

**COMMITTEE OF THE WHOLE
MONDAY – MARCH 14, 2016
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of March 14, 2016 to order at 5:04 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Brownfield, Brucks, T. Gee, Moss, Butler, Dingledine, J. Gee, and Maxwell.

Absent: None.

Also present: City Administrator Culotta, Controller Baxter, Director of Public Works Andrews, P & D Director Oliphant, Police Chief Volk, City Treasurer Dingledine, and City Clerk Brown.

MINUTES

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of Minutes: T. Gee moved and Alderman Moss seconded to approve the minutes of the January 11, 2016 Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. First Time Homebuyers Program – Controller Baxter presented an ordinance authorizing the use of the annual volume cap for the Assist 2016 – First Time Homebuyers' Program. She shared that the City has participated in this program over the last 15-years and provides qualifying first time homebuyers assistance with obtaining a mortgage by offering a 30-year fixed-rate mortgage with a 3% contribution toward down payment and closing costs. She shared that the private activity bonding authority granted to the City is based on \$100 per capita and equals \$1,581,000 for 2016. She shared that the ordinance shows the intent of the City in regard to the allocation of tax-exempt private activity bonding authority and must be approved prior to May 1st. She shared the last year 15 different mortgages were taken advantage of through the program and the city has no administrative involvement with the process. She asked if there were any questions and that this would be coming before the City Council at the March 21st meeting.
5. Off-site Utility Billing Collection Agreement – Controller Baxter presented an agreement for off-site utility billing collection at Ipava State Bank. She shared that a similar agreement was established in 1997 with other area banks and while not many customers take advantage of the service with the addition of Epay and direct debit payment alternatives, the service is still offered today. Alderman Brucks asked if there were any fees involved either to the city or customers and Controller Baxter replied that no fees were associated.
6. Public Works Trailer Consideration – Public Works Director Andrews brought forward for consideration the purchase of a 15-20T tag trailer for use in the Public Works Department. He shared the Public Works Committee has reviewed and is supportive of the purchase, and the trailer is a budgeted expense in the FY15-16 budget under MERF (\$15,000 assuming the purchase of a 15T trailer). He shared that shop repairs on heavy equipment, as well as the rental of large equipment, requires the City to pay for transportation costs which routinely run between \$800-\$1200 annually with at least 4-6 transportation moves. He shared that at the cost of \$200 per move the breakeven point would be 5 moves. He also shared that additional uses of the trailer would be transporting the new larger trench box as well as other material transport and volunteer deployments under IL Public Works Mutual Aid (IPWMAN). Alderman T. Gee asked how the trench box was currently being moved and Andrews replied that they were currently using the 6T mower trailer but that during summer months it's availability would decrease.
7. Design Engineering Support: Strand Associates, Inc., STP No. 2 Phase 2B – Public Works Director Andrews brought forward for review and discussion the Phase 2B interceptor sewer upgrade and design considerations.

He shared that while the Phase 2A bid from River City Construction came in under budget, the Phase 2B trunk sewer could increase from \$3.5M to \$5M depending on additional considerations not part of the estimate, specifically a more detailed capacity analysis and forecasting of future growth to support upsizing. He shared that given the additional budgetary dollars we could make consideration to reviewing the wet well and upgrading pumps. Alderman J. Gee asked if other engineering firms have been looked at for RFQ's and Andrews shared that with the amount of investment we currently have with Strand in Phase 2A it rolls into their consideration but there is a possibility to go out for additional RFQ's. Alderman J. Gee asked for this to be brought to the next Public Works Committee meeting for more discussion on the pluses and minuses of additional RFQ's.

8. Downtown Square Historic District Designation & Building Design Guidelines – P & D Director Oliphant shared that he has been working on both of these interrelated items with the City's Historic Preservation Commission (HPC) and the building design guidelines were recently brought before the Planning & Zoning Commission where they recommended approval. He went over the building design guidelines noting the following: the word 'should' was used rather than 'shall' throughout the guidelines to keep them more of a guideline and not a mandate; did not want to add a lot of cost to property owners; and received input from everyone on the Square and they shared that they wanted the guidelines for protection and at the same time to not be overly burdensome. Mayor Manier shared that this has been a long time coming and P & D Director Oliphant shared that they are happy with the results so far. Mr. Walter Ruppman representing the HPC commented that there were no negative comments received during last Wednesday's public hearing on the proposed language. Alderman Dingledine asked how the process would work in getting the local designation and Oliphant shared that it would come before the City Council for approval. Alderman Dingledine asked if it would give us a greater opportunity to receive grant monies and Oliphant replied that the IL Transportation Enhancement Program will have a new program rolling out soon and with the streetscape plan it could be seen on a broader scale and have greater potential of receiving funds. Alderman Butler asked who has decision making authority on the guidelines and Oliphant shared that an application would be submitted and the HPC would hear the application request to make sure guidelines are being met and if all is in order a Certificate of Appropriateness would be issued for the project. Alderman Brucks shared his concern with the recently added Ipava State Bank sign on the south side of the Square and how it's electronic design is outside the character of the Square. Oliphant replied that they struggled with the sign and shared that if everyone felt strongly about not allowing this type of sign on the Square they could do that.
9. Budget Planning Retreat – City Administrator Culotta shared that this budget planning session will be similar in structure to last year and to feel free to chime in with questions during each Department presentation. He went over the overall organization chart and shared the following on a recent rating from Moody's Investors Service for the City of Washington: a rating of Aa3 which comes from the very strong category; from a risk standpoint we are in the very low credit risk category; and our net cash position is far superior than other communities.

Controller Baxter went over the General Fund Projections noting an estimated balance as of 4/30/16 at \$6.5M. She went on the share information on the following: General Revenue; General/MFT Revenue – Restrictions; Personnel Expenses; Water Revenue; Water Revenue Trends; Sewer Revenue; Sewer Revenue Trends; Existing Long-Term Debt; and Debt Service Trend (Existing Only).

Deputy Police Chief Stevens shared that Police Chief Volk was off work ill today and that he would be doing his part of the presentation. He shared the following in regards to the Firearms Range: the estimated cost for a new range is <\$250,000; the FY16-17 budget contains \$10k for additional planning; and the goal would be to locate the range at STP No. 1 when it goes offline. He shared that locating at STP No. 1 would reduce the estimated cost significantly as utilities are already in place and existing buildings could be utilized as well. He went on to share the following in regards to staffing: the national per capita ration is 2.48 officers per 100 residents which would equal 37.2 officers for the city and we do not need that many officers; and a request of one additional full-time officer is being brought forward for consideration. He shared that this would bring to total to 21 sworn full-time officers. He went on to share that the investigation staff has been reduced by 50% since 2009 (from 3 to 1.5 officers) and that the department could see an estimated cost savings of \$37k in

overtime pay. Treasurer Dingleline asked what the estimated cost is for a full-time officer and Controller Baxter shared approximately \$75,000. Alderman J. Gee asked how the process works once an officer is hired and when they truly fill the vacancy. Deputy Chief Stevens shared that once they are hired they are sent to the Academy for 12-weeks and then serve 14-weeks in field training to get them to the basic level so it can be 8-months before we have the officer working a shift. Alderman Brucks asked how often we seeing a turnaround in officers and Deputy Chief Stevens shared that it has changed over the last three years. He went on to say that in the past we would see one leaving every year but we have a good reputation in Central IL and also have opportunities for our officers to work in the regional SWAT team so our turnaround has slowed down. Alderman J. Gee asked how many officers were currently in the hiring pool and Deputy Chief shared that we have two to hire this month with a few more on the hiring list and we will be testing again this spring.

Public Works Director Andrews shared that they are fully staffed and continue to work towards promoting from within the department. He went on to share information on the following: Cemetery (Columbarium, Equipment/MERF, and Seal Coating); Water (Plant 1, Plant 2, and AMR Meter Replacement); Sewer Lift Stations, Phase 2A Construction, and Phase 2B Engineering); and Streets (Equipment/MERF, Salt, Paving, Nofsinger & US-24 Intersection). Alderman J. Gee asked if there have been any niche sales in the new cemetery columbarium and Andrews reported that once pavement goes down around the columbarium niche sales will begin. He also shared that the automated meter read antenna will go live on March 30-31st.

P & D Director Oliphant shared information on the following: Non-TIF Projects (Part-time GIS and Marketing/Branding); TIF Projects (Zinser Improvements, N. Main Parking Lot); and Recreation Trails (Cruger Road Phase 1 – Cummings to Nofsinger, Cruger Road Phase 2 – Nofsinger to Main, and BR 24 Engineering/Construction – McClugage to Cummings).

City Administrator Culotta provided an overview for a City Investment Strategy that focuses on infrastructure, economic development, communication, and organizational excellence. He shared that a city's success is determined by its ability to maximize and attract the investment of others and investing in a strategy would result in a unified vision, a comprehensive evaluation of opportunities, and a City Council approved action plan of prioritized short and long term goals. He shared that his goal would be to have this in place for the next budget cycle. Several Council members shared their comments on the need for this type of planning and were very comfortable with this type of strategy.

Following the presentation, he went over several implications of the FY16-17 budget that included a 1-year Capital Improvement Plan; an increase of \$10k for GIS-contracted services; a more comprehensive website design that would include citizen reporting, reverse 911, and electronic billing and payments at an estimated cost of \$22k; a community survey; and a legal review/update of the city's Personnel Manual. He shared the following budget timeline: budget presentation and review will be presented at the March 21st City Council meeting; 1st reading of the budget ordinance will be at the April 4th City Council meeting; the budget hearing will be prior to the April 11th Committee of the Whole meeting; and 2nd reading and adoption will be at the April 18th City Council meeting.

10. Other Business – None.

11. At 7:30 p.m. Alderman Dingleline moved and Alderman Brucks seconded to adjourn. Motion carried unanimously by voice vote.



Patricia S. Brown, City Clerk