



# United City of Yorkville

800 Game Farm Road  
Yorkville, Illinois 60560  
Telephone: 630-553-4350  
[www.yorkville.il.us](http://www.yorkville.il.us)

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## NOTICE

I, Mayor Gary J. Golinski, call a Special City Council meeting on Saturday, October 14, 2017 at 9:00 a.m., pursuant to the Open Meetings Act (5 ILCS 120/). The agenda for this meeting shall include the following:

1. Call to Order
2. Roll Call
3. Establishment of Quorum
4. Citizen Comments
5. Business
  - a. Goal Setting Session
6. Adjournment

Dated this 5<sup>th</sup> day of October, 2017.

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Mayor Gary J. Golinski



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## **AGENDA SPECIAL CITY COUNCIL MEETING CITY CONFERENCE ROOM**

**9:00 a.m.**

**Saturday, October 14, 2017**

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1. Call to Order
2. Roll Call
3. Establishment of Quorum
4. Citizen Comments
5. Business
  - a. Goal Setting Session
6. Adjournment

## Goal Setting Outcomes 2017/2018

Goal	Priority	Votes	Staff	Committee(s)
Downtown Planning	1	81	Bart Olson & Krysti Barksdale-Noble	Economic Development
Southside Development	2	68	Bart Olson & Krysti Barksdale-Noble	Economic Development
Staffing	3	50	Bart Olson & Rob Fredrickson	Administration
Manufacturing and Industrial Development	4	38	Krysti Barksdale-Noble	Economic Development
Municipal Building Needs and Planning	5	34	Bart Olson, Rob Fredrickson, Rich Hart, Eric Dhuse	Administration, Public Safety, Public Works
Vehicle Replacement	6	30	Bart Olson, Rob Fredrickson, Rich Hart, Eric Dhuse	Administration, Public Safety, Public Works
Riverfront Development	7	28	Tim Evans & Scott Sleezer	Park Board
Water Planning	8	27	Brad Sanderson & Eric Dhuse	Public Works
Revenue Growth	9	24	Krysti Barksdale-Noble	Economic Development
Shared Services	9	24	Bart Olson	Administration
Capital Improvement Plan	11	20	Bart Olson, Rob Fredrickson, Krysti Barksdale-Noble, Rich Hart, Eric Dhuse	Administration, Economic Development, Public Safety, Public Works
Traffic Patrol	12	18	Rich Hart	Public Safety
Parks and Recreation Programming Building	12	18	Tim Evans	Park Board
Community Entrance Signage and Wayfinding	14	14	Krysti Barksdale-Noble	Economic Development
Water Conservation Plan	15	6	Brad Sanderson & Eric Dhuse	Public Works
Employee Salary Survey	16	5	Bart Olson	Administration
Modernize City Code	17	4	Bart Olson & Lisa Pickering	Administration
Automation and Technology	18	3	Bart Olson & Lisa Pickering	Administration
Public Relations and Outreach	19	2	Bart Olson	Administration
Strategic Planning	20	1	Bart Olson	Administration



# Memorandum

To: City Council  
From: Bart Olson, City Administrator  
CC:  
Date: October 5, 2017  
Subject: City Council Goals

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## **Summary**

Review of City Council goal status and action plans.

## **Background**

The City Council met in October 2016 to set goals for the upcoming year. The City Council decided on the goals by listing a variety of goals for the upcoming year, and then casting votes for priority rankings. Each alderman was allowed to vote for their top ten goals, using a simple 10-point scale for their five priorities (i.e. top priority received 10 points, second priority received 9 points, etc.). The list of goals is attached, ranked according to priority.

Past years' goal setting sessions have involved a review of the prior year's goals, a status on each goal, a brainstorming session on new goals, and a re-ranking of all goals. For this year's goal setting session, we propose a more thorough discussion of goal status and recommended action plans. We will still ask for discussion on new goals and re-ranking of all goals.

## **Recommendation**

Staff requests feedback on each action plan.

## **Goal 1: Downtown Planning**

The City has moved forward with a variety of projects related to Downtown Planning in the past year. As a prerequisite for the next big commercial redevelopment, the City has been pursuing extension of the existing TIF, the formation of a second downtown TIF, and has been completing other projects on an as-needed basis.

### Extension of Downtown TIF 1

The City's current Downtown TIF District was created in 2006 and expires in 2029. Due to the great recession, the TIF district has underperformed both due to underinvestment and lagging property values. The City has previously identified that this TIF district should be extended to 2041 through state legislation, and has notified the five required taxing entities for their consent of the TIF district extension. The City has already heard from Waubensee Community College district that their Board has reviewed the request and found it acceptable. City staff will be attending the Bristol Kendall Fire Protection District Board meeting on October 12<sup>th</sup> for a presentation to their board. City staff will be attending the Kendall Township Board meeting on October 17<sup>th</sup> for presentation to their board. City staff has been in touch with Kendall County and Yorkville School District but does not have a tentative board presentation date at this time. After all boards have consented to the extension, we would work with our state legislators to file a piece of legislation for the spring 2018 legislative session.

#### Proposed action plan

- a. Receive written acceptance from Waubensee Community College, expected by mid-October.
- b. Present to BKFPD board on October 12<sup>th</sup>, follow up as needed until written acceptance is received (estimated November).
- c. Present to Kendall Township board on October 17<sup>th</sup>, follow up as needed until written acceptance is received (estimated November).
- d. Present to Kendall County and Yorkville School District as requested by each board and follow up as needed until written acceptance is received (estimated December).
- e. Meet with state legislators to discuss TIF extension legislation in December 2017, for filing at the start of the spring 2018 legislative session. Expected approval of the legislation is May or June 2018.

## **Goal 1: Downtown Planning (continued from previous page)**

### Creation of Downtown TIF 2

The City is at the beginning stages of the creation of a second downtown TIF district. As of October 2017, one public meeting has been held and all required TIF reports and plans have been created. This TIF was discussed and initiated to both offset the negative equity for properties in Downtown TIF 1, and also to expand the geographic boundaries of the downtown TIF area. The first City Council vote on the formal TIF process is expected to occur at then November 10<sup>th</sup> City Council meeting.

#### Proposed action plan

- f. Conduct legally required public meeting on October 24, 2017.
- g. Approve ordinance in November 2017 setting joint review board meeting for December 2017 and the public hearing for January 2018.
- h. Conduct legally required public hearing in December 2017.
- i. Conduct legally required joint review board meeting in January 2018.
- j. Approve an ordinance deleting properties from Downtown TIF 1, in anticipation of inclusion in Downtown TIF 2, in January 2018.
- k. Approve final ordinances for Downtown TIF 2 in February 2018.

### Downtown Overlay District

The City Council reviewed and approved an RFP for selection of a Downtown Overlay District consultant at the September 12<sup>th</sup> City Council meeting. The Downtown Overlay District will assist the City in creating a City Code amendment which will address a streetscape master plan and form based code design elements. Both components will help the City advise prospective developers on what the City is looking for in downtown redevelopment, and will assist us in moving forward with a variety of City-initiated plans (pedestrian path connections, wayfinding signs, etc.).

#### Proposed action plan

- l. RFP for consultants closes October 2017.
- m. Staff analysis and interview of consultants in October 2017.
- n. Staff recommendation of contract award to the November EDC meeting.
- o. City Council contract award November 2017.
- p. Timeline for creation of overlay district dependent upon consultant, but deliverable expected by August 2018.

## **Goal 1: Downtown Planning (continued from previous page)**

### 102 E Van Emmon Acquisition

The City purchased the property at 102 E Van Emmon in spring 2017. The 3+ acre site contained a 14,000 square foot multi-level commercial building historically used as a bank. When the site was approved, the City Council expressed intent to develop the site as City Hall building at a time and cost to be determined at a later date. The City Council and staff discussed completing the building maintenance study before making any long term decisions on City Hall relocation or other property development.

In the meantime, the building was modestly improved to accommodate recreation programming, the grounds were put into regular rotation for upkeep, the City invested in the complete resurfacing of the parking lot to expand public parking opportunities in the downtown, and the building maintenance study has been completed. Presentation of the building maintenance study will occur in October 2017.

#### Proposed action plan

- q. Continue to operate recreation classes in the building until further notice.
- r. Presentation on the building maintenance study and recommendation on deferred maintenance at the October 2017 PW committee meeting.
- s. Consideration of a municipal facilities master plan in 2018.

### Parking Study

The City hired HR Green to complete a downtown parking study at the end of 2016. The study was completed and reviewed by the Economic Development Committee in early 2017. The study showed that the entire study area had a surplus of parking, that some blocks had a modest deficit, and that the entire study area had a deficit of ADA parking. The study recommended that the City would need to add another 1000 stalls by full buildout of the downtown. The City has been using the recommendations and block-by-block data to review development proposals and future land use acquisition. The next step in implementing these recommendations will involve the Downtown Overlay District Study. The consultant for that study will look at the aesthetics of parking in the downtown under the streetscape component, and will address parking requirements for future developments under the form-based codes component.

#### Proposed action plan

- t. Review bids on wayfinding signage, due at the end of October 2017. Select a vendor in November 2017. Install signs after manufacture in spring 2018.
- u. Implement recommendations from HR Green parking study, including changing required parking standards and identifying shared parking opportunities with other public and private organizations, through the Downtown Overlay District study which is expected to occur through the early part of 2018.

## **Goal 1: Downtown Planning (continued from previous page)**

### **Imperial Investments Master Agreement Amendment**

The City conducted multiple meetings with Imperial Investments in the past year to discuss their long-term plans for downtown redevelopment and the status of the TIF 1 extension and TIF 2 creation. Ultimately, Imperial Investments was the prime example for the difficulties of the great recession on Downtown TIF 1. Despite a willingness and ability to invest millions of dollars into the downtown, they hesitated to invest further until they knew the term of the TIF would be extended.

During the meetings, staff focused on inventorying all of the Imperial Investments owned properties and making sure that inducement resolutions and development plans were up to date. This resulted in a cleanup inducement resolution of dozens of properties in January 2017, and another inducement resolution to add properties in July 2017. With these properties now eligible for TIF incentives at a later date, the City and Imperial Investments are ready to act on a master TIF agreement amendment after TIF 1 is extended and TIF 2 is created.

#### **Proposed action plan**

- v. Meet with Imperial Investments representatives on an as needed basis as they acquire properties.
- w. Meet with Imperial Investments on their long-term development plans after TIF 1 is extended and TIF 2 is created.

### **Well 3 Building**

Well 3 was older, low capacity water well in the downtown near the West Alley. The well malfunctioned at the end of 2016 and the City chose not to decommission the well in 2017. With the well properly capped and decommissioned, the City will need to decommission a raw water main connected to the well. This work is in the budget already and should be completed in FY 19. After the raw water main work is completed, the building could be demolished and the property repurposed. In the past, Imperial Investments has expressed interest in the property since it owns the majority of the surrounding property. City staff's proposal would be to discuss the property with Imperial Investments and if they are interested in selling the property to go out to public sale of the property. If Imperial Investments is not interested in acquiring the property, the City should look to repurpose the building or property.

#### **Proposed action plan**

- x. Meet with Imperial Investments representatives in November 2017 to determine their interest in the long term use of the property.
  - i. If they are interested, put the property out for public bids after the raw water main work is complete in FY 19.
  - ii. If they are not interested, staff will make a recommendation on the long-term use of the property in December 2017.



## **Goal 1: Downtown Planning (continued from previous page)**

### Riverfront Park Cleanup

The City was awarded an OSLAD grant for redevelopment of Riverfront Park in 2013. During playground installation in fall 2016, staff encountered a foul odor during excavation for the footings, and ceased installation. Subsequent testing confirmed the presence of pollution, and staff spent the next several months doing supplemental testing and studying remediation options.

In June 2017, the City Council approved a bid to conduct full scale excavation of the polluted soil, installation of a vapor barrier, and reinstallation of clean fill. As of September 2017, the remediation work is substantially complete. Playground installation is still under consideration but is expected to be complete by May 1.

#### Proposed action plan

- y. No further action needed on remediation.

### Heustis St Property Cleanup

The City has cited the property owner of 206 Heustis St over 100 times for over \$84,000 in fines over the past four years. The state legislature gave municipalities new authority in 2016 to proceed with site cleanup without going through the circuit court system, and the City used this authority to proceed to secondary citation and remediation orders at the City's Administrative Adjudication program. The City proceeded with a comprehensive site remediation RFP in June 2017 and awarded a contract for fence reconstruction and site cleanup in July 2017. During the period after the City Council meeting and before contract execution by the vendor, the property owner expressed through a third party a willingness to perform voluntary cleanup on the site. As a result, staff has held off on contract execution while the property owner and the third party discuss logistics for the cleanup. At time of this memo, we expect the cleanup proposal to be submitted prior to the City's goal setting meeting.

#### Proposed action plan

- z. Voluntary cleanup proposal expected by mid-October. Review by staff will occur immediately after receipt. City Council action pending review.
  - i. If the cleanup proposal does not materialize, staff would authorize the selected contractor to proceed with the contract. Fence manufacturing typically takes 3-4 weeks and installation would be dependent upon contractor availability and weather.

## **Goal 1: Downtown Planning (continued from previous page)**

### East and West Alley Sidewalk and Railings

The City undertook two rounds of bids for sidewalk and railing work along East and West Van Emmon, near the east and west alleys, respectively. Both rounds of bids failed to produce a responsible bidder. The City staff intends to break this project into two smaller projects – first completing the sidewalk work through a quote process or in-house, then bidding the railing/fencing work out to fence contractors.

#### Proposed action plan

- aa. Conduct a quote-based vendor selection process at the staff level for sidewalk work near the east and west alleys. If prices are favorable, authorize the work. If prices are not favorable, complete the work in house. Completion date depends on decision to in-house vs. outsource and contractor availability. We estimate there is a less than 50% chance the work is complete in 2017, and more than 50% chance the work occurs in spring 2018.
- bb. Bid out the railing/fence component after the sidewalk is complete. Project would go out to RFP in spring 2018 and work would be complete in Spring/Summer 2018, pending contractor availability.

### Signage RFP

In the Comprehensive Plan Update, there are examples of potential wayfinding and directional signage packages the City could use in the downtown. City staff is in the process of the RFP for the wayfinding signs including: non-illuminated single sided pole mounted vehicular directional signs indicating locations of amenities in the downtown; non-illuminated single-sided pole mounted vehicular identification signs of the downtown area; double sided ground mounted pedestrian information kiosks; directional public parking sign; and single-sided ground mounted pedestrian information kiosks.

#### Proposed action plan

- cc. The signage RFP is currently open and is due on October 27, 2017
- dd. Staff will present the results to a committee by the end of 2017.
- ee. Approval of signage within the budget will take place and installation will be complete by Spring 2018

## **Goal 1: Downtown Planning (continued from previous page)**

### Courthouse Hill Landscaping

As part of the recently adopted Comprehensive Plan Update, one of the primary goals identified by staff, the public during the civic engagement workshops, and the City Council was to enhance the visual appearance, functionality and pedestrian environment of Downtown Yorkville. To accomplish this, the Comprehensive Plan Update provided several short term (1-2 years) planning implementation strategies for policy making which includes facilitating investments in streetscape and pedestrian environments through pro-active efforts led by the City.

In April/May 2016, City staff engaged HR Green to prepare a downtown landscape plan that beautifies and improves the visual character of the corridor along IL Route 47 in the downtown to soften the expanse of roadway, create a pedestrian scale experience of greenery and ultimately contributes to an overall sense of place when entering Downtown Yorkville.

The area proposed for this landscape feature is the approximately 75 'wide, 560' long and 20' tall embankment slope on the west side of IL Route 47/Bridge Street located between Van Emmon and Fox Streets. The final proposed concept plan prepared by HR Green, includes a meandering dry creek bed parallel to IL Route 47 flanked by pockets of perennial and/or annual plants for year round color. The dry creek undulations mimic the drainage pattern and swale that currently exists. The most prominent detail of the plan is the great retaining wall/sign feature (3.5' tall by 35' length) facing IL Route 47 constructed of a limestone veneer with 18"-24" individually mounted letters which reads "YORKVILLE". Clusters of plantings near the base of the wall sign will again enhance year round interest and small stature flowering trees will provide a sophisticated backdrop. Other amenities offered as part of the proposed landscape plan is a scenic overlook in the northwest corner with a pergola structure, benches and fence details which match other decorative fencing in the City along the river walk for continuity and to create a sense of place. The estimated cost was over \$566,000 for the project. Staff is actively engaged in finding ways to fund this project, including ITEP grant funding.

#### Proposed action plan

- ff. Apply for ITEP funds to be used to complete the project in December 2017.
- gg. If funding under ITEP is not available, study individual components of the plan and implement them as the budget allows over the next few years.

## **Goal 1: Downtown Planning (continued from previous page)**

### Sidewalk and Parklet Cafés

The City was approached by a downtown business owner seeking options to enhance the experience of their patrons by offering outdoor seating and food/beverage service adjacent to their establishment within the public sidewalk. Such uses contribute to a vibrant urban atmosphere and enhance Yorkville's downtown streetscape into a more dynamic place to walk, socialize and dine. Staff has proposed a text amendment to the Zoning Ordinance to permit such uses within the public sidewalk and public right-of-way and an amendment to the City's Liquor Ordinance to identify outdoor café license as a separate liquor class category to complement the new use. City staff intends to present the text amendments to the City Council in late October after Planning and Zoning Commission and Public Safety Committee review.

#### Proposed action plan

- hh. Public Safety Committee Review on October 5, 2017 regarding the proposed Liquor Code amendment.
- ii. Planning and Zoning Commission public hearing on October 18, 2017 to consider the proposed text amendment.
- jj. Development of Permit Application and supplemental materials to be uploaded on the City's website.

## **Goal 2: Southside Development**

### Grocery Stores

The primary focus of redevelopment efforts on the southside of Yorkville has been to attract a grocery store. While this goal first showed up before Route 47 expansion was completed through the middle of town and traffic patterns and travel times have improved since its completion, residents on the south side still ask for a grocery store more than any other piece of development. In the past few years, the City has engaged a consultant to do a retail study for the south side, has had that consultant conduct cold calls and other grocery recruitment efforts, and has tasked City staff and the City's main economic development consultant Lynn Dubajic with attracting a grocery developer – none of which have been successful. The City staff has had serious consideration from two regional chains, both of which were approached with the offer of free land or a sales tax incentive agreement worth several hundred thousand dollars. One of those two chains declined to move forward because they didn't see a large enough population base in the immediate area, and one of which declined to move forward after the State of Illinois considered raising the minimum wage to \$15/hour. A third regional grocer gave us serious but modest consideration internally, and concluded they would consider the City if we could give them free land or a large incentive agreement for property north of Route 34.

City staff has attended the International Council of Shopping Centers shows in Nevada for the past two years, in hopes that a national retailer would look to expand in our area. The conference is helpful for trying to connect to both retailers and property developers. As of mid-2017, Aldi was the only national brand considering expansion in our market and they had notified our consultants they would not put a second store in Yorkville for the foreseeable future. In late 2017, City staff had heard that Aldi's main budget competitor in Europe, Lidl, would be considering expansion in the Midwest in 2018. We have since reached out to them through our economic development consultant and a local property developer.

Given that the majority of national and regional grocers have declined interest in the southside of Yorkville, we have focused on orderly, strong residential growth through the BUILD program and other subdivision-specific agreements as developers approach us.

#### **Proposed action plan**

- kk. Approve a 2018 extension to the BUILD program by the end of 2017.
- ll. Follow up with Lidl over the next several months both through Ms. Dubajic and our local developers.
- mm. Continue to seek out smaller, local grocers who may be willing to do a store with a small footprint.

## **Goal 2: Southside Development (continued from previous page)**

### Gas Station lot near Dunkin Donuts

The City Council approved a special use and incentive agreement for a gas station within the Fountainview Development in 2015. The incentive agreement required the subdivision developer, Hari Development Yorkville, LLC, to commence construction of a gas station on the property before December 31, 2018 and to complete construction by December 2019. In the event that those deadlines are not met, the sales tax incentive agreement allows for a reduction in the total incentive. To date, the City has received passing interest from two gas station chains, both of which were forwarded along to Hari Development for discussion.

#### Proposed action plan

- nn. No action proposed at this time. Staff will continue to work with Hari Development to attract a user.

### Residential Development Status

The City has been successful in the past few years with jump starting the Windett Ridge, Prestwick, and Country Hills subdivisions. Raintree Village saw an amended annexation agreement a few years ago that addressed the SSA payments made by residents in the underdeveloped half of the subdivision. City staff has been in contact with interested residential developers about the Raintree Village subdivision, but talks between those developers and the landowners have not progressed due to the SSA burden. City staff has been in contact with the bondholders for the SSA, to discuss various options to reduce the SSA burden or to find other buyers – to limited success. If a developer approached the City who had come to an understanding with the existing subdivision owner and/or bondholders, the City would be open to amending the annexation agreement and negotiating concessions in the same manner as the other subdivisions in the surrounding area. In the meantime, the City should continue to focus on making residential development as strong as possible.

#### Proposed action plan

- oo. Approve a 2018 extension to the BUILD program by the end of 2017.

### **Goal 3: Staffing**

The City's staff level is near the 2005 figures at 76 full-time employees, and down from the prerecession highs of around 100 employees. The specific goal involved looking at ways to increase our staffing levels to meet service demands. However, funding levels have not allowed the City to hire additional full-time staff in many departments, as requested by the department heads. Staff will continue to evaluate positions needed during the FY 19 budget process, and proposes to create a 5 year staffing plan based on demand for services. This 5 year staffing plan would be a report that would be reviewed by City Council without regards to funding, and would be used as a baseline for the municipal facilities master plan space needs component. The goal is to present the 5-year staffing plan to the City Council by the end of 2018.

#### **Proposed action plan**

- pp. 5-year staffing needs plan to be completed in-house based on demand for service per department by the end of 2018.

#### **Goal 4: Manufacturing and Industrial**

The City has made several steps forward with positive recruitment in manufacturing and industrial development. Some of those steps include the approval of the Enterprise Zone for the Eldamain project area for the ADM project. While the City was not successful in landing the ADM project, the discussions we had involving infrastructure with Nicor, ComEd, BNSF, and the City's water and sewer extensions will be useful for the next prospective candidate. As a reminder, the cost estimates to extend water and sewer service to the site are attached. In short, we discovered that even a large user like ADM, who would have been the City's largest water user by far, would not have generated enough water revenue to singularly justify a water extension. The City would have been forced to either secure other development in the area, or would have had to build the infrastructure and hoped further developer would come at a later date.

One of the tangents of the BNSF discussions of the ADM project was explored fully when Assistant Administrator Willrett joined the City last year. She had previous knowledge of BNSF's Site Certification process. Since last year, she has been investigating how the City could be eligible for the BNSF Site Certification process. This process allows the future industrial/manufacturing area to be set-up for future BNSF service and spurs with approvals already on the rail.

Finally, our discovery of the enterprise zone process through UIRVDA continues to produce benefits. Economic Development Director Lynn Dubajic and City staff have met with other commercial and industrial entities, including Wrigley, about utilizing the UIRVDA enterprise zone should they expand.

##### **Proposed action plan**

- qq. Continue with the information gathering on the BNSF Site Certification process. The next steps include meeting with BNSF officials and submitting an application for the Eldamain and Wrigley sites. These next steps would expect to occur over the next 12 months, and the BNSF Site Certification process, should we be approved, would take 1-2 years to complete.
- rr. Market the Eldamain Road Project area. This could involve a special meeting of stakeholders in the area of owners and interested developers to call out the needs and challenges of developing in this location, including a presentation of the utility expansion plan uncovered by the ADM project. Staff will research low interest loans and fully evaluate funding options to create a plan to extend public services to this area. We would expect to meet with property owners in the next 3-6 months and produce a report on funding options to the City Council in the same timeframe.
- ss. Meet with interested developers on an as needed basis to discuss the enterprise zone process.



## **Goal 5: Municipal Building Needs and Planning**

### 102 E Van Emmon Acquisition (repeated from the Downtown Planning goal)

The City purchased the property at 102 E Van Emmon in spring 2017. The 3+ acre site contained a 14,000 square foot multi-level commercial building historically used as a bank. When the site was approved, the City Council expressed intent to develop the site as City Hall building at a time and cost to be determined at a later date. The City Council and staff discussed completing the building maintenance study before making any long term decisions on City Hall relocation or other property development.

In the meantime, the building was modestly improved to accommodate recreation programming, the grounds were put into regular rotation for upkeep, the City invested in the complete resurfacing of the parking lot to expand public parking opportunities in the downtown, and the building maintenance study has been completed. Presentation of the building maintenance study will occur in October 2017.

#### Proposed action plan

- tt. Continue to operate recreation classes in the building until further notice.
- uu. Presentation on the building maintenance study and recommendation on deferred maintenance at the October 2017 PW committee meeting.
- vv. Consideration of a municipal facilities master plan in 2018.

### 609 N Bridge St Acquisition

The City purchased the property at 609 N Bridge St in spring 2017. The 1+ acre site that contains a 2,400 square foot home built in the early 1900s with a detached garage. The property fronts Route 47 and is adjacent to the City's 610 Tower Lane Public Works Facility. When the site was approved, the City Council expressed intent to develop the site as an extension of the existing 610 Tower Lane facility. The City Council and staff discussed completing the building maintenance study before making any long term decisions on the 610 Tower Lane facility or a site expansion.

In the meantime, the detached garage is in disrepair and has no long term use. City staff plans on demolishing the detached garage in the near future, as time allows. Presentation of the building maintenance study will occur in October 2017.

#### Proposed action plan

- ww. Presentation on the building maintenance study at the October 2017 PW committee meeting.
- xx. Consideration of a municipal facilities master plan in 2018.

## **Goal 5: Municipal Building Needs and Planning (continued from previous page)**

### **Building Maintenance Study (completed by EMG)**

The City Council approved a contract with EMG for a building maintenance study in March 2017. The study was conducted through spring and summer 2017, and surfaced in draft form at the September Administration and Public Works committee meetings. Summary presentations and recommendations will occur at the October 2017 committee meetings including how to read the reports, an in-depth dive of an easy and more complex report, some early recommendations on long-term use of the City Hall, Public Works Tower Lane, Beecher Center, ARC Building, 102 E Van Emmon, Old Jail, and Parks Wolf St facility. Recommendations will be high level and will revolve around a simple question of whether the City should continue to put money into both deferred and normal maintenance in the near future, or should explore different uses for the buildings and property.

#### **Proposed action plan**

- yy. Presentation on the building maintenance study at the October 2017 Public Works and Administration committee meeting, including early recommendations on long-term use of the properties listed above.
- zz. Selection of maintenance projects for buildings and properties that will remain in City use for the FY 19 budget proposal, expected to be released in February 2018.

## **Goal 5: Municipal Building Needs and Planning (continued from previous page)**

### Municipal Facilities Master Plan

The City last discussed a municipal facilities master plan and space needs analysis in 2006, when it hired an architecture firm to address space needs for long-term staffing levels and provide cost estimates for a new City Hall, Police Station, Public Works Facility, Recreation Center, and Senior Center. These cost estimates were used to provide justification for the City's municipal building impact fee, which rose from \$150 to \$5,509 at the time. The City has since revised the municipal building impact fee to under \$2,000.

The City Council had discussed doing a municipal facilities master plan during last year's goal setting session, and City staff agrees that this project should be undertaken now that the building maintenance study should be completed. We would expect the plan to be similarly scoped as it was in 2006 (a space needs analysis based on long-term staffing levels and cost estimates for multiple City buildings) but there may be value in also looking at concept plans for the development of the 102 E Van Emmon property, the 610 Tower Lane property, and the Parks Department Wolf Street facility. Each of these properties is expected to remain in permanent use by the City, and each has vacant property to be discussed for planning. These concept plans can be used for site-specific development, as opposed to the Police Station and Recreation Center, which would likely be greenfield development.

#### Proposed action plan

- aaa. Complete the five-year staffing study referenced in Goal 3 in 2018.
- bbb. Complete RFP for consultant for municipal facilities master plan in 2018, partially overlapping the deadline for the five-year staffing study (i.e. five year staffing study is finished in time for presentation to consultant).
- ccc. Complete municipal facilities master plan by end of 2018.

## **Goal 6: Vehicle Replacement**

### Annual Reactionary Purchase Decisions

Until the City can show five years of budget stability, we recommend reassessing available funding for vehicle purchases every year at audit completion. In 2016, the City was able to recommend purchase of four police cars instead of one, due to the positive budget performance of FY 16. Since vehicle purchases are a one-time expense, they are an optimal use of leftover funds at the end of the fiscal year.

#### Proposed action plan

ddd. Continue to update the 20+ year vehicle and equipment replacement schedule on an annual basis.

eee. Use pieces of any unexpected budgetary surplus each Fall to progress on vehicle replacement.

### Managed Maintenance Agreement

While the City makes progress on vehicle replacement, we recommend entering into a managed maintenance agreement with one or more area repair shops. This initiative was originally explored by the Parks Superintendent a few years ago, and is something the City's Purchasing Manager could complete now to both reduce costs when preventative maintenance and repairs are needed, but also to guarantee immediate service turnaround. This agreement would likely follow an RFP model, where we would ask area vehicle maintenance shops to bid on guaranteed rates and service times for different vehicle work.

#### Proposed action plan

fff. Task the City's Purchasing Manager with securing a managed maintenance agreement with an area vendor through the most effective means she sees fit. Expected turnaround would be spring 2018.

## **Goal 7: Riverfront Development**

### Riverfront Park Cleanup and Development (slightly modified from Downtown Planning above)

The City was awarded an OSLAD grant for redevelopment of Riverfront Park in 2013. During playground installation in fall 2016, staff encountered a foul odor during excavation for the footings, and ceased installation. Subsequent testing confirmed the presence of pollution, and staff spent the next several months doing supplemental testing and studying remediation options.

In June 2017, the City Council approved a bid to conduct full scale excavation of the polluted soil, installation of a vapor barrier, and reinstallation of clean fill. As of September 2017, the remediation work is substantially complete. Playground installation is still under consideration but is expected to be complete by May 1, 2018.

In August 2017, the City Council approved a bid from S&K Excavating to complete construction of the fishing pier and canoe/kayak launch. This work is expected to occur in fall 2017. Remaining completion of the park improvement, including yet-unfunded paving of the main parking lot behind the Yak Shack, will occur throughout 2018, pending budget review and approval.

#### Proposed action plan

- ggg. No further action needed on remediation.
- hhh. Playground installation will be discussed as a partial, in-house project in 2017 pending favorable weather, or a community park build for spring 2018. We expect that decision to be made by staff in November or December.
- iii. The FY 19 budget proposal will be released in February 2018, which is expected to contain a request for paving of the parking lot behind the Yak Shack (not included in the original grant application). Discussion and approval of said budget request will occur in spring 2018.

### 104 N Bridge St Redevelopment

The City received an application for rezoning and a variance on the residential property immediately north of the Fox River and east of Route 47 in September 2017. The developer is a successful restaurateur (Fishermen's Inn) and business owner (Encap) who has sought to partner with the City for further development and use of the Clark Park (adjacent to the 104 N Bridge property). City staff is discussing a public private partnership to memorialize the development of the two properties to benefit the public and enhance the use of the 104 N Bridge property. The proposal has been discussed at the October Economic Development Committee meeting.

#### Proposed action plan

- jjj. Discuss the rezoning and variance petition at the Planning and Zoning Commission and City Council meetings in October 2017.
- lll. Discuss the development agreement and public private partnership in front of multiple City meetings in November 2017.

## **Goal 8: Water Planning**

In the past few years, the City has undertaken a comprehensive study of its entire water system, and a joint study with Oswego and Montgomery for subregional water supply, including the creation of an Oswego-Montgomery-Yorkville (OMY) Fox River water plant. All three cities have continued to do their due diligence on the deep water aquifer levels and alternative, non-shared water supply options. Most recently, Oswego and Yorkville hired AECOM, engineer for Bartlett's connection to the DuPage Water Commission system, to study the feasibility of bringing Lake Michigan water to Oswego and Yorkville via the existing DuPage Water Commission system. That study has been presented in first draft to staff. Comments are due back the week of this memo creation, and we expect to present the study and its findings to both communities by the start of 2018.

After the DuPage Water Commission connection is vetted, the cities will have a better idea whether to pursue the joint OMY Plant or to begin negotiations with the DuPage Water Commission for connection to their system.

### **Proposed action plan**

- mmm. Staff presentation of the AECOM-DuPage report to the Public Works Committee, currently estimated for December 2017. Discussion and direction by the committee and City Council in the following few months.
- nnn. The FY 19 budget proposal will be released in February 2018, which will include components within the water fund for governance study and land acquisition for the joint OMY Plant.
  - i. To the extent the OMY Plant is abandoned in favor of the DuPage option, we would reprogram that money for other purposes.
- ooo. Begin discussions on next steps for either the OMY Plant or DuPage option by summer 2018.

## **Goal 9: (tied) Revenue Growth**

At time of last year's goal setting session, the City was pursuing home rule status through referendum. That public question was narrowly defeated, and thus the City's flexibility in completing new revenue sources continues to be limited. Revenue growth on the whole continues to be strong, both due to the strengthening local economy and the high growth seen in the residential developments around town.

In the FY 18 budget memo, the staff proposed a modest increase in the liquor license fees to both raise revenue to match the cost of providing liquor license compliance and to fall in line with surrounding municipalities. Those recommendations are in front of the Public Safety Committee for the October meeting.

In the past year, the City staff has also proposed a vacant property registry which would both provide the staff with new authority to deal with vacant property issues and raise revenue. That proposal was rejected by the City Council.

One of the concerns the City Council has expressed regarding revenue in the utility funds is the ongoing cost of the BUILD program. An extension of the BUILD program was discussed at the October EDC meeting, where the committee recommended an extension of the program into 2018 but at a capped amount of 30 building permits. Assuming building permit figures for 2018 will not be impacted by this decision, it should result in increased revenue in both the water and sewer utility fund.

For the second year in a row, the City Council will be presented with the option to raise property taxes by an inflationary amount in November and December 2017, for property taxes paid in 2018. Last year was the first year where non-abated property taxes had been zeroed out, and the City could have levied an inflationary increase; ultimately the City chose to keep the levy amount flat. This year, the City will be faced with the same decision with the only difference being the City's previous communications on a multi-year property tax decrease never went beyond 2017. The staff recommendation on tax levy will be to recommend setting the estimate at an inflated level, and decide in the next few months the actual levy amount. Staff thinks it is reasonable to collect the amount related to new construction and hold the line on the inflationary increase this year.

### **Proposed action plan**

- ppp. Continue to promote residential growth throughout the City through negotiation of annexation agreement amendments as developers approach the City with new proposals.
- qqq. Consider the liquor license fee increases as presented to the Public Safety Committee in October 2017.
- rrr. Proposal to end the BUILD program in 2018, with a capped amount of 30 BUILD permits. Present a report to the City Council 3-6 months after the end of the program to see if new housing starts have been impacted by that decision.
- sss. Discuss the 2017 tax levy (for property taxes paid in 2018) by the end of 2017.

## **Goal 9: (tied) Shared Services**

Since the release of the CMAP Shared Services Study, staff has been working diligently with Oswego and Montgomery to identify areas in which we can feasibly join efforts to be both more effective and efficient at delivering services. A few projects completed include: an Intergovernmental Agreement for Public Works services; hiring of Annie Callahan, Purchasing Manager, with Oswego; Intergovernmental Agreement for IT Services with Oswego; Intergovernmental Agreement for the IT consortium; Intergovernmental Agreement for Building Inspector Services with Oswego and Kendall County; and the Intergovernmental Agreement and the Water Study with Montgomery and Oswego.

### **Proposed action plan**

- ttt. Continue to conduct semi-annual meetings with Oswego and Montgomery staff to identify shared service opportunities.
- uuu. Consideration of the intergovernmental agreement to hire a joint property maintenance manager with Oswego in 2017. Expected hire date in summer 2018.
- vvv. Consideration of a shared services agreement for Administrative and FOIA services with Oswego and Montgomery in 2017. Details forthcoming.
- www. Continue to participate in the GovIT consortium.
- yyy. Present a cost savings and project report from the Purchasing Manager in the FY 19 budget proposal.



## **Goal 11: Capital Improvement Planning**

The City has reviewed its 10+ year capital improvement plan every fall, in advance of the five year budget proposal rollout in spring of the following year. The City has made significant progress in funding many of the previously unfunded capital projects within this plan. In past years, we have discussed the expansion of the Capital Improvement Plan to include “project profiles”. These profiles would include items such as a description, location, and estimated cost. This is something that would contribute to us receiving GFOA’s Distinguished Budget Presentation Award.

### **Proposed action plan**

- zzz. Expand Capital Improvement Plan report to include more details by end of 2018

## **Goal 12: (tied) Traffic Patrol**

Traffic Patrol relates closely with the overall staffing goal. It is the intent to increase staffing levels to meet service demands. The Police Department has several ways of calculating an accurate staffing level need based on populations, number of calls, severity of calls, etc. Depending on staffing levels, the Police Department may be able to have a dedicated traffic unit and/or take advantage of technology advances.

### **Proposed action plan**

- aaaa. Assess budgetary performance in fall 2017 to see if any officers can be hired in FY 18. Continue to reassess budgetary performance every year.
- bbbb. Research and discuss automatic, moveable, pole-mounted speed signs.

## **Goal 12: (tied) Parks and Recreation Programming Building**

The City sold a portion of the Bristol Bay regional park property to Elevation Investments LLC in fall 2016. The revenue from the sale of this property has been parked in the City-wide capital fund as a fund balance earmarked for the use of the Parks and Recreation Department. The Park Board has been discussing the construction of a small, standalone multi-room recreation programming building for the past year, and ended their discussion of that matter last year by formally recommending that the City match the \$250,000 from Parks and Recreation and build a standalone facility worth \$500,000. Due to budget pressures, the City has not adopted that recommendation.

Since the sale of a portion of the Bristol Bay regional park property, the City has acquired the 102 E Van Emmon property, which is being branded as the Van Emmon Activity Center for the time being. Because the facility had previously been operated as a cross-fit type gym and the owner left us with some recreation-appropriate flooring, the City decided to operate the facility as a recreation programming space while ultimate use of the property was being considered. This temporary use has greatly relieved the pressure on Parks and Recreation for programming space.

Earlier in this memo, the City staff has recommended to move forward with a municipal facilities master plan. We think the discussion over a Parks and Recreation programming building would benefit from looking at a longer term, more permanent building like a recreation center. The municipal facilities master plan would give the City a better idea of footprint, layout and cost of that building.

### **Proposed action plan**

- cccc. Continue to operate the Van Emmon Activity Center as a recreation facility until ultimate use of the building and property is decided by the City Council.
- dddd. Apply for recreation facility grants as they are offered by the state.
- eeee. Complete the municipal facilities master plan in 2018. Study plan components on a community center as it relates to this goal.

## **Goal 14: Entrance signage**

Per the Comprehensive Plan, gateway element/entryway signage is recommended at most of the major roadways entering the City, including the northeast and southeast corners of US 34 and Eldamain Road, Baseline Rd at Route 47 and Ament Rd at Route 47. Additionally, they recommend various branding and gateway elements throughout the City on major thoroughfares. All locations would be determined by topography and land availability. With regard to the type of signage, the Plan provides a palette and schematic styling of signage to consider throughout the City.

### **Proposed action plan**

- ffff. Present sign locations and design to a committee meeting by spring 2018.
- gggg. Go out to RFP for entryway signage for said locations in summer 2018, for installation by the end of 2018.

## **Goal 15: Water Conservation Planning**

The City has had water conservation best practices in place for several years, including even-odd watering restrictions. A large component of the water study completed in 2016 showed that reducing the consumption of water over the next several years can both save the City tens of millions of dollars but can also pushback the decision making timeline on water supply issues. The City's decision making process on the regional water supply could be benefited by increased public awareness of the impact of lowering water consumption.

Mayor Golinski was appointed to the Northwest Water Planning Alliance executive board in 2016. This board has several subcommittees, including one on promoting water conservation measures. The City should review its water conservation ordinance to make sure its regulations are up to date with best practices.

### **Proposed action plan**

- hhhh. Public information campaign on water conservation measures in 2018, brought forward for City Council review in spring 2018.
- iiii. Mayor Golinski continues to serve on the NWPA Board through 2018.
- jjjj. Review water conservation ordinance in spring 2018 to align with best practices.

## **Goal 16: Employee Salary Survey**

Individual department heads are up to date and are aware of how their staff salaries compare to those employees of similar communities. An employee salary survey is currently underway. This survey will aid in creating a formal compensation plan with step increases for non-union employees. This coupled with the survey will create a competitive salary environment with comparable communities in the area.

### **Proposed action plan**

kkkk. Formal compensation plan with steps for all non-union, non-exempt employees. Expected approval will be in in-line with the FY 19 budget.

## **Goal 17: Modernize City Code**

City staff has piecemeal reviewed certain sections of the code and have made suggestions for alterations as they see fit. Changes that have occurred in 2017 include: water utility section of the code; amending the liquor code to allow sidewalk cafes and parklets; amending the definition of semi-truck and semi-truck repair, commercial school and school; changing the permitting of health and fitness clubs/centers allowing them to be permitted in the B-2 Retail Commercial District, B-3 General Business District, B-4 Business District and the M-1 Limited Manufacturing District; and Telecommunication Tower and Antenna Regulations regarding Small Cell Towers.

### **Proposed action plan**

- llll. Complete the water ordinance revisions, which are scheduled to be discussed at the October Public Works Committee meeting. Approval by City Council is expected by the end of 2017.
- mmmm. Present a recommendation to modernize the City procurement code at the October Administration Committee meeting. Approval by City Council is expected by the end of 2017.
- nnnn. Review the liquor code in full and present a recommendation to the Public Safety Committee in the next 12 months.
- oooo. Staff proposed to go out for an RFP to complete a Unified Development Ordinance in FY 19 to consolidate the zoning and subdivision regulations, along with other regulations including design guidelines and stormwater management, into one document.
- pppp. Review other sections of City Code on an as-needed basis.

## **Goal 18: Automation and Technology**

The City conducted website training, including the request tracking module, in summer 2017. This resulted in a refresh for a group of employees and new training for another group of employees. The City now has a few dozen employees trained and ready to update the website as needed, and we have begun to replace paper forms throughout all departments with electronic forms on the website. On the request tracking module, we have begun to use this module to improve follow up of issues that are called in to City Hall. This has resulted in more effective system to make sure customer requests are completed.

In summer 2017, the City spent over \$100,000 for a full network refresh and upgrade to Microsoft Office 365. That project is still underway in October 2017. When complete, the City's network will have greatly improved reliability and performance.

The GovIT consortium has begun its review of a three year strategic plan, which will focus on projects that will both enhance network security and save each municipality money in the long-run. We would expect the first projects to come in front of the City Council for review in the latter part of 2018. Additionally, the City has moved forward with a computer inventory and replacement policy, per GovIT consortium recommendations. We would expect to bring groups of computer purchases in the FY 19 budget proposal

Each department continues to invest in automation for small projects and processes. The Police Department is looking into an automatic scheduler/time card program. The Administration and Finance Department have reviewed Oswego's implementation of a new enterprise resource planning system (ERP). Community Development has looked at a new backend system for processing building permits electronically.

### **Proposed action plan**

- qqqq. Finalize computer inventory and replacement plan at a staff level. Bring purchase recommendations to the City Council with the FY 19 budget proposal.
- rrrr. Review GovIT recommendation within the strategic plan at the end of 2018.
- ssss. Continue to research and implement small-scale automation initiatives within each department as time allows.



## **Goal 19: Public Relations and Outreach**

Staff is currently conducting the City services survey. The results are expected to be presented to City Council in Winter 2017/2018. Staff is also in the process of initiating an e-blast weekly newsletter that residents can subscribe to that would also be available on our City website. In the spring the City Council held its first “Coffee with the Council” at the Farmers Market. This event was very well received and we plan to continue it several times throughout the coming year. These informal conversations over coffee between elected officials and the public promote community engagement in a relaxed setting.

One new idea was sprung from the national effort of “Coffee with a Cop” which began in 2016. Coffee with a Cop is held as a multi-location meeting at the same time throughout a region. One way to implement this for the City is to offer these events at several locations and times on the same date. For example, different staff members and elected officials could be present at: McDonald’s south side 7:30 am – 8:30am; Dunkin Donuts north side 7:30am – 8:30 am; Bristol Bay clubhouse 8:45 am – 9:30 am; etc. This allows one advertising effort and would allow alderman to meet and talk constituents within their ward. We could also involve police officers under the Coffee with a Cop concept.

### **Proposed action plan**

- tttt. Report on the 2017 City-Wide Survey, results expected by spring 2018.
- uuuu. Send a group of employees across various departments to public relations / press release writing training in 2018.
- vvvv. Approve quote for CivicSend through CivicPlus (City website) for the electronic newsletter and roll out a weekly digital newsletter by the end of 2017 (staff approval).
- www. Conduct 3-4 Coffee with the Council events throughout 2018 and advertise them extensively to the public.

## **Goal 20: Strategic Planning**

The City last did an outsourced strategic planning initiative during the beginning years of the recession, when a mission statement and vision statement were adopted by the City Council. Neither statement has been used to any benefit of the City since then. We do not recommend any outsourced strategic planning initiatives for 2018.

As an evolution of the goal setting meeting, we have included the prior ~30 pages of more detailed status updates on each goal and a proposed action plan for each goal. Staff requests feedback on each action plan, and is planning to discuss each action plan at the goal setting meeting to the extent that the City Council still believes the goal is important enough to be on the list for next year. After the goal setting meeting, staff will dedicate resources to the plans in an amount relative to the priority level of the goal and as projects are funded within the FY 19 budget proposal. The scope of the action plans are intended to stretch beyond a 12 month period, which we think is an improvement from our past method of setting a year's worth of goals and setting out to accomplish them after the goal setting session before 12 months expires.

### **Proposed action plan**

- xxxx. Review the action plans at the City Council goal setting session. If the action plans are satisfactory, implement the plans as stated. If the action plans are not satisfactory, kick the action plan to a committee for further review.



# Memorandum

To: City Council  
From: Bart Olson, City Administrator  
CC:  
Date: October 5, 2017  
Subject: Goal setting – FY 19 early budget requests

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## **Summary**

Review of early budget requests for FY 19 from department heads.

## **Background**

In past goal setting sessions, City Council members have asked the department heads to go around the room and give a brief overview of their project priorities for the upcoming year and their operational and capital needs. Rather than spend time during the meeting going over each request, I asked department heads to put together their wish list. That list is compiled in the attached spreadsheet, and it represents a normal year's worth of first-cut budget requests. Typically, Rob and I will select these projects based on need and available funding, compare them against City Council goals, wait a few months to tighten up revenue projects, select a few more requests, and then submit a full budget proposal to City Council. Also, in a typical year, proposals will be abandoned and submitted at the deadline; this list is not final or comprehensive.

As a reminder, the five year budget projection in the FY 18 budget has general fund deficits of \$508,000, \$559,000, \$565,000, \$518,000 and \$662,000 between FY 18 and FY 22 which pairs with a decrease of fund balance to 18% by FY 22. That is a significant hurdle to funding all of the unfunded capital improvements plan projects, let alone new operational requests.

## **Recommendation**

This is an informational item.

<u>Who requested</u>	<u>What</u>	<u>When</u>	<u>Where</u>	<u>How much (net)</u>	<u>Why</u>
Bart	Municipal Facilities Master Plan	FY 19	CW Capital	\$ 200,000	Space needs analysis for multiple buildings, concept plans for Van Emmon and Tower Lane. 2007 plan cost was ~\$150,000
Bart	ITEP bike path grant project	FY 21	CW Capital	\$ 1,000,000	Depending on project award. Amount represents max value project. Could be spread over multiple FY.
Bart	Clark Park parking lot	FY 19	CW Capital	\$ 150,000	High level estimate for parking lot, water/sewer relocation, and Clark Park improvements per current discussion.
Erin / Bart	Gateway Signage	FY 19, 20, 21	CW Capital	\$ 150,000	\$25k per gateway. Redo all entrance signage at 47 N, 47 S, 34 E, 34 W, 126, and 71, per Comp Plan.
Tim	Gator	FY 19	CW Capital	\$ 20,000	Utility truck to cover festivals and ballfield maintenance.
Krysti	Downtown wayfinding signage	FY 19	Downtown TIF 1	\$ 25,000	\$25k already planned in FY 18, additional FY 19 amount would give us all signs recommended in Comp Plan
Krysti	Courthouse Hill landscape plan	FY 20	Downtown TIF 1	\$ 190,000	Assumes ITEP grant award
Tim	Riverfront parking lot paving	FY 19	Downtown TIF 1	\$ 50,000	The OSLAD grant for Riverfront Park does not include a budget amount for pavement on the parking lots.
Krysti	Neighborhood design manual	FY 19	Downtown TIF 2	\$ 10,000	Design guidelines for neighborhoods surrounding the downtown, in preparation for façade improvement program.
Eric	Fox Hill trail seal coating	FY 23	Fox Hill SSA	\$ 15,000	Replacement schedule
Bart	RTBR Budget Increase	FY 20	General Fund	\$ 400,000	Finish the road LIDAR analysis, make recommendations to increase the budget to meet deterioration.
Bart	Building maintenance projects	FY 19	General Fund	\$ 100,000	Grab number to start completing deferred maintenance as shown in the building report
Bart	Non-union compensation plan	FY 19	General Fund	\$ 100,000	Implement a step system for non-union, non-management employees, as part of a formal compensation plan.
Bart	Computer replacement plan	FY 19	General Fund	\$ 40,000	Laptops should be replaced/rotated downward after 3 years, desktops at 4. Replace ~25 computers every year.
Bart	Hanging baskets	FY 19	General Fund	\$ 30,000	Reimplement the program, but to a higher level. Increase traffic on 47 increases costs related to safely watering plants.
Eric	Streets Employees	FY 19	General Fund	\$ 300,000	Streets operator, mechanic and forester
Krysti	Subdivision Control Ord rewrite	FY 19 and FY 20	General Fund	\$ 100,000	The City's subdivision control ordinance has not been updated since 2004. Deals with myriad development issues.
Krysti/Bart	FT Inspector, FT Planner	FY 19	General Fund	\$ 125,000	Building permits, plan reviews, and inspections are above current staffing capacity.
Rich	Police Officers	FY 19	General Fund	\$ 200,000	Hire two officers to meet population growth. Chief would prefer officers before additional cars are purchased.
Rich	KenCom New World License	FY 19	General Fund	\$ 20,000	Grab number for estimate of new KenCom IGA. Gives the City access to new New World modules through KenCom.
Rich	Squad car camera upgrades	FY 19	General Fund	\$ 45,000	\$15,000 per older squad. Would replace old cameras in old squads with new ones that work properly.
Tim	Bristol Bay parking lot paving	FY 19	Land-cash	\$ 150,000	Pavement for access road, parking lot, and gravel trail. None were included in OSLAD grant budget.
Tim	Town Square Gazebo Replace	FY 19	Land-cash	\$ 50,000	Full replacement and relocation. Current gazebo needs roofing done at \$20k. Replacement allows for better use of park.
Tim	Playground maintenance software	FY 19	Parks and Recreation	\$ 20,000	Comprehensive playground maintenance for City-owned parks
Eric / Tim	Full construction equip refresh	FY 19 - 23	Parks, Water, Sewer, Streets	\$ 1,250,000	\$250,000 per year to replace all heavy equipment and machinery that has reached the end of its useful life.
Krysti	Inspector cars	FY 19	Vehicle and Equip	\$ 75,000	Assuming FT Inspector is hired above, we'll have 3 FT inspectors for FY 19, none of which have dedicated vehicles.
Rich	Police cars	FY 19	Vehicle and Equip	\$ 165,000	Three additional squad cars per year (one currently budgeted, grant total of 4 new cars)
Bart	Fox Hill recapture payment	FY 23 / FY 24	Water / Sewer	\$ 1,900,000	Compounding interest. Multiple note holders. Negotiation desired.
<u>Eric</u>	<u>FT Julie Locator</u>	<u>FY 19</u>	<u>Water / Sewer</u>	<u>\$ 60,000</u>	<u>JULIE Locates being completed by higher salary employees currently. Would allow for better use of employees.</u>
				<b>\$ 6,940,000</b>	



**Engineering Enterprises, Inc.**

52 Wheeler Road, Sugar Grove, IL 60554

<b>JOB NO:</b>	YO1605-C
<b>PREPARED BY:</b>	BPS
<b>DATE:</b>	August 23, 2016
<b>PROJECT TITLE:</b>	Potential Development - Water Main

**Preliminary Cost Estimate  
16" Water Main**

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	WATER MAIN, 16-INCH D.I.P, CLASS 52	LF	19,500	\$ 105.00	\$ 2,047,500.00
2	BORE AND JACK 30" STEEL CASING PIPE	LF	240	\$ 600.00	\$ 144,000.00
3	CONNECTION TO EXISTING WATERMAIN	EACH	2	\$ 4,000.00	\$ 8,000.00
4	GATE VALVE, 16-INCH IN 60-INCH VALVE VAULT	EACH	21	\$ 10,000.00	\$ 210,000.00
5	FIRE HYDRANT ASSEMBLY, WITH AUXILIARY VALVE, 6-INCH MJ	EACH	21	\$ 5,000.00	\$ 105,000.00
6	DUCTILE IRON FITTINGS	LB	18,000	\$ 8.00	\$ 144,000.00
7	SELECT GRANULAR BACKFILL	CY	500	\$ 35.00	\$ 17,500.00
8	FOUNDATION MATERIAL	CY	100	\$ 35.00	\$ 3,500.00
9	WATER MAIN TESTING - PRESSURE AND DISINFECTION	LS	1	\$ 25,000.00	\$ 25,000.00
10	RESTORATION	LS	1	\$ 50,000.00	\$ 50,000.00
11	SOIL EROSION AND SEDIMENTATION CONTROL	LS	1	\$ 10,000.00	\$ 10,000.00
12	PAVEMENT PATCHING	LS	1	\$ 10,000.00	\$ 10,000.00
13	MISC. REMOVALS	LS	1	\$ 10,000.00	\$ 10,000.00
14	RAILROAD PROTECTIVE LIABILITY INSURANCE	LS	1	\$ 5,000.00	\$ 5,000.00
15	TRAFFIC CONTROL AND PROTECTION	LS	1	\$ 20,000.00	\$ 20,000.00
<b>SUBTOTAL</b>					\$ 2,809,500.00
<b>CONTINGENCY (10%)</b>					\$ 281,000.00
<b>TOTAL</b>					\$ 3,090,500.00
<b>DESIGN AND CONSTRUCTION ENGINEERING (10%)</b>					\$ 309,100.00
<b>GEOTECHNICAL INVESTIGATION AND MATERIAL TESTING (1%)</b>					\$ 30,900.00
<b>LEGAL FEES / EASEMENTS</b>					\$ 25,000.00
<b>TOTAL PRELIMINARY COST ESTIMATE</b>					<b>\$ 3,455,500.00</b>

Notes:

Assumes majority of construction in non - pavement areas



**Engineering Enterprises, Inc.**

52 Wheeler Road, Sugar Grove, IL 60554

<b>JOB NO:</b>	YO1605-C
<b>PREPARED BY:</b>	BPS
<b>DATE:</b>	August 23, 2016
<b>PROJECT TITLE:</b>	Potential Development - Sanitary Sewer

**Preliminary Cost Estimate  
Sanitary Sewer**

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	SEWER CONSTRUCTION - PIPE SEWERS, 8" PVC	LF	6,200	\$ 100.00	\$ 620,000.00
2	BORE AND JACK 24" STEEL CASING PIPE	LF	190	\$ 600.00	\$ 114,000.00
3	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$ 5,000.00	\$ 5,000.00
4	TYPE A SANITARY MANHOLE 4' DIAMETER, TYPE 1 FRAME CLOSED LID	EACH	19	\$ 5,000.00	\$ 95,000.00
5	FOUNDATION MATERIAL	CY	100	\$ 50.00	\$ 5,000.00
6	SELECT GRANULAR BACKFILL	CY	500	\$ 35.00	\$ 17,500.00
7	PRESSURE AND DEFLECTION TESTING	LS	1	\$ 12,400.00	\$ 12,400.00
8	MANHOLE VACUUM TESTING	LS	1	\$ 1,900.00	\$ 1,900.00
9	TELEVISIONING SANITARY SEWER	LS	1	\$ 10,000.00	\$ 10,000.00
10	RESTORATION	LS	1	\$ 20,000.00	\$ 20,000.00
11	SOIL EROSION AND SEDIMENTATION CONTROL	LS	1	\$ 10,000.00	\$ 10,000.00
12	MISC. REMOVALS	LS	1	\$ 5,000.00	\$ 5,000.00
13	RAILROAD PROTECTIVE LIABILITY INSURANCE	LS	1	\$ 5,000.00	\$ 5,000.00
14	TRAFFIC CONTROL AND PROTECTION	LS	1	\$ 10,000.00	\$ 10,000.00
<b>SUBTOTAL</b>					\$ 930,800.00
<b>CONTINGENCY (10%)</b>					\$ 93,080.00
<b>TOTAL</b>					\$ 1,023,880.00
<b>DESIGN AND CONSTRUCTION ENGINEERING (13%)</b>					\$ 133,100.00
<b>GEOTECHNICAL INVESTIGATION AND MATERIAL TESTING (1%)</b>					\$ 10,200.00
<b>LEGAL FEES / EASEMENTS</b>					\$ 25,000.00
<b>TOTAL PRELIMINARY COST ESTIMATE</b>					<b>\$ 1,192,180.00</b>

Notes:

Assumes majority of construction in non - pavement areas







