



CITY OF WASHINGTON, ILLINOIS
Committee of the Whole Agenda Communication

Meeting Date: July 13, 2020

Prepared By: Ray Forsythe, City Administrator; Jon Oliphant, Planning & Development Director; Joanie Baxter, Finance Director; Dennis Carr, City Engineer; Kevin Schone, Public Works Director.

Agenda Item: Council Goals Update

Explanation: Below is a summary of the current status of the Council Goals which were approved by the City Council in November of 2019.

Staff has been working on the Goals since their adoption and continues to do so. The 2020/2021 Budget also reflects the fiscal component of the Goal implementation.

1. Complete a new Comprehensive Plan to include economic development to improve chances at attracting private, commercial and industrial development.

The City was recently awarded a Statewide Planning and Research (SPR) grant from IDOT. This will pay for 80% of the \$200,000 estimated cost with the City responsible for the remaining 20%. The FY 20-21 budget includes \$150,000 to use towards a new comprehensive plan. The SPR grant is intended to address land use, economic development, and transportation on both macro and micro levels. It will cover strategies for key development areas/corridors indicated in #2 below. It will also address possible aspirational and market-driven developments on the 223 property but will not get into the level of detail that a master plan would include. IDOT has indicated that the execution of the grant agreement will take 8-12 weeks to finalize. As a result, a Request for Proposals/Qualifications figures to begin this fall with the kick-off to the project taking place in late fall/early winter. The planning process will take 12-18 months to complete with plan adoption occurring tentatively in early 2022.

2. Consider a comprehensive Economic Development Strategic Plan that includes Route 24, Route 8, the Square, Nofsinger Rd, Freedom Parkway, Lakeshore Drive and the 223 property.

See #1 above.

3. Adopt a Capital Improvement Plan (CIP) for the city and fire department with a focus on a 20-year reconstruction plan to include maintenance, repair, timely implementation and budgeting consideration.

The City Administrator sought proposals from several Engineering firms to complete a Capital Improvement Plan shortly after the Goals were implemented. The City Council approved a proposal from Crawford, Murphy & Tilly (CMT). From mid-December through late April, staff and CMT worked together to complete the plan which was adopted by the City Council on May 18, 2020. Since that time, staff has been working with CMT on implementation and utilizing the document as a step off towards a 20-year CIP. Staff has been identifying current

funding mechanisms and using these to help project future spending patterns for maintenance versus reconstruction work. The document will be used as a guide for the FY 2020/2021 Budget.

Another component of the CIP is a Facility Assessment. A team of professional engineers and architects from CMT reviewed the City owned buildings and made an assessment of each with recommendations on maintenance, repairs and updating. The CIP recommended establishing a Building Maintenance Fund with \$350,000 in excess MERF funds and then allocations of \$45,000/year thereafter. Council accepted this recommendation and the fund will be established and included in the next Budget.

4. Create a Master Development Plan for the 223 property.

This Goal is linked to Goal's #1 and #2. The information included in the new Comprehensive Plan as well as the Economic Development Plan will be very valuable in the creation of a Master Development Plan for W223. The challenge is that the planning process will take 12 – 18 months and would delay the implementation of this goal.

Staff is investigating potential funding sources that could be used to start this Goal in conjunction with the Comprehensive and Economic Development Plan.

The City of Washington has been notified by Senator Bill Brady that \$100,000 has been included in the Build Illinois Bond Fund through a grant that will be administered by the Department of Commerce and Economic Opportunity to be utilized for all costs associated with infrastructure improvements. The guidelines included in the award are not specific enough to determine if a Master Development Plan is an eligible expense. Staff is seeking guidance from Senator Brady's staff and DCEO on this. There would be funds available in the Planning & Development budget which have been supplemented by the Statewide Planning and Research grant award from IDOT. Staff will continue to refine options for funding and developing a timeline to bring back to the City Council at an upcoming meeting for guidance.

5. Visit the roles and responsibilities of the mayor, council, staff and citizens and consider a code of conduct/standard operating procedure to include this information, expectations, limitations, voting and how to get items on an agenda. Revise the Committee/Committee of the Whole structure as well as the Council agenda for meetings. Have the city administrator create an administrative policy on proper follow-up and feedback to citizen inquiries.

Staff has been working with the City Attorney to revise and update the 1983 Rules of Procedure to ensure that the Rules are current and effective. The new City Clerk, City Attorney and City Administrator will be evaluating the City Council Agenda and meeting process to make suggested changes. We anticipate that a proposal will come to City Council at the September 2020 Committee of the Whole.

The new enterprise software is in the implementation phase and will be completed later this year for the financial and payroll functions and the other components will be finalized early next year. There is a mobile app which provides opportunities for resident requests, bill pay, current event calendar and links to the City Departments and community activities. This will

interface with the website and greatly increase the ability of residents to seek information and services from the City.

6. Evaluate the city's budget to maximize funding towards Capital Improvement Projects.

The 2019/2021 Budget was approved in April 2020. This budget included a reduction of \$5,769,275 or 19% from the previous year. Significant progress has been made in implementing the Capital Improvement Program. A reorganization of the Engineering, Public Works and Administration Departments has been implemented with the focus on providing a solid structured management, succession plan and focus on project development and implementation. Results are evident by the amount of activity currently taking place including the Stratford Bridge Replacement, Lawndale public improvements, the Water Tower Repainting, and the MFT project is well underway. Also of importance are the final design and bidding coming up for the Lawndale private work, Holland public and private work, engineering for the Safe Routes to School, North Street culvert replacement, Freedom Parkway/Lake Shore Drive as well as the next reconstruction project, Hilldale Avenue. The new City Engineer is working towards implementation of the Capital Improvement Plan with the help of the Public Works Director and Utilities Superintendent. The Public Works Divisions are also working on special projects which are part of the City's on-going capital maintenance and repairs.

Fiscal Impact: Varies by Goal and will be included in individual requests for funding.

Recommendation/Committee/Council Discussion Summary: The Committee of the Whole will discuss individual goal updates and give guidance on specific direction and funding outlined by staff.

Action Requested: Acceptance of the Goal Update.