

Temporary accommodations have been made for the Public to listen to this meeting either by connecting online at <https://us02web.zoom.us/j/5438747404> or by calling 1-312-626-6799. The meeting id is 543 874 7404. Public comments may be submitted by email prior to 3:00 p.m. on July 13, 2020 to vbrod@ci.washington.il.us. Comments will be read aloud during the Audience Comments portion of the meeting. The Public is welcome to attend this meeting in person, following the recommended Social Distancing Guidelines.

1. ALDERMEN WISHING TO BE HEARD
2. CITIZENS WISHING TO BE HEARD
3. APPROVAL OF MINUTES - June 8, 2020 regular meeting
Documents: [6/6/20 Minutes](#)
4. BUSINESS ITEMS
 - A. Chamber of Commerce Update
Documents: [Item A](#)
 - B. Peoria Area Convention and Visitors Bureau Update
 - C. Proposed Amendment - Residential Waste Contract Waivers
Documents: [Item C](#)
 - D. Update on Amending the Rules of Procedure
Documents: [Item D](#)
 - E. Council Goals Update
Documents: [Item E](#)
5. OTHER BUSINESS
6. ADJOURNMENT

**COMMITTEE OF THE WHOLE
MONDAY – JUNE 8, 2020 – 6:30 P.M.
REMOTE WEB MEETING**

Mayor Manier called the regular Committee of the Whole meeting of June 8, 2020 to order at 6:30 p.m.

Physically Present: Mayor Manier, City Administrator Forsythe, Police Chief McCoy, City Clerk Brown

Remotely Present: Aldermen Adams, Black, Brownfield, Butler, Cobb, Dingleline, Stevens, and Yoder; Finance Director Baxter, P & D Director Oliphant, City Engineer Carr, Public Works Director Schone, Deputy Police Chief Stevens, City Attorney Derek Schryer, City Treasurer Dingleline.

Absent: None.

MINUTES

1. Aldermen wishing to be heard – None.
2. Citizens wishing to be heard – Clerk Brown read three comments that were submitted. They are attached and made part of these minutes.
3. Approval of Minutes: Alderman Brownfield moved and Alderman Cobb seconded to approve the minutes of the May 11, 2020 Committee of the Whole meeting. Motion carried unanimously by voice vote.

4. **BUSINESS ITEMS**

- A. Chamber of Commerce Update – Ms. Kristy Howell provided a summary of recent Chamber activities that included the following: videos are being created for businesses that are now opening that show a passing of the red ribbon from business to business; continued focus on providing COVID-19 updates to members; and roundtable sessions are being held as businesses open to help meet COVID-19 guidelines.
- B. Greater Peoria Economic Development Council (GPEDC) Update – P & D Director Oliphant introduced GPEDC Chief Executive Officer, Chris Setti who provided an update on recent activities with a focus on the last three months of the COVID-19 pandemic. Mr. Setti shared information related to working with businesses through the pandemic as well as economic recovery. He shared they have created a website www.gpcovid for businesses to use as a tool to find COVID related information as well. Alderman Stevens asked if GPEDC works with all businesses or just Chamber businesses and Mr. Setti shared they work with all business and use Chamber's as a way to amplify their message through their member businesses. P & D Development Director Oliphant indicated the City has a fairly good handle on who our local businesses are through the IL Department of Revenue reports we receive. Mayor Manier indicated that discussions have been had on implementing a business licensing process that would help us track businesses that are located in the City as well. He also shared the Washington Foundation can be looked into as a source of funding through the recovery process as well.
- C. Residential Poultry Discussion – P & D Director Oliphant brought forward for discussion whether any changes may be desired pertaining to the existing regulations allowing for residential poultry that were adopted in October 2019. He shared one special use case has been approved by Council and two have been denied and is looking for feedback on whether there is interest in either an amendment to the existing regulations or to repeal the consideration of residential poultry altogether. He noted Council direction will be beneficial to convey to applicants as they make application for a special use. Discussion ensued and several comments and concerns were shared that resulted in some in favor of seeing revisions that would continue to allow chickens and some in favor of repealing the October 2019 ordinance that allows for them. Following discussion, City Administrator Forsythe indicated that an appeal of the ordinance can be put together for the next City Council meeting and if approved, staff would stop its research on looking into potential amendments to the existing ordinance. No further comments were made.

- D. Proposed Code Amendment Consideration: Chapter 31 entitled “City Council” – City Administrator Forsythe indicated that direction was given at the May 11, 2020 Committee of the Whole meeting on this item to allow comments to be submitted and formalized into the proposed amendment and be brought back to this meeting for further discussion. He noted that three comments were received and have been added into the appropriate sections of the proposed amendment for further discussion before resources are used to prepare a modified ordinance. He went over the history of bringing this item forward for consideration that included the recent Council Goals, the process of adding items to the agenda, and Council rules of procedure including allowances for remote attendance at meetings. Discussion ensued on these topics and following discussion, City Administrator Forsythe indicated he has enough feedback to simplify the amendment consideration and bring back to the next Committee of the Whole meeting or possibly to a future City Council meeting for further consideration.
- E. Sergeant’s Benefits – City Administrator Forsythe brought forward for consideration a request to adjust the current benefits received by police sergeants. He noted that Council recently adopted a 4-year contract with the Policemen’s Benevolent Labor Committee regarding police officer’s which included changes to benefits. He shared that discussions had been had with sergeants when they came out of the union that there would be an attempt to enhance their benefits or mimic the benefits of officers. He indicated that Police Chief McCoy is seeking approval to make changes to the benefits of sergeants to match the police union contract. He went over the proposed changes that included the following: uniform allowance to increase \$100 per year; holiday overtime from 2 to 2.5 times rate of pay; compensatory time maximum that can be accrued and taken in a given year; and sick leave buyback can currently accumulate to 960 hours with an annual payout of 96 hours if they have 400 hours. He indicated there are both annual costs and a long term liability costs to those and we do not typically budget for the long term liability of any of our employees so if an employee retires they are paid out for unused vacation time and maximum amount of accrued sick time which is absorbed into the annual budget. He indicated they are looking for direction from City Council on whether there is interest in matching benefits from officers to sergeants. Police Chief McCoy shared the following: conversation started about a year ago on sergeants having the same benefits as officers but it was decided to wait until after the contract was settled in order to not have to do a change a second time; after contract was settled with officers my recommendation is to mimic the benefits for the sergeants to equal the officers; the importance of sergeants benefits not being less than officers as sergeants are different and do a different type of work including supervising officers; and alleviating the confusion with what has happened in the past where there were different categories of employees as well. Alderman Butler shared that during budget preparation, Chief McCoy didn’t know the final result of the contract and its impact and also up until about 10 years ago sergeants were in the same union as the officers and had this change in structure never occurred, this would be a non-issue. He shared this will help in keeping parity between sergeants and officers as well as maintaining the structure we have today. Following further discussion on calculating future cost estimates, it was the consensus of Committee to move this item forward to Council for consideration.
- F. Water Treatment Plant #1 Filter & Softener Rehabilitation Project – Public Works Director Schone provided an overview of project that began in 2018 with the rehabilitation of one filter and one softener through River City Construction. He indicated that Evoqua has quoted \$258,064.26 for the remaining project work that includes the cleaning and disposal of old media, purchase and delivery of media and resin, checking metal integrity, and installation of media and resin for 4 filters and 3 softeners. He shared they would like to start the process of getting the filters and softeners completed this FY and are looking to get Evoqua scheduled this fall to finish up the rehabilitation. He indicated River City Construction was contacted for pricing as well but declined making Evoqua the sole source for this work. Following discussion, it was the consensus of Committee to move this item forward to Council for consideration.
- G. Municipal Electric Aggregation Update – Finance Director Baxter provided a history and update on the program including the process which was put in place by resolution that allows the City Administrator and/or designee the ability to receive and review bids and to accept the bid most beneficial to the City without further action of the City Council. She provided the following information as well: our current contract expires on December 2020; we have been advised by our energy consultant, Good Energy, that the bid for the new contract will take place on June 25, 2022; they anticipate 3-4 bidders to participate

and that an 18-24 month contract will be awarded to the lowest bidder. She indicated that no action will be necessary on this and she will report back the new rate for residents.

- H. Group Health & Dental Insurance Renewals – Finance Director Baxter provided a summary of the renewals for this year, indicating that moving forward in the coming year they will be looking at benefits and components of the plan as well as comparing benefits with other communities. City Administrator Forsythe commented that the budgeted part time HR person would be helping in this review process as well. Following discussion, it was the consensus of Committee to move this item back to Council for consideration.
 - I. Property & Liability Insurance Renewal – Finance Director Baxter provided a summary of the renewal indicating the renewal quote represents an 8.1% increase from last year. Dennis Hermann, Alexander Murray Agency, shared that considering the claims frequency we experienced in the first 6-months of the term, it is a good renewal premium. Alderman Black asked if analyzing is being done to help keep costs down and City Administrator Forsythe indicated a safety committee is in the process of setting up procedures that will help. It was the consensus of Committee to move this item forward to Council for consideration.
 - J. COVID-19 Response Plan, Update #2 and Review of 4th Quarter FY 2019/2020 Financial Reports (Unaudited) – City Administrator Forsythe summarized the COVID-19 Response Plan, Update #2 which is attached and made part of these minutes. He shared March sales tax was received today so the plan will be updated to reflect the sales tax numbers before it comes to Council next week. Finance Director Baxter provided a summary of the financial reports indicating that it reflects the total income tax collected for the FY. She shared that due to the extended July 15th deadline for income tax payment and filing deadline, we show a 50% reduction in what we collected last year but are expecting to receive it in the first quarter of this FY. She shared March sales tax and home rule tax both ended up being about a \$15K reduction each from the prior year at this time but came in higher than what was expected. Discussion ensued on the changes updated in the plan including the hiring of an additional police officer prior to end of 90-day hiring freeze and the rehiring of seasonal employees in the Public Works department.
5. Other Business – City Engineer Carr shared information regarding IDOT’s recent release of funds related to the Rebuild IL Bond Fund. He shared we will receive six installments of a little over \$180K each that will be dropped into our MFT funds over the next three years. He shared the Public Works Committee discussed possibly using the first three installments to pay for consulting engineering on the next roadway reconstruction project. He noted that through conversation with Public Works Director Schone and Utilities Superintendent Rittenhouse, the next immediate need project looks to be Hilldale Avenue. He shared the total reconstruction cost would be around \$4M to compete and due to its length, we would be looking to split this out into three separate projects spanning three years. He shared for cost efficiency it is better to design the entire project all at one time, noting the design fee would be upwards to around \$500K taking up the first three installments. He noted the last three installments could then be used to help pay for it in the upcoming years. He shared this was discussed at the Public Works Committee this evening and will be coming forward in the future for consideration. It was also noted that there will be more discussion in the future on how the private side of the improvements would be handled on this project. A brief discussion ensued on what the future looks like for resuming in-person meetings again. Alderman Stevens asked about the \$50K deferred payment option that was given to Five Points and now that they are open will staff be proceeding with payment collection. Alderman Brownfield indicated that they are only at a soft opening and are still allowing members to defer their dues payment so this would be a hardship for them right now. It was the consensus to wait until they are fully 100% open before seeking payment.
6. At 9:31 p.m. Alderman Stevens moved and Alderman Cobb seconded to adjourn. Motion carried unanimously by voice vote.



Patricia S. Brown, City Clerk

June 8, 2020

Good Evening Mayor Manier and Aldermen,

My name is Brian Fischer and I am a member of your Planning and Zoning Commission. In my nine years on this commission, I have always understood the decisions of the City Council as you acted on recommendations from the Planning and Zoning Commission. As such, I have never communicated with you regarding your decisions.

However, the Council's 5-2 decision to not approve the zoning request for residential chickens from the resident living on Ernest Street is a confusing decision. In fact, at last week's Council meeting, the Council appears to have voted against the code that you approved just eight months ago in October 2019, a Zoning Code Amendment allowing poultry in the city.

The Code Amendment specifies exactly what conditions must be met in order to raise chickens and attain a permit. If someone believes they meet these specifications, they pay \$100 to be heard for a special use permit.

When the city sets code and invites residents to spend \$100, there is an implicit contract. I believe the Council broke that contract.

The logic expressed by the two aldermen who explained their position against the resident's application took issue not with the actual application, but rather with the code itself.

It is my belief that once code is approved, you have an obligation to make your decisions based on that City Code.

I have been a School Board Member in Washington for 12 years at Districts 52 and 308. We make decisions as a board and then, like it or not, once that decision becomes policy, we abide by it. It should be the same for you, for the City Council.

The property on Ernest Street met City Code and I heard no reason from City Council as to how it did not meet City Code.

At our Planning and Zoning Commission meeting last week, we had another family pay \$100 for the right to raise chickens within the guidelines established by the city's Zoning Code. Their request met every guideline and at least seven letters were submitted by neighbors and other citizens supporting their application. We approved it and it will now come to you.

Most of the applications for raising chickens appear to be from Washington families with children. For those who have done the research, residential chickens are very

good neighbors. If a family ceases to follow appropriate guidelines in maintaining their chickens, we have city staff who can pull the permit, which must also be applied for annually. As you know, this is a standard process in running a city.

I believe you should accept the code that the Council approved last October and approve families who meet the code.

Thank you for your time and consideration,

Brian Fischer
606 N. Main St.
Washington, IL 61571

Patricia Brown

Romanie Lehman

From: Romanie Walter <drromanie@gmail.com>
Sent: Monday, June 8, 2020 11:29 AM
To: Patricia Brown
Subject: Residential Poultry Discussion

To the members of the council,

I have recently moved to the city of Washington and am just getting to know the community. My husband and I looked at several communities in the area and chose Washington based on the members of the community we already knew and their experiences here (my husband went to Washington High School), the excellent school system, and the excellent reputation the city of Washington holds in central Illinois.

We recently applied for the chicken special permit and were approved by the zoning commission. We were very disappointed to hear we were denied by the council members.

Let me start by saying I understand why. When people think of chickens they think of the noise, the smell, the look of the yard with the coop and buckets and feeding and water bowls, etc. I can understand why some of the residents would have these concerns and be reticent to have neighbors with chickens.

I hope to put these concerns to rest or at least mitigate some of them.

I am a veterinarian and I have had chickens on and off for almost 10 years and for 5 of those it was in a residential neighborhood with a neighbor with whom I shared a chain link fence. So I can say with the utmost confidence that the regulations the Washington Zoning committee have in place are absolutely right on. The limited number and type of chickens allowed along with the housing and sanitation regulations are imperative and well thought out in the zoning commission guidelines. The permit also clearly lays out where the chickens can be housed and how the feed and water is to be stored. All of these well thought of regulations should mitigate any concerns that the neighbor may have. In fact, as written, these regulations would make having 4 or less chickens less of a community pest than dog ownership. As a veterinarian I can tell you that with dog ownership the noise factor, potential aggression factor, and especially cleanliness factor is much more of a concern to the neighbor and community.

Here are some benefits to having backyard chickens in our community:

- Fresh eggs that are higher quality and healthier than the store bought version
- Local sustainability
- Education for the children and community members
- Pest control - They can provide really effective tick and mosquito control. Not only will backyard chickens eat ticks and mosquitoes, they will also eat slugs, mice and small snakes.
- High quality natural compost for our local avid gardeners
- Less wasted food - they love our leftovers!
- And for me the most important factor: Stress relief and companionship. If you told me 15 years ago how much having chickens impacts my day to day well being I would have laughed so hard, it seems so ridiculous. But please, take the time to ask people who have or have had chickens about the impact it has had on their mental well being. You will be surprised by what a positive impact they can provide.

As a new member of the Washington community, I have been surprised by the amount of government oversight and regulations that are in place in our community. I understand why some regulations and oversight are important, but I worry about overreach and a loss of freedom that this community may be gravitating towards. Prior to moving, I had the impression this community was more welcoming, striving for diversity and inclusion. My husband and I plan to live at our residence for the next 25 to 30 years and invest heavily both in our home and in the community. I hope we will be welcomed and allowed to have some freedoms and growth along with our community members.

Thank you for your time and attention and commitment to our growing community.

Patricia Brown

From: Joey Lehman <joeylouis8@gmail.com>
Sent: Monday, June 8, 2020 8:47 AM
To: Patricia Brown
Subject: Poultry Discussion

I am writing in regards to the residential poultry discussion. My wife and I recently moved into the area and were excited to learn that the town had approved chickens for residents. We followed every stipulation set forth by the law and were approved by the zoning board only to be denied by the council. The worst part was we were not given any legitimate reason. It appears that the council has created the appearance that residents may own chickens but decided against it despite their own vote to the contrary. This was disheartening. I understand that some council members as well as residents have reservations regarding chickens but I believe these to be born out of ignorance. The law the town created is very well crafted and takes into consideration any foreseeable concerns that my neighbors or any residents may have. As roosters are not permitted, noise will not be a factor as chickens are not loud. In fact, the noise from barking dogs far exceeds any noise from a couple chickens. Also, I would guarantee with a tall privacy fence and a chicken coupe that the fact that one owned chickens wouldn't be known unless someone peered over the fence. The other two arguments I commonly hear are that property values will decline and that chickens bring rodents. Firstly, as stated earlier, if done properly no one would be able to tell if their neighbor owned chickens and studies show that they do not bring down property values. Secondly, after owning chickens for years with a retention field behind our old home and never seeing one single rodent or intruder I can say that the 'cleanliness' argument does not hold weight either, as long as it is not neglected. I hope that the city can reflect on these issues and decide to uphold the residential ownership of chickens that they themselves already passed. If the city of Chicago can allow the ownership of chickens I would hope that the central Illinois community of Washington, whose seeds were planted by farmers, could understand the desire, value and freedom of poultry ownership. Thank you.

Sincerely,

Joseph Lehman

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COVID-19 RESPONSE PLAN – UPDATE #2
CITY OF WASHINGTON, ILLINOIS
JUNE 8, 2020



Prepared by: Ray Forsythe, City Administrator
Joanie Baxter, Finance Director
Jon Oliphant, Planning & Development Director

With input from: Kevin Schone, Public Works Director
Dennis Carr, City Engineer
Brian Rittenhouse, Utilities Superintendent
Mike McCoy, Police Chief
Jeff Stevens, Deputy Chief
Patricia Brown, City Clerk

Introduction

COVID-19, the disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was declared a pandemic by the World Health Organization on March 11, 2020. Shortly thereafter, President Trump declared a national emergency followed by Governor Pritzker's stay at home mandate effective March 21 through April 8, 2020 and later extended through April 30 and most recently through May 31, 2020. As a result, in addition to social distancing and restrictions on gatherings over 10 people, bars and restaurants were also required to close to the public except for drive-through and curbside pick-up services and all businesses deemed non-essential were closed (effective May 1, 2020, non-essential businesses can open for online and curbside pick-up only). In addition, the employment landscape has changed across the state and nation with unemployment claims at a record high. All of these events have necessitated a response from City staff and elected officials to address operations and services as well as potential impact on revenues. **As of May 29, 2020, the State of Illinois has been deemed to be in Phase 3 of the Restore Illinois Plan and thus non-essential businesses have been allowed to open with restrictions of face coverings when social distancing isn't able to be maintained and capacity limits. Outside dining is also allowed along with non-essential gatherings limited to 10 people.**

*The Executive Order has allowed essential governmental functions to operate, including municipal governments. Per the Order "essential governmental functions" means all services provided by the state or any municipal, township, county, subdivision or agency of government and need to ensure the continuing operation of the government agencies or to provide for and support the health, safety and welfare of the public, and including contractors performing essential governmental functions. Each governmental body shall determine its essential governmental functions and identify employees and/or contractors necessary to the performance of those functions. **The State at Home order was lifted as of May 29, 2020.***

Operations Overview

The City of Washington, IL currently has 72 full and part-time active employees. No seasonal or temporary workers have been called back to work for the spring/summer. The City has the following Departments: Administration, Engineering, Finance, Planning & Development, Police, Public Works. In addition, the City Clerk's Office is in City Hall and provides essential services to the City Council, Residents and Businesses.

There are two main facilities where residents interact with Staff on a daily basis: City Hall and the Police Department.

City Hall: In response to the Governor's Stay at Home Order, City Hall was closed to the public on March 16, 2020. Staff maintains appropriate social distancing. Staff continues to work in a variety of ways: In the office and from home or a combination. IT360, the City's Information Technology provider has established remote working options for staff. Employees are able to securely log into the City's system and work from personal laptop, desktop or smart phone. Access to all files has been provided so that work continues. The City is utilizing ZOOM for virtual meetings and conference calls and in compliance with the Governor's relaxed Open

Meetings Act requirements. City Hall was opened back up to the public on June 1, 2020 and the phone lines were also opened. Virtual meetings and conference calls are still being held to limit the numbers in City Hall and Staff is available by appointment. Signs are posted regarding the social distancing requirements and tape is displayed on the floor in the lobby to indicate the proper spacing. Attached are the flyers that are posted on the front doors of City Hall. Chairs were moved out of the lobby and doors are kept open whenever possible. A plexiglass guard will be installed on the permitting desk as additional protection.

The City's contracted janitorial staff has completely disinfected the building, a complete cleaning is done weekly and all the touchpoints are wiped daily. In addition, masks have been provided and hand sanitizer is located in each office, bathroom, the conference room and the break room.

Residents are able to make utility payments online, by mail or put in the drop box located at the side of City Hall. Mail and drop box payments are put in a container and opened 24 hours later. Building permits, licenses and other paperwork is emailed or mailed and arrangements are made to receive them back at City Hall. No visitors were allowed to enter City Hall between March 16th and May 31st.

Police Department: The Police Department is operating as normal as possible as they are set up to maintain social distancing and safety for the employees and residents at the front window. Administrative staff has shifted schedules to provide both in the office and working from home. Police Officers are working their regular scheduled shifts. Every office interior, including door handles are cleaned with a bleach solution at least once a day. The downstairs squad room is cleaned after every shift. All police vehicles are cleaned before every shift by the officer assigned to that unit. Unmarked units are cleaned by those assigned to each vehicle. **All Police administrative personnel have returned to working at the Police Station as of June 1st.**

Public Works: Public Works consists of several utility facilities, the maintenance facility behind the Police Department and the Legion Road facility. These buildings are not open to the public. All of the facilities were deep cleaned and sanitized by the City's contracted janitorial company. In addition, each vehicle was deep cleaned, sanitized and all touchpoints are sanitized daily by the employees. Below is a summary by Division on the current activities being performed.

Street Division- Currently fully staffed with eight full-time employees. This includes the City Mechanic.

Two full-time, short-term employees have been told not to report until notified. Four full-time, seasonal employees have been told not to report until notified. **As approved by the City Council on May 18, 2020, the seasonal employees have been rehired.**

Full-time employees are mowing and weed eating all City owned properties including the cemetery. In addition, the street department employees are selling all cemetery plots, excavating all graves, and back filling. They are also taking care of service requests that might otherwise be taken care of by short-term employees.

Concrete and asphalt jobs are being postponed, tree trimming, and street painting will also be postponed without the seasonal and short-term employees or overtime being approved.

Distribution and Collections- Currently staffed with five full-time employees.

Two full-time, short-term employees have been told not to report until notified.

Full-time employees are able to get their normal duties completed currently; however, things like hydrant painting and sewer flushing would not be able to be completed without the short-term employees and/or overtime. The short-term employees also assist the City Mechanic by running errands or taking the Mechanic to a vendor to pick up a vehicle or drop a vehicle off for repairs, tire replacement, or warranty work. Full-time employees will do this in their absence.

Wastewater Treatment- Currently staffed with four full-time employees.

One full-time, short-term employee has been told not to report until notified.

Full-time employees are able to get their normal duties completed currently, however drying bed work will suffer and weed eating, painting and annual cleaning projects will not be completed without this employee and would require overtime to do so.

Water Treatment- Currently staffed with three full-time employees.

There are no short-term or seasonal employees assigned to this department.

Full-time employees are not able to perform in person service request to residents. These employees have been helping with the mowing when available. Plant maintenance, and projects will suffer if staff continues to assist with the mowing. The water plant has the tower painting project and the filter/softener project in FY 20/21 and will need to be available for these projects to be successful and not delayed.

Public Works Director and Utilities Superintendent

Some at home work has been done by the Public Works Director to complete work summaries, attend Zoom meetings, and most recently bid commodities work. The Public Works Director and Utilities Superintendent share an office and because of Covid-19 the interruptions due to both of us being in the office slows the progress and makes working at home more effective at times.

The Utilities Superintendent and the Public Works Director have been able to complete any work brought forward and interact with employees under our authority to complete any work that we can and stress the need to work safely and take the extra precaution during this crisis. This would be the use of PPE's and cleaning products to keep everyone safe. There is currently enough PPE's and cleaning products for our employees.

All full-time employees are working and continue to take precautions to the COVID-19. Five short-term and four seasonal employees have been told not to report until notified. The full-time employees are trying to keep up with the mowing and cemetery duties as well as other service request that come in. Overtime will be needed if expectations are to complete everything to be done.

Financial Overview – Budget for Fiscal Year May 1, 2020 – April 30, 2021

BUDGET TRENDS AT A GLANCE

City of Washington, IL

	FY 2020-21		FY 2019-20		CHANGE	
TOTAL BUDGETED EXPENSES	\$	24,613,158	% of Total	\$	30,382,433	\$ (5,769,275) -19.0%
by MAJOR SERVICE TYPE						
Street Operations/Improvements/SWM	\$	7,684,365	31.2%	\$	12,663,740	\$ (4,379,375) -36.3%
Public Safety (Police, Fire, ESDA)		5,703,370	23.2%		5,548,632	154,738 2.8%
Sanitary Sewer System		3,551,927	14.4%		5,441,485	(1,889,558) -34.7%
Water System		3,457,678	14.0%		3,378,079	79,599 2.4%
Planning/Zoning/Econ. Dev./TIF		1,735,519	7.1%		1,606,612	128,907 8.0%
General Administration		1,044,650	4.2%		1,011,050	33,600 3.3%
All Other (IMRF, Soc. Sec., Liab. Ins., etc.)		942,000	3.8%		868,000	74,000 8.5%
Washington Area Community Center		355,500	1.4%		357,437	(1,937) -0.6%
Cemetery		138,150	0.6%		107,400	30,750 28.6%
by MAJOR EXPENSE CLASSES						
Capital Improvements	\$	9,961,180	40.5%	\$	15,772,913	(5,811,723) -36.8%
Personnel (Wages and Benefits)		8,302,350	33.7%		7,536,480	765,870 10.2%
Operations (Utilities, Supplies, etc.)		5,206,176	21.2%		4,892,855	313,321 6.4%
Debt Service		1,143,442	4.6%		2,180,185	(1,036,743) -47.6%

SOURCES OF MONIES TO FUND BUDGET	\$	24,613,158	% of Total	\$	30,382,433	\$ (5,769,275) -19.0%
by MAJOR REVENUE SOURCES						
Sales Tax (Muni., HR, Use)	\$	6,944,500	28.2%	\$	6,565,000	\$ 379,500 5.8%
Fund Balances/Cash Reserves		5,482,919	22.3%		7,070,627	(1,587,708) -22.5%
Sewer Revenues (Fees, Charges, etc.)		2,864,840	11.6%		2,659,140	205,700 7.7%
Water Revenues (Fees, Charges, etc.)		2,397,300	9.7%		1,848,800	548,500 29.7%
Income Tax Distribution		1,739,000	7.1%		1,669,000	70,000 4.2%
Property Taxes		1,668,199	6.8%		1,647,675	20,524 1.2%
All Other		1,016,400	6.6%		1,652,191	(35,791) -2.2%
Bond/Grant/Insurance Proceeds		833,000	3.4%		6,395,000	(5,562,000) -87.0%
Motor Fuel Taxes		627,000	2.5%		420,000	207,000 49.3%
TIF Funds		245,000	1.0%		235,000	10,000 4.3%
Telecommunications Tax		195,000	0.8%		220,000	(25,000) -11.4%

EMPLOYMENT FULL TIME EQUIVALENT		% of Total			
Public Safety	29.15	42.8%	28.15	1.00	3.6%
Street Division	13.05	19.2%	11.25	1.80	16.0%
Sewer Division	9.72	14.3%	8.80	0.92	10.5%
Water Division	8.06	11.6%	7.20	0.86	11.9%
General Administration	4.85	7.1%	3.40	1.45	42.6%
Planning/Zoning/Econ. Dev.	2.05	3.0%	2.05	-	0.0%
Cemetery Operation	1.22	1.8%	1.15	0.07	6.1%
TOTAL	68.10		62.00	6.10	9.84%

PROPERTY TAXES					
Tax Levy	\$	1,647,741	\$	1,647,675	\$ 66 0.0%
Tax Rate (per \$100 AV)	\$	0.47274	\$	0.47280	\$ (0.00016) 0.0%
Equalized Assessed Valuation (rate set)	\$	348,552,322	\$	348,418,651	\$ 133,671 0.0%
City Share of Total Tax Bill (Avg.)		N/A		5.52%	

UTILITY RATES					
Water Rates (per 1,000 gal.)	\$	4.63	\$	4.51	\$ 0.12 2.7%
Water Fixed/Technology Fee	\$12.96/\$14.81		\$8.85/\$10.50	\$5.00/\$5.00	
Sewer Rates (per 1,000 gal.)	\$	9.65	\$	9.39	\$ 0.26 2.8%
Sewer Fixed Fee	\$	2.03	\$	1.00	\$ 1.03

Revenues at Risk and Current Budgeted Amounts

Sales Tax, Home Rule Sales Tax and Use Tax (average monthly revenue budgeted \$578,708) These are all General Fund revenues that will be impacted by the changes in consumer spending. All of these revenues are received three months after the sales are incurred. As of May 8, 2020, these revenues have been received for February sales and they are on par with the prior year and what was budgeted. We will not begin, however, to see the impact of COVID-19 until mid-March and these sales will not be known until mid-June.

Income Tax (average monthly revenue budgeted \$144,916) This is also a General Fund revenue that is distributed on a per capita basis for the state. Staff anticipates an impact as evidenced by the increase in unemployment claims; but a potential decrease is difficult to estimate. This revenue is received one month after collected by the State and thus we will have an idea of potential impact much earlier than for sales tax revenue. The IML provided a projection on May 4, 2020 of a 15% decrease from the original FY20-21 forecast. This equates to a potential revenue decrease of \$260,850 for the fiscal year. **The final (April received in May) payment for FY19-20 has been received. Even though the payment is one-half (\$167,019 compared to \$332,668) of what was received in the prior year for the April payment – the fiscal year revenue is only \$39,155 or 2.35% under budget for FY19-20. This is due to the fact that the income tax filing and payment deadlines were extended from April 15 to July 15. This revenue should be received sometime in the first quarter of FY20-21.**

Motor Fuel Tax (MFT) and Transportation Renewal Fund (average monthly revenue budgeted \$52,250) This is a non-General Fund revenue that is distributed on a per capita basis and is restricted for expenses/projects meeting very specific IDOT criteria. It is anticipated there will be a reduction in revenue due to the shelter-in-place resulting in a significant decrease in travel; however, the fund balance could absorb any deficit and allow the budgeted MFT project to continue and Staff recommends this approach due to a three-year period without an MFT program. **There were slight reductions in the March/April and April/May MFT allotments resulting in ending the fiscal year \$7,632 or 1.82% under budget. The Transportation Renewal Fund receipts of \$205,400; however, were not budgeted and thus the revenue as a whole exceeds budget for FY19-20.**

Intergovernmental Revenues received per capita

The City traditionally receives guidance from the Illinois Municipal League on estimating Income Tax, Personal Property Replacement Tax, MFT and other revenue sources. On May 4, 2020, they provided the following preliminary FY2021 revenue forecast:

- Personal Property Replacement Tax – decrease of 30% from actual FY19-20. This equates to a total potential reduction of \$7,500 for the General Fund compared to what was budgeted for the fiscal year.
- Income Tax (LGDF Funds) – decrease of 15% from original projection for FY20-21. This equates to a total potential reduction of \$260,850 for the General Fund compared to what was budgeted if this trend holds true for the entirety of the fiscal year.
- Motor Fuel Tax – decrease of 15% from actual FY19-20. This equates to a total potential reduction of \$54,750 compared to what was budgeted. This fund has excess reserves and additionally, the City will receive \$363,921.52 in each of the next three years for a

total of \$1,091,764.56 in Rebuild Illinois grants. These grants will provide funds for a project typically funded from the General Fund.

- Transportation Renewal Fund – estimates revised to \$14.50 per capita which equates to a total potential reduction of \$12,000 compared to what was budgeted for the fiscal year.
- Use Tax – projected to be flat compared to actual FY19-20. The budget was also kept flat and so there should not be a significant revenue decrease, if any.

Also, while there have been commitments from the State and Federal Governments indicating financial relief to municipalities, no concrete figures or timeframes have been received and no actual legislation approved. Staff will continue to seek guidance from credible sources and we anticipate revisions to this COVID-19 Response:

Sales Tax and Home Rule Sales Tax

Staff has analyzed historical sales tax information and has made the following conservative projections. Keep in mind that the City receives sales taxes three months after they are collected by the retail establishments. Therefore, we have not seen any impact to the City's collections as the most recent sales taxes collected are from January sales.

Municipal Sales Tax and Home Rule Sales Tax were analyzed for our 186 largest tax providers. These are sales tax collectors who have generated at least \$100 in total HR sales tax in 2019.

The analysis is based on "Business Types" as determined by their Standard Industrial Classification Code. This focuses on the March-May period, which is the only known time for business closures and reductions. Obviously, there are likely to be impacts beyond May even if the Executive Order ceases altogether or is gradually reduced. This assumes that the March-May HR sales tax returns would be identical in 2019 as 2020 if not for COVID-19. Obviously, if this were a normal year, there would most likely be small increases or decreases for every business because of a variety of possible reasons.

The March impact is likely a little less than what April and May will have because the Governor's Order wasn't in effect for the entire month. The prohibition against on-premise food consumption went into effect on March 16. The more inclusive closure/reduction in services for many businesses became effective on March 21.

March Projections:

- Construction: Reduced by 30% – They are essential businesses but likely much of the elective work for the three Washington businesses in this category dropped late in the month.
- Drug Stores: Reduced by 20% - They are essential businesses but figure there would be some drop in in-store customers picking up non-prescriptions.
- Entertainment: Reduced by 30% as non-essential businesses

- **Funeral Homes:** Reduced by 30% - They are essential businesses but the Governor's Order impacted larger gatherings has undoubtedly impacted the ability to hold many funerals.
- **Gas Stations:** Reduced by 30% - They are essential businesses but the reduction in travel means fewer gas and convenience store purchases.
- **Grocery/General Stores:** Increased by 10% - They are essential businesses and have undoubtedly increased revenue due to the forced closure of other stores. Food is not subject to the HR tax, so any increase will be a result of the purchase of other non-food offerings.
- **Hardware/Building Material Stores:** Decreased by 10% - They are essential businesses and there has been anecdotal data that shows that some households have taken this time as an opportunity to complete delayed home improvement projects. There will also be many of the typical spring lawn and garden purchases. Many of the items sold are not essential to people not employed in the construction industry and there will likely be a slight reduction in overall buying as a result.
- **Liquor Stores:** Reduced by 30% - They are essential businesses but are also probably being impacted by the reduced number of trips people have made.
- **Manufacturing:** Reduced by 30% - Most are essential businesses. This is a small portion of the HR and MT tax.
- **Medical:** Reduced by 30% - Only one such business classifies for this as a payer of the HR tax and two businesses for the MT tax.
- **Restaurants:** Reduced by 30%
- **Retail Trade:** Reduced by 30%
- **Services:** Reduced by 30%
- **Vehicle Dealer:** Reduced by 30% for HR and 50% for MT% - These businesses remain open to service vehicles but it is estimated to drop because of the reduction in travel. Sales is open for appointment-only, which makes sales less likely.
- **Wholesale Trade:** Reduced by 30% - This category is tough to pinpoint, because they are all likely essential businesses. However, with reduced retail spending, it is estimated to fall as other retail is estimated to be impacted.

April and May:

- **Entertainment:** Reduced by 100% - These businesses are closed with little to no chance of having online sales.
- **Funeral Homes:** Reduced by 50% - This is an educated guess that half of the typical funerals are being postponed until larger gatherings are allowed.

- Gas Stations: Reduced by 70% - The reduced number of trips will definitely impact these businesses. If gas stations include a service station component, the negative impact may be absorbed more.
- Grocery Stores: Increased by 20% - Again, this would be higher if food was subject to payment of the HR tax.
- Liquor Stores: Reduced by 50% - Based on a limit of non-essential trips, though trips to the liquor store are clearly essential to some people.
- Restaurants: Reduced by 50% - Some will produce more sales than others based on their ability to attract carry-out service or offer a drive-thru. Bars are also included in this category and should have a much higher decrease than 50%.
- Retail Trade:
 - Essential businesses: Reduced by 30%
 - Non-essential businesses: Reduced by 70%
- Vehicle Dealer: Reduced by 30% for HR and 70% for MT%

Anticipated reduction to Municipal 1% Sales Tax revenue:

March 2019-2020 Change	-\$26,126.15
April 2019-2020 Change	-\$48,969.14
May 2019-2020 Change	-\$37,091.80
TOTAL CHANGE	-\$112,187.09

Anticipated reduction to 1.75% Home Rule Sales Tax revenue:

March 2019-2020 Change	-\$19,047.32
April 2019-2020 Change	-\$44,605.69
May 2019-2020 Change	-\$35,111.75
TOTAL CHANGE	-\$98,764.76

The challenge to this estimate is that the long-term impact on consumer spending is unknown. There are conflicting theories on the impact of opening up the economy. There could be a quick and steady return to pre COVID-19 spending, a moderate return to pre COVID-19 spending or a permanent change in consumer spending. There will undoubtedly be businesses that do not reopen once the Governor's Order is lifted. There are also likely to be new businesses that open as a result of the changes the pandemic has caused. In addition, there is likely to be federal and state stimulus payments to the City which could replace these lost funds. For planning purposes, staff is assuming that there will be a \$210,951.85 reduction in revenue for the period of March through May 2020 sales.

90-day impact of projected revenue shortfall

Sales Tax	(\$112,187)
Home Rule Sales Tax	(\$98,765)
Income Tax	(\$65,212)
Local Use Tax	\$0
Pers. Prop. Repl. Tax	(\$625)
	<u>(\$276,789)</u>

Motor Fuel Tax	(\$13,688)
Transportation Renewal Fund	(\$1,000)
	<u>(\$14,688)</u>

Rebuild Illinois grant	<u>\$181,961</u>
(1st installment of 6 over 3-year period)	

Options***Hiring Freeze/Seasonal/Temporary Employees***

Staff recognizes and agrees that due to the many uncertainties with the economy and potential impacts on revenue, a hiring freeze for new positions is warranted to be considered. In addition, short-term (summer) laborer positions would not be filled and the Executive Administrative Assistant position would remain a temporary position. **The Police Officer position was approved on June 1, 2020 to be filled prior to the end of the 90-day freeze, resulting in a temporary increase in Officers. A stipulation of the approval is that when a vacancy occurs in the Police Department, a 90-day waiting period will apply before the vacancy can be filled.**

Budget Cuts/Deferrals and Impacts

Staff also reviewed budgeted expenses for any items that could be deferred if necessary and any savings that may be realized that wasn't apparent at the time the budget was completed. These potential cuts have some ramifications as discussed below in the recommendations.

Utilization of Excess Funds

See recommendations below for a discussion of excess funds available in the Health Insurance and Telecommunications Tax Funds.

**Potential Deferred Expenses - General Fund
FY 2020-21**

	Initial 5/1/2020	Update #1 appr. 5/18/2020	Update #2 6/8/2020	
<u>New/Seasonal Positions to remain unfilled</u>				
Police Officer	83,522	83,522	-	Per City Council 6/1/20
Public Works - Streets	64,698	64,698	64,698	
Part-time HR Generalist	20,800	20,800	20,800	
Exec. Admin. Assistant continue as temp.	13,600	13,600	13,600	
Grounds Maintenance	24,659	-	-	Per Public Works Committee 5/4/20
Summer Laborers	12,823	12,823	12,823	
	<u>220,102</u>	<u>195,443</u>	<u>111,921</u>	

We recommend establishing a Foreman in Water/Sewer Maintenance for succession planning (cost to General Fund - 5,221)

Potential Expense Items for Deferral/Savings (see detail)

Legislative/Administrative	81,387	81,387	81,387
City Hall	500	500	500
Streets/Stormwater	481,500	348,500	348,500
Police	135,276	163,769	163,769
Tourism/Econ. Development	23,000	23,000	23,000
Planning & Zoning	16,500	16,500	16,500
Fire & Rescue	42,000	31,749	31,749
	<u>780,163</u>	<u>665,405</u>	<u>665,405</u>
Total Deferred Expenses	<u>1,000,265</u>	<u>860,848</u>	<u>777,326</u>

Potential Expense Items for Deferral/Savings
FY 2020-21

Description	Initial 5/1/2020	Update #1 Apr. 3/18/2020	Update #2 4/9/2020	Comments
Legislative/Administrative				
Tyler Software - changes to Payroll platform	18,197	18,197	18,197	reduction in cost of software from suggested license
Tyler Implementation cost (reduction in pay) due to COVID-19	14,240	14,240	14,240	reduction in license investigation, training and QA cost
Newsletter	4,200	4,200	4,200	eliminate printed newsletter and have available on website only
Package for Newsletter	2,800	2,800	2,800	eliminate printed newsletter and have available on website only
Legal fees - Agon	2,000	2,000	2,000	eliminate printed newsletter and have available on website only
Computer and Mail Equipment	2,000	2,000	2,000	
Miscellaneous Software	2,500	2,500	2,500	
Memorial Day parade	3,000	3,000	3,000	
Student Government Pay Items	250	250	250	
Copy items/Computer Equipment	2,500	2,500	2,500	
Travelling	5,000	5,000	5,000	
Training - District Officials	18,250	18,250	18,250	40
Training - Staff	6,500	6,500	6,500	40
	81,387	81,387	81,387	
City Hall				
Replica shrubs on East side of building	500	500	500	
	500	500	500	
Street/Stormwater				
Design Approaches (lights)	35,000	35,000	35,000	
Abandon Septic/Tap into New Sanitary Sewer/Legionella Monitor	25,000	25,000	25,000	
Railroad Parking Area/Built up at legions	35,000	40,000	35,000	
New Garage Doors at legions	25,000	25,000	25,000	Doors are original will not be available
Pavedment Repairs Roadwork	10,000	10,000	10,000	Call to action prior to this
Overhead Lights at DOT Intersections by same items	27,000	27,000	27,000	
New Moving Trailer (Original Equipment)	15,000	15,000	15,000	Original equipment
Garage/Storage (Storage Project)	25,500			Per Public Works Committee 5/4/20
Gilman's New Cabinet/Project	20,000	20,000	20,000	
Street's Shop Walls/Planning Project	21,500	21,500	21,500	Revised after 90 days
City ROW and Properties/Wood Control	1,500			Per Public Works Committee 5/4/20
Card Pass at Legions Road	15,000	15,000	15,000	
Asphalt City Aways	18,000			Per Public Works Committee 5/4/20
Map Room Gallery Room	51,000			Per Public Works Committee 5/4/20
Delivered Heights Advert Living	125,000	125,000	125,000	Not recommended to call but can discuss with Board
	480,500	349,500	349,500	
Police				
Reduction in FIC contract		28,425	28,425	
Contract for new car	15,000	16,000	16,000	
Repair & Maintenance - Computer/IT Equipment	2,000	1,000	1,000	
Repair & Maintenance - Computer/IT Equipment	5,000	5,000	5,000	
Major computer	9,874	9,874	9,874	
Office supplies	2,000	2,000	2,000	
Legal fees	40,000	40,000	40,000	
Recruitment	5,000	5,000	5,000	
Package	1,000	1,000	1,000	
Printing	5,000	5,000	5,000	
Electricity	2,000	2,000	2,000	
Car wash	400	400	400	
Training	7,000	7,000	7,000	
Office/IT	2,500	2,500	2,500	
Investment	2,500	2,500	2,500	
Fieldwork/Equipment	12,500	12,500	12,500	
Assets program	4,000	4,000	4,000	
Training/Training/Staff	800	400	400	
	137,270	127,289	127,289	
Public/Youth/Development				
Treatment of Children's support	10,000	10,000	10,000	
Maintenance/Marketing	10,000	10,000	10,000	
Marketing and promotional materials	5,000	5,000	5,000	
	25,000	25,000	25,000	
Planning & Development				
Public support/Marketing	10,000	10,000	10,000	
Public support/Marketing	10,000	10,000	10,000	
	20,000	20,000	20,000	
Fire & Rescue				
Reduction in FIC contract		(10,000)	(10,000)	
Contract	32,000	32,000	32,000	
Building/Investment	10,000	10,000	10,000	
	42,000	32,000	32,000	
Total entered expenses				
	780,123	665,435	665,435	

Recommendations

- i. As of May 8, 2020, projected revenue decreases for the General Fund for the first quarter of the fiscal year is approximately \$276,789. A total of **\$37,597** of this shortfall is recovered through a 90-day deferral of filling the new positions in the FY20-21 budget as indicated:
 - ~~Police Officer (90-day waiting period with next vacancy applies)~~
 - ~~Public Works – Grounds Maintenance~~
 - Public Works – Streets laborer
 - Public Works – S-T Summer laborers (these positions will not be filled)
 - Part-Time HR Generalist
 - Delay adding the Executive Administrative Assistant as a full-time position for 90 days and continue as a temporary employee

The remaining **\$239,192** will be made up through deferral of projects and/or utilization of other funds as indicated below.

2. Establish a Foreman in the Water/Sewer Maintenance Department as budgeted for FY20-21 (FY20-21 budget impact of \$232 with 90-day cost of \$58)
3. The PBPA (Police Officers) and Laborer's (Public Works) union employees have collective bargaining contracts each of which provide for a 2.5% increase in their respective pay plans for FY20-21. Staff recommends approval of the Non-Union/Sergeant Pay Plans as well to maintain equity with these employee groups who are protected by collective bargaining contracts, to mitigate the potential for non-union employees to organize, and to show support for employees who are continuing to work during the pandemic as essential employees. The total cost for the fiscal year is \$59,000 and Staff recommends utilizing excess funds in the Health Insurance Fund for this expense. These funds were established when the City was in a partially self-funded insurance plan to pay claims and other expenses and are the result of a surplus that existed at the time the City joined the IPBC consortium. **The non-union pay plan with a 2.5% increase was approved by the City Council on 5/18/2020.**
4. Capital and operational expenses that may be considered for deferral were determined by the City Administrator and Management and reviewed by the Public Works Committee in relation to budgeted and committed projects. Revisions were made to the deferral list as indicated and the revised total is \$665,405. Staff recommends a 90-day deferral for all identified expenses with the exception of any others deemed priority by the City Council, with consideration to the potential negative consequences.
5. Staff acknowledges that there may be additional impacts to revenue beyond the first quarter of FY20-21. We recommend utilizing excess funds in the Telecommunications Tax account to at least partially address future shortfalls. Although separately accounted for and earmarked for TC3 expenditures, these funds are essentially an unrestricted revenue source. There is a healthy reserve in excess of \$1.4M in the fund, which when coupled with annual Telecommunications Tax revenue, is equal to more than 20 years of future payments. The recommendation for these funds is to cover any further reduction in Income Tax revenue as follows:
 - Utilize funds to cover additional shortfalls up to \$500,000. This will result in a fund balance of approximately \$1M as of 4/30/21, which when coupled with the tax being generated and a potential rate increase, will equal a total of 16 years of future

TC3 payments. The City Council agreed to utilizing Telecommunications Tax if deemed necessary to cover an Income Tax shortfall.

- Increase the Telecommunications Tax rate by 1% to the maximum 6%. Such an increase must be approved six months in advance and thus would not take effect until January 2021. Increased revenue would approximate \$39,000 annually. This option was rejected by the City Council on 5/18/20.

Recommendations (continued)

6. Surplus funds, resulting from prior year accumulation for planned capital spending, have been budgeted in the General Fund to be utilized in the amount of \$3,025,240 for one-time capital projects. Additional funds in excess of the minimum standard balance are also available for unforeseen emergencies of which COVID-19 would qualify. Staff would not recommend utilization of these funds at the current time until we have more clarity as to the extent of the impact of COVID-19 on revenue.

WCOC Monthly Snapshot for City of Washington - July 2020

Upcoming Events

Business After Hours
July 14, 2020
at Five Points-Washington

June by the Numbers

Business Check-Ins 1,420
For month of March, all staff combined.
New Members 1
Dropped Members 0
Total Number of Members 257
of Washington Based Members 229

Monthly Sales Tax
(Spent in March 2020)

HMR \$235,213.07
MT \$248,854.33
MTART \$6.89
Admin Fees on HMR \$3,577.32

Mission Moment

Reaching out to businesses on the BIG grants. There was lots of confusion on which businesses could apply,

2020 WCOC Membership Report - As of May 31, 2020

2020 Budget			
Level	Member	Dues	Total Revenue
Courtesy	10	\$0.00	\$0.00
Non-Profit	2	\$0.00	\$0.00
Basic	6	\$0.00	\$50.00
One Star	182	\$250.00	\$45,500.00
Two Star	30	\$500.00	\$15,000.00
Three Star	10	\$1,000.00	\$10,000.00
Four Star	1	\$2,500.00	\$2,500.00
Five Star	1	\$5,000.00	\$5,000.00
Total	230		\$78,000.00

2020 Actual			
Level	Member	Dues	Total Revenue
Courtesy	0	\$0.00	\$0.00
Non-Profit	1	\$100.00	\$100.00
Basic	2	\$0.00	\$0.00
One Star	126	\$250.00	\$31,500.00
Two Star	22	\$500.00	\$11,000.00
Three Star	5	\$1,000.00	\$5,000.00
Four Star	0	\$2,500.00	\$0.00
Five Star	3	\$5,000.00	\$15,000.00
Total	139		\$62,600.00

2019 Actual			
Level	Member	Dues	Total Revenue
Courtesy	0	\$0.00	\$0.00
Non-Profit	1	\$100.00	\$100.00
Basic	4	\$0.00	\$0.00
One Star	150	\$250.00	\$37,500.00
Two Star	29	\$500.00	\$14,500.00
Three Star	4	\$1,000.00	\$4,000.00
Four Star	0	\$2,500.00	\$0.00
Five Star	3	\$5,000.00	\$15,000.00
Total	82		\$71,100.00

2020 Washington Businesses			
Level	Member	Dues	Total Revenue
Courtesy	0	\$0.00	\$0.00
Non-Profit	1	\$100.00	\$100.00
Basic	2	\$0.00	\$0.00
One Star	111	\$250.00	\$27,750.00
Two Star	17	\$500.00	\$8,500.00
Three Star	4	\$1,000.00	\$4,000.00
Four Star	0	\$2,500.00	\$0.00
Five Star	3	\$5,000.00	\$15,000.00
Total	102		\$55,350.00

COVID-19 Efforts

- Sending bi-weekly e-mails to Chamber Members and Washington Businesses with relevant COVID-19 information.
- Reached out to individual members on opportunities and grants that different businesses qualify for.
- Source of support, encouragement and listening for a variety of members during these unprecedented times.
- Assisting with the Business Arm of the Tazewell County EOC
- Social Media Posts and sharing of Member Posts pertaining to information on how to support our small businesses during this time.
- Creating a COVID-19 level of membership for non-members to take advantage of some benefits at a significantly reduced rate for a six month time frame. (Will only be open to businesses in the 61571 zip code)

Monthly Marketing Theme





CITY OF WASHINGTON, ILLINOIS
Committee of the Whole Agenda Communication

Meeting Date: July 13, 2021

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Residential Waste Contract Waivers

Explanation: The City Council recently approved an exemption policy for residential waste services to provide a mechanism for Washington residents who also own a Washington Business the ability to exempt themselves from the required service if certain thresholds were met. So far there are five that have received exemptions and three additional who have submitted a request which are being reviewed.

There are also 4 residents who own businesses outside of Washington who contract their commercial waste hauling from PDC who have inquired about the exemption option. Staff is looking for direction from the Committee of the Whole on allowing an exemption under this scenario.

Fiscal Impact: Potential Revenue generated from penalties.

Recommendation/

Committee Discussion Summary: The Public Works Committee reviewed this item at their meeting on July 6, 2020. There was no clear consensus on this issue and the Committee recommended further discussion from the Committee of the Whole.

Direction Requested: Recommendation on a potential Code Amendment to allow residents who own businesses outside of Washington to be exempt from Residential Waste Collection if certain requirements are met related to business ownership and their contracted commercial hauler.

Additional Documentation: None.



CITY OF WASHINGTON, ILLINOIS
Committee of the Whole Agenda Communication

Meeting Date: July 13, 2020

Prepared By: Ray Forsythe, City Administrator, Derek Schreyer, City Attorney

Agenda Item: Update on Amending Rules of Procedure

Explanation: The City Council adopted Rules of Procedure on May 16, 1983. Over the years, the Rules have only been amended once, in 2017, related to Public Comments. Recently, City Council Members requested clarification on the process to add items to the City Council Agenda. Staff proposed incorporating the 1983 Rules of Procedure into Chapter 31 "City Council" at the June 8th Committee of the Whole Meeting. Council discussion did not support this method of addressing the issues and there was consensus to further discuss the Rules of Procedure at the July Committee of the Whole meeting.

The City Attorney and City Administrator have updated and clarified the adopted Rules of Procedure and a redlined version is attached to this Memo. It is our recommendation that the City Council discuss these updates at the Committee of the Whole Meeting on Monday, July 13, 2020. If there is consensus, a Resolution will be presented at the next City Council Meeting for consideration.

The Amendment to the Rules of Procedure were introduced to the City Council at the July 6th Council Meeting. A motion to amend the proposed Rules of Procedure related to Remote Participation was approved by the City Council and recommended to be placed on the Agenda for a Special Council Meeting, July 13, 2020.

Proposed updates are included in the following sections:

- 3.1 Regular meetings. To reflect the actual starting time of the meeting at 6:30 vs 7:30
- 3.3 Committee of the Whole Meeting. To follow current practice where the Committee of the Whole meetings are scheduled on the 2nd Monday of the month, time and location.
- 5. Order of Business and Agenda. To reflect the current Agenda order and a 48-hour Agenda delivery timeframe to the City Council.
- 6. Ordinances, Resolutions and Motions. To reflect the practice of Ordinance and Resolution preparation; Recording of Votes – the Clerk shall call the vote using a rotating alphabetical process which will change each meeting; Legal Opinions. To clarify requests of verbal and written Legal Opinions.

Fiscal Impact: None.

Recommendation/Committee/Council Discussion Summary: The City Council discussed the Rules of Procedure and an Amendment to Chapter 31 at the Committee of the Whole Meeting, June 8, 2020 but did not have a consensus on these items and requested further discussion at the July 13, 2020 Committee of the Whole.

Action Requested: Consideration of Amendments to the City Council Rules of Procedure. Once recommendations are made a Resolution will be prepared for consideration at a future Council Meeting.

Date Prepared: 07/09/2020

CITY COUNCIL RULES OF PROCEDURE

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7. CREATION OF COMMITTEES, BOARDS, AND COMMISSIONS
8. CITIZEN'S RIGHTS
9. SUSPENSION AND AMENDMENT OF THESE RULES

Passed and approved by the City Council at a regular meeting on May 16, 1983 by Resolution R-168;
Amended by Ordinance 3260 on November 20, 2017.

1. Authority

- 1.1 Ordinance: The Code of Ordinances of the City of Washington provides that the Council may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

2. General Rules and Public Officials

- 2.1 Meetings to be Public: All official* meetings of the Council shall be open to the public. The journal of proceedings shall be open to public inspection.
- 2.2 Quorum: A Majority of the members of the Council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn from time to time, and may compel the attendance of absentees, under whatever penalties, including a fine for a failure to attend, the Council may prescribe by ordinance. (Section 32.078)
- 2.3 Journal of Proceedings: An account of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.
- 2.4 Ordinances: Confined to One Subject; Exceptions: No Ordinance except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances, shall relate to more than one subject, which shall be clearly stated in its title.
- 2.5 Right of Floor: Any member desiring to speak shall be recognized by the Chair, and shall confine his or her remarks to one subject under consideration or to be considered.
- 2.6 City Administrator: The City Administrator shall attend all meetings of the Council and shall have the right to take part in all discussions of the Council, but shall have no vote. (Section 33, appointed officials)
- 2.7 City Attorney: The City Attorney shall attend all meetings of the Council unless excused and shall, upon request give an opinion, either written or oral, on questions of law. (Section 33, appointed officials)
- 2.8 City Engineer: The City Engineer shall attend all meetings of the Council unless excused. (Section 33, appointed officials)
- 2.9 City Treasurer/Budget Officer: The City Treasurer shall be elected at the time of the Mayor and shall be responsible for the duties as set in Section 32.040- .053. He may also be appointed as Budget Officer and be responsible for the duties as set in Section 33.010- .013.
- 2.10 City Clerk/City Collector: The City Clerk shall attend all meetings of the Council unless excused and shall keep the official journal (minutes) and perform such other duties as described in Section 32.025 - .036. The Clerk may also be appointed as City Collector and be responsible for the duties as described in Section 33.060- .065.
- 2.11 Officers and Employees: Department heads of the City, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings upon request of the City Administrator.
- 2.12 Rules of Order: All proceedings of the Council not specifically provided for in 32.070 to 32.089 shall be in accordance with "Roberts Rules of Order." (Section 32.089)

* Except where State Statutes allows Executive Sessions for certain limited topics.

3. Types of meetings

- 3.1 Regular meetings: The Council shall meet in the Council Chambers for regular, adjourned and special meetings. The regular council meetings are to commence at 7:30 p.m., on the first and third Monday of each month, unless otherwise specified by Ordinance. (Section 32.076)
- 3.2 Special Meetings: Special meetings may be called by the Mayor or by any three members of the Council. The call for a Special meeting shall be filed with the City Clerk in written form except that announcement of a special meeting, during any regular meeting at which all members are present, shall be sufficient notice of such special meeting. The call for a special meeting shall specify the day and hour of the Special meeting and shall list the subject(s) to be considered. No special meeting shall be held until at least twenty-four hours (24) after the call is issued. Only such business may be transacted at a special meeting as may be listed in the call for said meeting or an incident thereto.
- 3.3 Committee of Whole Meeting: The Council ~~shall~~ ~~may~~ meet informally in Committee Meeting (open to the public), ~~on the second Monday of each month, or~~ at the call of the Mayor or of any three members of the Council, to review forthcoming programs and projects, or receive other similar information from the City Administrator and/or Department Heads, provided that all discussions and conclusions thereon shall be informal. The Committee of the Whole (COW) Meetings shall meet in the Council Chambers and are to commence at 6:30 p.m.
- 3.4 Executive Sessions: Executive Sessions or closed meetings may be held in accordance with the provisions of the State Open Meetings Act. Topics allowed to be discussed are those which are covered by one of the exceptions and specified in the vote to hold the Executive Session.
- 3.5 Attendance of Media at Council Meetings: All official meetings of the City Council and its committees shall be open to the media, freely subject to the recording by radio, television and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings. It will be the responsibility of the presiding officer to determine what is orderly conduct.

4. Presiding Officer and Duties

- 4.1 Presiding Officer: The Mayor shall preside as Presiding Officer at all meetings of the Council. If a temporary absence or disability of the Mayor incapacitates him from the performance of his duties, the Council shall elect one of its members to act as mayor pro tem. (32.018)
- 4.2 Call to Order: The meetings of the Council shall be called to order by the Mayor or, in his absence, by the Mayor Pro Tem. In the absence of both the Mayor and Mayor Pro Tem, the meeting shall be called to order by the City Clerk for the election of a temporary chairman.
- 4.3 Preservation of Order: The presiding officer shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.
- 4.4 Points of Order: The presiding officer shall determine all points of order subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Chairman be sustained?"
- 4.5 Questions to be stated: The presiding officer shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon the request of any member, in the manner provided in.; section 6.7 of these rules.

5. Order of Business and Agenda

5.1 Order of Business: The general rule as to the order of business in regular meetings shall be as follows:

~~1I.~~ Call to Order

~~2II.~~ Roll call

~~III.~~ Pledge of Allegiance

~~3IV.~~ Review Agenda – Deletions or Additions (Discussion Items Only)

~~V. Consent Agenda (The **consent agenda** is a tool used to streamline council meeting procedures by collecting and grouping routine, noncontroversial topics into a single **agenda** item that can be discussed and passed with a single motion and vote.)~~

~~-Approval of Minutes~~

~~VI. Announcements/Awards/Presentations/Recognitions/proclamations~~

~~4VII.~~ Audience Comments

~~5.~~ City Attorney

~~a. Ordinances, Resolutions, etc.~~

~~6.~~ City Engineer

~~7.~~ Alderman

~~8.~~ Mayor

~~9.~~ City Administrator

~~10VIII.~~ Standing Committee Reports

~~a. Finance~~

~~b. Public Safety~~

~~c. Public Works~~

~~IX. Mayor~~

~~X. City Administrator~~

~~XI. Resolutions~~

~~XII. Ordinances~~

~~XII. Alderman's Comments~~

~~XIV. Executive Session~~

~~XV11.~~ Adjournment

5.2 Agenda: The order of business of each meeting shall be as contained in the Agenda prepared by the City Clerk and/or City Administrator. The Agenda shall be a listing of subjects to be considered by the Council and shall be delivered to members of the Council at least ~~twenty-four~~forty eight (2448) hours preceding the meeting to which it pertains.

5.3 Presentation by Members of Council: The Agenda shall provide a time when the Mayor or any council member may bring before the Council any business that he/she feels should be deliberated upon by the Council. These matters need not be specifically listed on the Agenda, but formal action on such matters shall be deferred until a subsequent Council meeting, except that immediate action may be taken upon a vote of two- thirds of all members of the Council.

5.4 Reading of the Minutes: Unless a reading of the minutes of a council meeting is requested by a member of the council, such minutes may be approved without reading if the clerk has previously furnished each member with a copy thereof. (Section 32.079)

6. Ordinances, Resolutions and Motions

6.1 Preparation of: The City ~~Administrator or City~~ Attorney shall cause to be prepared all ordinances, resolutions and other instruments pertaining to council business, pursuant to direction of the Council, ~~or which he is requested to prepare by any member of the Council~~, by the Mayor, or which he shall prepare on his own initiative. (32.080)

6.2 Procedure for passage of Ordinances: No ordinances can be passed unless it is read at

- least two meetings of the council unless the council unanimously votes to waive this requirement at a meeting at which a quorum of the council is present. (32.081)
- 6.3 Distribution of Ordinances: The City Clerk shall prepare copies of all proposed Ordinances for distribution to all members of the Council to be included in the Agenda material.
 - 6.4 Reading by Title Only: Upon being introduced, each proposed ordinance shall be read by title only, unless any member of the Council requests a full reading of the ordinance.
 - 6.5 Recording of Votes: The Ayes and Nays shall be taken upon the question of the passage of all ordinances, resolutions and motions and entered upon the official record of the Council. For a roll call vote, the Clerk shall call the vote rotating alphabetically.
 - 6.6 Discussion regarding motions: An alderman shall not speak more than once to the motion unless all aldermen have spoken.
 - 6.7 Majority vote required: An affirmative vote of at least a majority of the members of the Council shall be necessary to pass an ordinance, but a resolution, motion or any other proposition may be adopted by a majority voting on the issue (except as otherwise specified in the State Statutes). When any vote is called each Council member shall respond "aye", "nay", "abstain", or "pass".
 - 6.8 Tie Vote: In event of a tie in votes on any motion by the aldermen, the Mayor shall cast the deciding vote.
 - 6.9 Numbering Ordinances and Resolutions: Upon passage, a number shall be assigned to each ordinance or resolution by the City Clerk.
 - 6.10 Passage and Publication: Upon passage by the Council, an ordinance shall be signed by the Mayor and be attested by the City Clerk; it shall be immediately filed, published according to the law and thereafter preserved in the office of the City Clerk.
 - 6.11 Legal Opinions: Any member of the City Council, the Mayor, or the City Administrator may request verbal or written legal opinions, relating to city business, from the City Attorney. Upon receiving requests for a written legal opinion, and upon return receipt thereof, the City Administrator shall forthwith cause to have distributed the written legal opinion to all members of the Council so that all members of the Council may be fully informed of the status of City affairs. Any member of the Council may, for purposes of inquiry, request verbal opinion or advice on City legal matters directly from the City Attorney during a council meeting.
7. Creation of Committees, Boards and Commissions
 - 7.1 Citizen Committees, Boards and Commissions: The Council may create committees, boards and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify not inconsistent with the City Code.
 - 7.2 Membership and Selection: Membership and selection of members shall be as provided by the Mayor with the concurrence of the Council. No committee so appointed shall have powers other than advisory to the Council or to the City Administrator, except where otherwise specified by the City Code.
 8. Public Comments at City Council Meetings
 - 8.1 Background: Pursuant to the Open Meetings Act, 5 ILCS 120/2.06(g), any person shall be permitted the opportunity to address public officials under the rules established and recorded by the public body. Public participation and comments at meetings of the City of Washington are limited to the portion of the City meeting as provided for in the meeting agenda, and shall be permitted in accordance with the provisions of this section.
 - 8.2 Manner of Addressing Public Officials: The presiding officer shall determine the order of turn in which members of the public address and comment at any City meeting. All individuals being called shall speak so he/she can be heard in audible tone of voice. Such

comments by any one person shall be limited to five (5) minutes in any City Council meeting, or three (3) minutes in any other City meeting, unless an extension of time is granted at the presiding officer's discretion. Citizens shall not yield unused time to other speakers. The presiding officer shall have the right at any time to close comment by that person, when, in the presiding officer's discretion, such input violates the provisions of these rules, or is otherwise irrelevant, repetitious or disruptive. A total period of time not to exceed twenty (20) minutes for any City Council meeting, or fifteen (15) minutes for any other City meeting will be devoted to public comment. This amount of time shall be extended only upon a motion and second of the City Council or Committee, and a majority vote in favor thereof. Any person who is not able to address the public body due to time constraints will be encouraged to attend a subsequent meeting to address the public body or to provide written comments.

8.3 Redundancy: If numerous persons wish to comment on a single topic, the presiding officer may recognize a specified number of individuals who wish to speak in favor of, against or wish to make general comments regarding the topic. The City Council or City Committee shall not be required to allow every person who wishes to address the issue to do so, but as many views as possible are encouraged to be heard. Any person who is not able to speak during the time for public comment shall be allowed and encouraged to present his or her views to the City Council or City Committee in writing.

8.4 Decorum: While making public comment during any City meeting, members of the public shall address the entire public body, and shall not attempt to address or enter into dialog with individual members of the public body. Any person who uses profanity, or engages in threatening, inappropriate, offensive, slanderous or disorderly behavior, shall be deemed out-of-order by the presiding officer and his or her time for public comment shall end.

An individual who violates any of the rules specified herein may be removed from the City meeting at the discretion of the presiding officer.

9. Suspension and Amendment of These Rules

9.1 Suspension of These Rules: Any provision of these rules not governed by the Code of Ordinances may be temporarily suspended by a vote of five (5) members of the Council. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.

9.2 Amendment of These Rules: These rules may be amended, or new rules adopted, by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.



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.