on second reading is recommended.

B. Ordinance No. 2003.67—An Ordinance Concerning the Recommendation of the Zoning Board of Appeals With Regard to the Request of Laurence and Donna Dibblee for a Variance from Section 9-7-3 of the Sycamore City Code to Permit a Five-Foot Tall Fence in the Required Front Yard. First and Second Reading.

Laurence and Donna Dibblee of 103 Alma Street have appealed to the Sycamore Zoning Board for a variance from Section 9-7-3 of the Sycamore City Code which defines fence regulations in the City of Sycamore. This provision limits the height of fences of any type in front yards to three (3) feet. The basis of the Dibblees’ appeal is that their yard uniquely has three front yards, as it is situated at the corner of Alma Street, South Fair Street, and West State Street. To conform to the City’s front yard setback requirements for fences of more than three feet, an allowable fence would literally bisect the rear yard lengthwise. In view of this odd circumstance, the Dibblees brought forth their request. They have proposed an attractive steel fence with a wrought iron appearance with two horizontal top rails, one horizontal bottom rail, and vertical

pickets three inches apart, much like historic fences of the early twentieth century (see attached).

The Zoning Board considered the variance request at their regular meeting of November 25. The Board determined, by a vote of 4-0, that the variance request did not meet the standards of hardship defined in Section 13.06, paragraph 5 of the Zoning Code. This section of the Zoning Code requires that no variances be granted unless all three of the following criteria can be met:

- (1) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by regulations governing the district in which it is located.
- (2) That the plight of the owner is due to unique circumstances.
- (3) That the variation, if granted, will not alter the essential character of the locality.

None of the Board members felt that the Dibblee request satisfied the first criteria. Zoning Officer Lyle Doty concurred with the Board.

The City Manager recommends the Council's concurrence with the Zoning Board decision.

The City Manager also recommends that the staff be directed to review our current fence regulations. The Council has heard two fence variances since early July, and in each case the petitioners have made some common sense appeals that nevertheless fail to meet the rigorous standards for a variance. This trend indicates a need for further review of the applicable local law. If the Council so directs, the staff will re-assess our local fence provisions and return with suggestions for the Council's review at a subsequent regular meeting.

12. RESOLUTIONS--None

13. CONSIDERATIONS

A. Consideration of a Presentation By the Sycamore Economic Development Commission, Featuring a Local Business.

The Sycamore Economic Development Commission hopes to work with the City Council by regularly featuring Sycamore businesses at each of our Council meetings. The idea stems from recent discussions by the Commission about ways to enhance the visibility of our local "success stories." In the past, the Commission members have focused on retention visits that bring the Commission members into contact with local business managers and owners, but do not provide any higher visibility to such businesses beyond the ranks of the Commission. With the Council's concurrence, the Commission would like to reserve about ten minutes on each meeting agenda for the next six months to introduce or re-introduce some of our local industrial and commercial enterprises to the Council and the general public.

The proposed format would involve about a five-minute presentation by a local business owner or manager, with about five minutes of questions and answers.

Businesses would be approached by Commission members to ascertain their interest. If willing, businesses would be invited to send a representative and to forward any background material they think the Council might find interesting. The Commission would appreciate the Council's willingness to try this approach for the next six months or so, after which the Council and the Commission would evaluate its value and impact. The presentations might be placed on the regular agenda under "Reports of Standing Committees."

To inaugurate this feature on the agenda, Alderman Pete Paulsen, who is the Council's liaison to the Commission, will introduce Dave Juday, chairman of Ideal Industries, who will briefly review the company's history and present prospects, and comment upon recent undertakings in the Sycamore Prairie Business Park.

B. Consideration of the Annual City Property Tax Levy.

At the regular City Council meeting on December 15, a public hearing on the corporate levy will be held. Based on the direction of the Council on November 17, the City Manager will prepare ordinances to increase the City levy to \$2,198,131. Along with the proposed Library levy of \$583,607, the corporate levy would total \$2,781,738, a 3% increase over the 2002 corporate levy of \$2,700,329. The tables below illustrate the impact of these recommendations:

Three Percent (3%) Increase in City Levy

	1999	2000	2001	2002	2003
Total Levy	1,934,593	1,973,285	2,032,484	2,134,108	2,198,131
Police Pension	73,200	77,600	87,300	152,883	169,045
Fire Pension	147,000	130,000	180,390	213,142	257,961
FICA/IMRF	189,000	205,000	220,000	247,500	275,000
Crossing Guards	20,000	20,000	20,000	20,000	20,000
General Operations	1,505,393	1,540,685	1,524,794	1,398,959	1,476,125
City-Wide EAV	172,022,591	185,519,631	201,706,953	216,389,113	235,000,000
City Tax Rate	1.1246	1.0648	1.0076	.98627	.93537

Resulting Impact on Single-Family Homeowner. The "Property EAV" is derived from the average price of all homes sold in Sycamore during the particular year.

	2000	2001	2002	2003
Property EAV	45,150	46,550	47,800	52,437 (+9.7%)
City Tax Rate	1.0648	1.0076	.98627	.93537
City Tax Bill	480.76	469.04	471.44	490.48

Overall Impact:

- Should result in a City tax rate decrease of 5%.
- Should result in an increase of \$19.00 in actual City taxes paid by the average homeowner who makes no substantial home improvements.

- Property taxes (minus the portion going directly to the Fire and Police Pension funds) would represent 21.3% of all budgeted FY2003-2004 General Fund expenditures (\$8,284,096). They presently represent 21.3%.
- Increase the monies available for general operations by \$77,166 (5.5%).
- Increase the General Fund's pension obligation from 29% to 32% of the overall property tax receipts.

The Library Levy:

Recent Library Levy History	1998-1999	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004
Operating & Insurance	\$387,980	\$407,324	\$428,930	\$458,603	\$526,501	\$537,185
FICA	\$19,254	\$19,853	\$22,438	\$22,621	\$23,438	\$25,930
IMRF	\$28,000	\$20,389	\$20,294	\$19,396	\$15,627	\$19,308
Audit	\$2,500	\$2,091	\$500	\$250	\$655	\$1,184
Total Library Levy	\$437,734 (+32.7%)	\$449,657 (+2.7%)	\$472,162 (+5%)	\$500,870 (+6%)	\$555,758 (+11%)	\$583,607 (+5%)
Library Rate	.2642 (+25%)	.2614 (-1.1%)	.2545 (-2.64%)	.2483 (-2.4%)	.25683 (+3.44%)	.24834 (-3.3%)

The impact of the proposed Library levy on the average single-family homeowner is shown below:

	1999	2000	2001	2002	2003
Library Levy	449,657	472,162	\$500,870	\$555,758	\$583,607
City-Wide EAV	172,022,591	185,519,631	201,706,953	216,389,113	235,000,000
Library Tax Rate	.2614	.2545	.2483	.25683	.24834
EAV of Average Home Sold in Sycamore	43,800	45,150	46,550	47,800	52,437
Library Tax Bill	114.49	114.91	115.58	122.77	130.22

No further Council action is requested prior to the public hearing on December 15.

C. Consideration of the Bids for the Remodeling of the Public Safety Building.

On Friday, November 21, bids were opened for some extensive remodeling of the Public Safety Building, formerly the Municipal Building. The scope of work included the following tasks:

1. Basement Remodeling Objectives.
 - a) Restroom/Shower Room. The existing restroom fixtures and selected partitions shall be removed to afford space for a new one-piece shower, new toilet, and new wall-hung sink.
 - b) Locker Rooms. Changing rooms for women and men will be afforded by the installation of new partitions.
 - c) Janitor's Closet. A new janitor's closet with slop sink will be created.
2. Lower Entry Remodeling Objectives.

- a) Restrooms. Improvements will be modest, but will include new floor-mounted, overhead-braced toilet compartments with baked enamel colored finish; new grab bars; toilet paper holders; soap dispensers; and a sanitary napkin dispenser in the women's restroom. The remodeling will also include new plumbing fixtures and a drop ceiling.
3. Main Entry Area.
- a) Restrooms. The restrooms will be remodeled to afford access to persons with disabilities. This work will include new accessible entry doors with passage locks, new accessible plumbing fixtures, toilet accessories, and a drop ceiling. The contractor will also investigate the source of an apparent vent stack odor leak in the chase between the restrooms.
 - b) HVAC. The wall air conditioning units in five office spaces will be removed, glazing repairs will be made, and new ductless, wall-hung air conditioning units will be installed. The new air units shall be comparable to Mitsubishi Electric's "P" series (Mr. Slim) commercial systems that are similar to units installed in motel rooms and in retrofit situations. The five office spaces include the Fire Chief's office, Fire Secretary's office, Fire department radio room, Investigations office, and Investigations Commander's office.
 - c) Corridor. The old ceiling will be removed and a new suspended ceiling with 2'x4' grid-type lamps, parabolic recessed, electronic ballasted, three-lamp style will be installed.
4. Second Floor Remodeling Objectives.
- a) General. Firefighters will continue to use the lounge, kitchen, and office during the remodeling project. Where possible, at least one stool and sink will be in operation in the firefighter restroom area at all times. The firefighter dormitory will move to the new office spaces off the second floor corridor prior to the commencement of work in the present dormitory area.
 - b) Firefighter Quarters and Restrooms. The Fire department's living quarters will be remodeled to afford new restrooms for men and women, and a new dormitory configuration.
 - c) Exercise Room/Offices. In the spaces vacated by the Engineering and Building departments, a new exercise room and a new office will be created.
 - d) Corridor Restrooms. The possible source of a vent stack odor leak will be investigated by opening the wall chase between the restrooms on the second floor corridor, and appropriate repairs will be made, if needed. In addition, new plumbing fixtures, toilet partitions, toilet accessories, and drop ceilings will be installed.
 - d) Corridor. The old ceiling will be removed and a new suspended ceiling with 2'x4' grid-type lamps, parabolic recessed, electronic ballasted, three-lamp style will be installed.
5. Roof. The approximately 5,420 square feet of built-up roofing over the second story of the Public Safety Building and approximately 2,250 square feet of built-up roofing over the Fire Department apparatus area (north roof) will be replaced.
6. HVAC—General. The roof-top units serving the Fire department living quarters, training room, and corridor offices will be replaced with new roof top units.

Four general contractors submitted bids. The bids are displayed in the table below:

Contractor	Attend Walk-Through?	Bid Security (\$50,000)?	Amount of Bid
Ringland-Johnson (Cherry Valley)	Yes	Yes	\$231,800
Irving Construction (DeKalb)	Yes	Yes	\$241,821
TASC Construction (Dixon)	Yes	Yes	\$249,000
Reitzel Construction (Rockford)	Yes	Yes	\$255,600

The lowest lump sum bid was submitted by Ringland-Johnson. According to the City’s local preference policy, a qualified local bidder must meet several criteria, including the employment of “year round staff” located at a business address in DeKalb County. In their submittal, Ringland-Johnson identified their local (i.e. County) office as 8255 W. Gurler Road, south of DeKalb. This address is the residence of a project manager hired earlier in the year, but may not qualify as a business address according to the spirit and the letter of the local preference policy (see the attached copy) and common practice. The City Manager will meet with the Ringland-Johnson representative, Greg Kladar, and the City Attorney, upon Mr. Kladar’s return from a vacation on Monday, December 1, to ascertain more information about the business conducted at the Gurler Road address, before making a recommendation regarding the lowest responsible local bidder.

When the 2002 Bond was approved in April, 2002 a number of public building repairs were anticipated, including about \$220,000 for new roofing, bathroom repairs, and an overhaul of the firefighter living quarters. The scope of work has expanded since then to include the ceiling repairs in the corridors and the air conditioning in the five main level offices. Given the expanded scope of the remodeling, the bid price was very reasonable. However, an additional \$11,800 is needed to finance the balance of the remodeling bid, plus a contingency of about 5% or about \$12,000. In all, about \$24,000 is needed to proceed with this project. The City Manager recommends the following financing package:

- \$220,000—Fund 24 (2002 Bond Fund)
- \$ 24,000—Fund 22 (UAL Fund)

Presently, Fund 22 has one claim against it in FY04: the local share of the Brownfield Grant authorized at the regular Council meeting of November 3. This claim will be in the range of about \$48,500. If no other claims are made against this fund in FY04, the fiscal year-end balance should be about \$410,070. The dedicated revenue source for this fund is the sales tax received from the United Aviation Fuel contract. The only other claim to this fund’s resources is the second and third phases of the South Avenue environmental clean-up, which will amount to an additional local share of about \$350,000-\$400,000 over the FY05 and FY06 fiscal years. In FY05 the new revenue will total \$367,200 (excluding interest) and in FY06 the new revenue will total \$374,544 (excluding interest). The proposed allocation of \$24,000 does not present a significant liability in light of these revenue projections.

D. Consideration of the Annual Sycamore Chamber of Commerce Report on Recent Tourism Activities.

The Sycamore Chamber Executive Director Rose Treml and the Discover Sycamore Coordinator Beth Helton will present a wrap on their joint efforts to attract and promote business in the 2003 calendar year. A copy of their report is attached, and will be the basis for their presentation.

E. Consideration of a Report From Assistant to the City Manager Brian Gregory on Recent Improvements to the City's Web Page.

Brian Gregory, Assistant to the City Manager, has devoted his considerable talent to a number of economic development projects in recent months. One tangible outcome has been a substantial improvement in the look of the City's web page and the information it provides. Brian will be on hand to provide a brief "show and tell" presentation on the City's internet presence.

14. APPOINTMENTS

15. ADJOURNMENT