



## DEKALB CITY COUNCIL AGENDA April 8, 2019

DeKalb Municipal Building  
City Council Chambers  
Second Floor  
200 S. Fourth Street  
DeKalb, Illinois 60115

### REGULAR CITY COUNCIL MEETING 6:00 P.M.

- A. CALL TO ORDER AND ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF THE AGENDA
- D. PUBLIC PARTICIPATION
- E. PRESENTATIONS

1. [Proclamation: Earth Day – April 22, 2019.](#)

City Manager's Summary: Earth Day was first celebrated on April 22, 1970 and is now recognized in 193 countries. It is an annual moment to remind us that expanding environmental education and climate literacy is vital to inform decision-making and protect future generations.

2. [Proclamation: Administrative Professionals Day – April 24, 2019.](#)

City Manager's Summary: This special day is likewise observed annually in workplaces around the world to recognize the important contributions of administrative personnel who support the highest accomplishments of our businesses, governments, and educational institutions.

3. [Proclamation: Arbor Day – April 26, 2019.](#)

City Manager's Summary: As the attached Proclamation states, this day was first observed in Nebraska in 1872 with the planting of more than one million trees. The City has celebrated this day for many decades and renews its commitment to the protection of the community's trees and the pleasure that healthy trees bring to us all.

**5. Family Service Agency FY2019 Human Services Funding Report by Community Program Director Erin Tamms.**

City Manager's Summary: Each agency that receives funding from the City for human services is required to provide an annual report to Council that describes the services they provide to the community. The Family Service Agency received \$10,500 in funding for the 2018 fiscal year and \$12,000 for the 2019 fiscal year.

**F. APPOINTMENTS**

None.

**G. CONSENT AGENDA**

1. [Minutes of the Regular City Council Meeting of March 11, 2019.](#)
2. [Minutes of the Committee of the Whole Meeting of March 25, 2019.](#)
3. [Minutes of the Regular City Council Meeting of March 25, 2019.](#)
4. [Minutes of the Special City Council Meeting of April 3, 2019.](#)
5. [Accounts Payable and Payroll through April 8, 2019 in the Amount of \\$2,482,883.61.](#)

**H. PUBLIC HEARINGS**

None.

**I. CONSIDERATIONS**

1. [Status Report on General Fund Reserve Projections.](#)

City Manager's Summary: Although the City's annual financial audit is not yet complete, more reliable estimates of the City's General Fund and General Fund reserve at the end of FY2018 have been identified in the past two weeks. The City Manager will bring forward some FY2018 and FY2019 Budget amendments once the current financial audit is completed. Such amendments will "true up" the FY2019 Budget to reflect the FY2018 audit as well as decisions made by the Mayor and Council since January 1, including management staffing reductions and the reduction of personnel costs associated with the previous commercial business inspection program.

The detailed spreadsheet attached to this Agenda is somewhat speculative but illustrates considerable progress toward reaching the Council's objective of a

reserve fund balance of 25% of the General Fund expenditures in FY2019. These *unaudited* numbers reveal the following:

- An expected FY2018 year-end General Fund deficit of \$795,261, and an FY2018 year-end General Fund budget reserve of **\$8,278,533**. This represents a reserve that is 22.64% of projected FY2018 General Fund expenditures, for a “gap” of \$861,451. This is less than the reserve shortfall of \$1,106,092 that was projected in December 2018.
- When FY2019 Budget amendments are presented to the Council, the City Manager will recommend a slight downward revision to the FY2019 General Fund revenue budget (from \$37,856,172 to \$37,820,172) but a more substantial downward revision to the General Fund expenditure budget (from \$36,952,172 to \$36,414,244). This would reflect the management reductions. If all revenues are received and every allocated dollar is spent in this revised outlook for FY2019, the General Fund will realize a \$1,405,928 year-end surplus for an FY2019 year-end General Fund reserve of **\$9,684,461** (\$8,278,533 plus \$1,405,928). Such a reserve would be 26.6% of total revised FY2019 expenditures.

This brighter fiscal news should be considered in the context of darker long-term trends (see the attached spreadsheet). The continuing rapid rise in pension obligations will catapult the General Fund in the wrong direction in less than two years, as the reserve balance falls again, with no prospect of further personnel cuts that do not reduce City services. By the time of the Council’s strategic planning retreat this summer, at which the Finance Advisory Board, our management team, and our collective bargaining units will presumably be represented, the FY2018 year-end numbers will be fully audited and FY2019 revenue and spending trends can be more reliably projected. At that time the longer-term fiscal trends will need to be tackled in earnest and with data-driven discussion that can lead to informed and collaborative decisions.

## J. RESOLUTIONS

1. **Resolution 2019-058 Authorizing an 18-Month Agreement Extension with Competitive Yard Worx for Citywide Landscape and Cul-de-Sac Maintenance from July 1, 2019 through December 31, 2020.**

City Manager’s Summary: Consideration of this resolution was postponed on March 25 at the City Manager’s request, so that the full scope of the proposed contract could be better presented. The attached memorandum from Assistant Public Works Director Bryan Faivre explains how the Public Works Department has employed Competitive Yard Worx (CYW) to assist with citywide landscape and cul-de-sac maintenance since 2016. Exhibit A shows the residential subdivisions with Special Service Areas (SSA’s 223, 224, and 234) that fund the contractor’s work. Exhibit B lists the City’s infrastructure that is maintained

by the contractor and funded by the General Fund through line items 100-30-32-61100 (Support Services) and 100-30-33-61100 (Street Division). The current agreement with CYW expires June 30, 2019 but the contract allows for an extension upon consent of both parties.

The Public Works staff have recommended an 18-month contract extension, from July 1, 2019 through December 31, 2020 (Exhibit C), for a not-to-exceed amount of \$40,000 (\$20,000 for FY19 and \$20,000 for FY20) to cover citywide landscape and cul-de-sac maintenance. The 18-month extension will align the agreement with the City's current fiscal year and approved budgeted amounts.

**City Council approval is recommended. [\(Click here for further information.\)](#)**

**2. Resolution 2019-062 Resolution 2019-062 Authorizing a Revised Social Services Agreement for University Village.**

City Manager's Summary: Dean Frieders and Joanne Rouse have collaborated on a background memorandum that details the recent history of the City's involvement with social service agencies working with the tenants of University Village, and the terms of a funding agreement, which is in need of amendment. The City Manager's summary is also detailed to provide useful background to a complicated process.

In 2015, the City of DeKalb approved a development agreement for University Village, converting the 534-unit residential rental complex from a legal, non-conforming use to a Planned Unit Development-Residential zoning designation that codified the existing density as a lawful zoning use. This activity enabled the property to be sold to Security Properties, which undertook a comprehensive renovation of the property, working to restore it to a safe and habitable condition.

The rezoning was part of a development agreement imposing a number of conditions relating to the redevelopment, all intended to improve the quality and safety of conditions at the property and in the surrounding areas. Among other things, that development agreement required the property owners to provide funding to initiate social service programs for residents of the Village. Under the requirements of the agreement, the owners provided initial funding of \$200,000, and are obligated to provide \$20,000 per year for a 15-year term (or a total of \$500,000).

In May of 2017, the City worked with the University Village Tenants Association, facilitators from Northern Illinois University, and University Village residents to develop a request for proposals (RFP) for social services to be funded by the donated contributions. That RFP was distributed in late May 2017, and while the proposals were received in a timely fashion the City Manager did not recommend a successful respondent until February of 2018. In March of 2018,

the City Council approved Resolution 2018-036 authorizing a funding agreement for University Village social services, with the Family Service Agency (FSA) serving as lead agency and fiscal agent. FSA proposed to provide services that included an on-site case worker, in partnership with 4C (Community Consolidated Child Care), Adventure Works, DeKalb County Community Gardens (DCCG), DeKalb County Health Department, the Illinois WorkNet Center and Kishwaukee College.

It was contemplated at that time that FSA would be able to provide certain services as an accredited case manager eligible to bill Medicaid for certain services. Shortly after starting the process, FSA learned that it was not able to bill Medicaid for the services, and the supplemental funding that they had anticipated relying upon was no longer available to support the full scope of services. As a result, in the fall of 2018 the Family Service Agency discontinued its services in support of the program. Some Services continued to be provided on site, largely through the efforts of Adventure Works and DeKalb County Community Gardens. In December 2018, Adventure Works and DCCG initiated discussions with City staff regarding the potential to amend the agreement to address this change in service delivery methods, lead agency, and fiscal agent. Those changes are now brought to the Council.

As outlined in the attached Collaborative Plan, Adventure Works would provide on-site resident support 15 hours per week for a cost of \$16,000 per year. They would also provide an Adventure University program at a cost of \$11,000 per year. In addition, they would serve as lead agency and fiscal agent at a cost of \$2,000 per year, plus \$2,108 for the purchase of a phone (\$800) and for payment of cell service costs (\$60 per month) and text message marketing costs (\$49 per month). Northern Illinois University would provide research assistance at a cost of \$2,500. Community Gardens would provide onsite gardening, food education, and community education with community grower events at a cost of \$14,000 per year. Kishwaukee College, Illinois WorkNet, 4C and DeKalb County Health Department would provide further supplemental services at no cost, for a total first-year cost of \$47,608 for 2019.

This item proposes approving that revised scope and authorizing a revised agreement with Adventure Works as lead agency and fiscal agent. This agreement would be for a one-year period, effective retroactively as of January 1, 2019 and concluding on December 31, 2019. A new agreement would need to be negotiated and executed for 2020.

In addition, authorization is sought to process partial invoice payments for services rendered by Adventure Works and DCCG during calendar year 2018, based upon their willingness to continue services even during the period when FSA was unable to serve as lead fiscal agent. This item would authorize a one-time payment for services rendered in 2018, in the estimated amount of \$30,500.

The entire funding for FY2018 and the proposed 2019 services would be drawn from the monies contributed by Security Partners. It is anticipated that the uncertain process of the past year will be settled to the benefit of the University Village residents by the proposed agreement, and that the annual allocation can be reduced in future years to about \$33,333 as the original agreement with Security Partners contemplated.

**City Council approval is recommended. ([Click here for further information.](#))**

- 3. Resolution 2019-063 Authorizing an Amendment to a Communications Site Lease Agreement with T-Mobile Central LLC for Two Hundred and Forty Additional Square Feet of Land for the Purpose of Installing a Generator and Supporting Equipment at the City's North Water Tower Located at 900 W. Dresser Road.**

City Manager's Summary: As the background memorandum from Bryan Faivre explains, T-Mobile Central LLC (T-Mobile) currently leases space for communication equipment on the City's north water tower located at 900 West Dresser Road. The original agreement was signed on February 10, 2005 and included 264 square feet of land at the base of the tower. The 20-year lease agreement produces a monthly income of \$2,166 (\$25,992 per year) and includes an annual escalator of three percent.

T-Mobile has requested an amendment to their current Communications Site Lease Agreement for two hundred and forty additional square feet of space for the purpose of installing a generator and supporting equipment. In exchange, T-Mobile has offered to pay an additional \$200 per month, or an increase of \$2,400 annually, compared to the existing agreement.

**City Council approval is recommended. ([Click here for further information.](#))**

- 4. Resolution 2019-064 Authorizing the City Manager to Submit a Letter of Intent to Participate in a Grant Opportunity with the Illinois Board of Higher Education to Fund Three Northern Illinois University Work Study Interns Between January 1, 2020 and August 31, 2020 and Commit to \$15,000 in the FY2020 Budget as Matching Funds.**

City Manager's Summary: Since 2017, the City has participated in a matching grant program funded by the Illinois Board of Higher Education through the cooperation of Northern Illinois University. The program provides up to 50 percent of the salaries for undergraduate interns. In FY2019, the City has budgeted \$15,000 for its match. Because the fiscal year for NIU and the State of Illinois runs from July 1 through June 30, the grant cycle for 2020 begins this year, and ahead of the time when the Council would normally make decisions about its FY2020 Budget.

This resolution would commit the Council to a \$15,000 match for NIU's FY2019-2020 fiscal year, to partially underwrite the work of three interns. The City match would be a claim on the FY2020 Budget.

The plan is to place one intern at the DeKalb Taylor Municipal Airport, another would work with the Community Development staff to gain experience in municipal planning and zoning, and the third would assist the Human Resources office. All three internships would provide valuable learning experiences and provide some needed placements in an area where such opportunities are limited.

**City Council approval is recommended. ([Click here for further information.](#))**

**5. Resolution 2019-065 Authorizing the Staffing of One Administrative Assistant Position and One Account Technician I Position.**

City Manager's Summary: The FY2019 Annual Budget Ordinance included a provision which prohibits the City Manager from filling certain vacancies without prior approval of the City Council for a period of six months. To fill current and pending vacancies, it is required that a resolution be brought before the City Council to review the operational need and budgetary impact of filling any particular vacancy. Several known vacancies will occur shortly. Those vacancies are as follows:

*Administrative Assistant – Fire Department*

Under its current structure, the department is staffed by one Administrative Analyst who fulfills all administrative support functions of the department. That role is presently filled by Traci Lemay, who has served the City well for more than 20 years. Traci recently provided written notice that she will retire on May 22, 2019. It is critical that this role be filled in a timely manner. The essential functions of this position include various duties related to ambulance billing and other revenue streams, purchasing, timekeeping, records management and assisting with the management of the department budget. The department's staffing was reduced in FY2019 with the elimination of a part-time Office Associate.

The FY2019 Annual Budget includes funding for wages in the amount of \$67,352, plus benefits. That funding is fully allocated to the General Fund. Assistant City Manager Ray Munch and the Human Resources staff undertook a careful evaluation of this position, which currently functions as a hybrid of an Administrative Assistant and a Management Analyst. Through that evaluation, it was determined that filling this position as an Administrative Assistant would meet the needs of the department while reducing costs. The posted starting salary range is \$48,138 - \$52,000. If approved, this would remain a full-time position with benefits.

### *Account Technician I – Finance Department*

The Finance Department is responsible for all aspects of the City's utility billing processes. This function is staffed by one full-time employee responsible for billing and account management functions and two part-time employees who assist with customer service at the front counter and over the phone. Currently, Patricia Hiland is assigned to the full-time position of Account Technician III to fulfill the utility billing function. After serving the City well for nearly 34 years, Patricia has notified management of her intent to retire on or about May 3, 2019. Utility billing, which includes water, sewer, and refuse service, accounts for one of the City's largest sources of revenue; therefore, it is critical that this position is filled in a timely manner. The Finance Department is already operating at historically low staffing levels and would be incapable of backfilling this position for any length of time.

The FY2019 Annual Budget includes funding for wages in the amount of \$62,749, plus benefits, which is at the top of the AFSCME pay scale for the position. Because this role serves an essential function directly related to the provision of water service, the position is fully funded by the Water Fund and has no impact on the General Fund. The Account Technician position is a three-tiered career ladder position in the AFSCME collective bargaining agreement. The incumbent employee has worked her way up to the highest level of that career ladder. The plan is to fill this position as an Account Technician I, at an entry-level pay of \$36,847. If approved, this would remain a collectively bargained, full-time position with benefits.

**City Council approval is recommended. ([Click here for further information.](#))**

**6. Resolution 2019-066 Authorizing an Architectural Improvement Program Economic Incentive Grant in the Amount of \$750 for the Property Located at 248 E. Lincoln Highway, DeKalb, Illinois (Chilton's Sporting Goods).**

City Manager's Summary: Stacy and Kirby Chilton have applied for \$1,500 Architectural improvement Program (AIP) grant. The AIP program is designed to enhance the marketing environment and promote quality investment in the City's TIF districts. Project applications are reviewed on a case-by-case basis and approved by the City Council, with maximum eligibility of \$25,000. There are three tiers of reimbursement for various building improvements, with the highest reimbursement going to owners pursuing ADA compliance and façade renovations (50% reimbursement); and lesser grants for minor capital improvements such as window and door replacement or tuckpointing (25% reimbursement), or deferred maintenance such as roof repair, gutter replacement, etc. (10% reimbursement).

The City Council budgeted \$50,000 for this program in the TIF #1 Fund in FY2019 and has already awarded an AIP grant of \$15,000 for Carlson Oak Apartments in FY2019. The Chilton's have applied for assistance to make their

main entrance ADA-compliant. They intend to replace an old, wooden patio door that serves their main entrance with a light-weight, metal-framed glass panel door and sidelight. Their request was for full funding of the \$1,500 project. However, the AIP program guidelines have a maximum reimbursement of 50% for ADA projects or, in this case, \$750.00. The Council may waive this guideline if it so chooses.

**City Council approval is recommended. ([Click here for further information.](#))**

## **K. ORDINANCES – SECOND READING**

**None.**

## **L. ORDINANCES – FIRST READING**

### **1. Ordinance 2019-032 Approving a Special Use Permit for an Amusement Establishment (Indoor Sports Simulation Facility) at 1500-1504 Sycamore Road.**

City Manager's Summary: On February 25, the Council approved Ordinance 2019-023 that amended the City's liquor code to allow for a new category of regulated liquor licenses: indoor sports simulation facilities. Jim Mason, owner of the property at 1500 Sycamore Road, has been working with the City's Principal Planner, Dan Olson, on the next step toward the development of an indoor sports simulation facility at his Sycamore Road property: the approval of a special use permit based on an acceptable building floor plan and site plan.

With special use permits the City can adopt conditions including requiring improvements to the property to bring it more into compliance with the City's Unified Development Ordinance (UDO).

The Planning and Zoning Commission held a public hearing regarding the petition at their meeting on March 20, 2019. By a vote of 5 to 1 (Commissioner Barbe was absent and Commission Klein voted no) the Commission recommended approval of a Special Use Permit for an "Amusement Establishment (Indoor Sport Simulation Facility)" with the following conditions:

1. The trash dumpster on the northern portion of the site shall be fully enclosed within 60 days after approval of the special use permit by the City Council.
2. Landscaping shall be added to the frontage along Sycamore Road to include seven shade trees (min. 2 ½" diameter trunk) and 56 shrubs to be installed within 60 days after approval of the special use permit by the City Council.

3. The number of required and provided parking spaces shall be documented on the site plan and submitted with any building permits required for the special use permit.

**City Council approval of the Planning and Zoning Commission recommendation, with conditions, is requested. ([Click here for further information.](#))**

2. **Ordinance 2019-033 Amending the FY2019 Budget and Authorizing the Purchase and Equipping of One Police Vehicle Based on the Illinois Central Management Services Contract Pricing in an Amount Not to Exceed \$55,000.**

City Manager's Summary: This item requires Council approval of a vehicle purchase from restitution funds, and a budget amendment.

#### *The Vehicle Purchase*

A 2008 Ford Crown Victoria, squad #306, (VIN: 2FAFP71VX8X176601) with 148,097 miles has reached the end of its serviceable life as a Police squad car. It can be utilized for parts to sustain similar vehicles still in service or ultimately be disposed of by being traded, auctioned, or transferred to another City of DeKalb department seeking a vehicle for lighter purposes. During its service life, the City has spent \$30,433.14 to maintain this 11-year-old police vehicle.

The Police Department requests the purchase of a 2019 Ford Police Utility All-Wheel Drive vehicle based on the pricing set by the Illinois Central Management Services (CMS) contract and the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative. Currently, the City has a commitment from Currie Motors Ford of Frankfort to match the Illinois Central Management Services contract #PSD4018503 and the NWMC Suburban Purchasing Cooperative bid for one 2019 Ford Police Utility All-Wheel Drive vehicle. Currie Motors has a stocked vehicle that meets the City of DeKalb Police specifications for patrol services. Working with this purchasing cooperative will enable the City to purchase the vehicle in the most cost-effective manner and with an immediate delivery date.

The price of the vehicle from Currie Motors is \$30,274, which includes options that exceed the CMS contract specs. The equipment necessary for outfitting includes items such as a mobile data browser, radio, emergency lighting, video camera system, and other accessories required for the vehicle build estimated at a cost of \$24,000. The total cost to purchase and equip the vehicle is estimated at \$55,000. The purchase of this vehicle, with options and equipment required, will not exceed \$55,000.

*The Budget Amendment*

This requested vehicle was not part of the 2019 adopted budget; therefore, a budget amendment revising the Capital Equipment Replacement Fund and General Fund is necessary. The funding for this purchase will be secured from the restricted fund balance associated with Police asset forfeitures. Use of these funds is limited by statute to qualifying law enforcement-related expenditures. The restricted balance currently totals \$80,864.03.

The necessary budget moves are described in the table below:

<b>General Fund</b>	<b>Account Number</b>	<b>Increase/ (Decrease)</b>	<b>Revised Budget</b>
Transfer to Capital Equipment Fund	100-55-00-91420	\$55,000	\$75,000
<b>Capital Equipment Replacement Fund</b>	<b>Account Number</b>	<b>Increase/ (Decrease)</b>	<b>Revised Budget</b>
Transfer from General Fund	420-00-00-39100	\$55,000	\$75,000
Vehicles	420-00-00-87000	\$55,000	\$55,000

**City Council approval of the vehicle purchase and the budget amendment noted above is recommended.** Because this item involves a budget amendment, it requires a 2/3 supermajority vote of the City Council. [Click here for further information.](#)

**M. REPORTS AND COMMUNICATIONS**

1. Council Member Reports
2. City Clerk Report
3. City Manager Report

**N. EXECUTIVE SESSION PURSUANT TO 5 ILCS (120/2)**

1. Approval to Hold an Executive Session to Discuss Personnel as Provided for in 5 ILCS (120/2)(c)(1).

**O. ADJOURNMENT**

[\*\*FULL AGENDA PACKET\*\*](#)