

**CITY OF WASHINGTON  
COMMITTEE OF THE WHOLE  
MONDAY, MAY 9, 2016  
6:30 P.M.**

**LIBRARY MEETING ROOM  
380 N. WILMOR ROAD**

**AGENDA**

- 1. ALDERMAN WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES – April 11, 2016 regular meeting**
- 4. BUSINESS ITEMS**
  - A. Greater Peoria EDC – Jennifer Daly
  - B. 911 Consolidation
  - C. Website Development
  - D. Noise Ordinance Amendment
  - E. Bike Friendly Community Update
  - F. Nofsinger/US Route 24 Public Meeting Announcement
  - G. Automated Meter Reading Project – Technology Fee & Code Amendment Considerations
  - H. IL Transportation Enhancement Program (ITEP) – Washington Square
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

**COMMITTEE OF THE WHOLE  
MONDAY – APRIL 11, 2016  
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD  
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of April 11, 2016 to order at 6:36 p.m. in the Library meeting room at Five Points Washington.

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

Absent: Alderman Brucks.

Also present: City Administrator Culotta, Controller Baxter, Director of Public Works Andrews, P & D Director Oliphant, Police Chief Volk, Attorney Keith Braskich (Davis & Campbell), 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 Brownfield seconded to approve the minutes of the March 14, 2016 Committee of the Whole meeting. Motion carried unanimously by voice vote.
4. Proposed Fire Department Agreements – Attorney Braskich shared that last fall discussions began on potential language changes and funding in the services agreements, but following discussions it was the consensus to continue with the current services and funding agreements for one year. He indicated that both agreements have been approved by the Fire Board. He shared that an additional year will give everyone time for further review and discussion on potential changes. Alderman Dingledine asked what the potential changes consisted of and Mayor Manier shared that with the amount of investment the City has for services we would like to have an additional seat on the Board as well as additional language that addresses the upkeep of the facility and equipment and better communication overall. Alderman Brownfield indicated that we are not unhappy with services but we need to take into consideration what will happen within the next ten years. The Committee was in agreement to move the ordinances to Council for action.
5. Washington Chamber of Commerce Agreement – Washington Chamber of Commerce Executive Director Chevie Ruder presented the proposed annual work agreement for the 2016-2017 fiscal year which closely mirrors the current agreement in place with the exception of removing the ‘Business Recovery Efforts’ section. She went over several areas in relation to the agreement including a new tiered membership dues structure that allows members to choose a level of service that meets their needs rather than it just being based on the number of employees they have. She shared that she is very excited about this way of offering dues and that it offers new services and is being received well by the membership. She shared that the Chamber is currently in the process of undergoing a strategic plan as well. Mayor Manier thanked her for the presentation. Alderman J. Gee asked about the new services being offered as part of membership and Executive Director Ruder went over several noting the following: a coop marketing element is in place where businesses can share marketing costs with each other; enhanced business promotions; a relocation package where they help facilitate integrating new businesses in town; enhanced sponsorship benefits; and a non-profit level sponsored by other businesses that allows non-profits to join at no cost in order for them to enjoy limited services. The Committee was in agreement to move the ordinance to Council for action.
6. MTCO Franchise Agreement Amendment – City Administrator Culotta shared a proposed amendment to the MTCO Franchise Agreement noting the following: 1) the original agreement was entered into in March of 2013 and held a three-year completion date for fiber installation to be completed; 2) the November 2013 tornado impeded this timeline; and 3) MTCO is seeking to amend the agreement to allow for a deadline

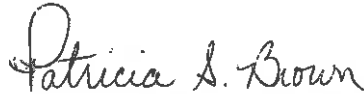
extension to December 31, 2016. He shared that MTCO is confident they can complete the installation by this date and are basically working to complete the western edge of town. Alderman Dingleline expressed his approval of the extension as long as they assure us it will be done by the end of the year. Alderman Brownfield shared that he works with quite a few of MTCO's employees in his business and they have said they are shooting to be completed late summer or early fall. The Committee was in agreement to move the resolution to Council for action.

7. Liquor Code Amendment Consideration, Happy Hours – City Administrator Culotta shared that the City's Liquor Commission has met in regards to reinstating happy hours within our liquor code to mirror the recent reinstatement of happy hours in the state law that took effect in July of 2015. They have recommended to mirror the state's language with the exception of limiting the hours that happy hours can occur to Monday through Friday from 3:00 p.m. until 6:00 p.m. He shared the state language allows happy hours to occur on any day but limits them to 15 hours per week. Following discussion, it was the consensus to amend the language based on the Liquor Commission's recommendation and move the ordinance to Council for action. It was also brought up to have the Liquor Commission review the code as it pertains to Sunday sales and serving hour extensions to 2:00 a.m. for certain holidays.
8. Consideration of services outside scope of Municipal Services Fiber Project, CliftonLarsonAllen, LLP – Controller Baxter provided background on the request for consideration of services in conjunction with the fiber data network project connecting City facilities noting the following: the Finance & Personnel Committee has reviewed the request and no concerns were indicated; invoices were received totaling over \$17,000 compared to the authorized amount of \$9,000; significant discounts were applied as costs were nearly double the anticipated amount; and with discounts applied the amount outside of scope is at \$4,552.50. She then went over the categories that were affected. Alderman J. Gee asked if she was in agreement with everything and Controller Baxter replied that she was. The Committee was in agreement to move this item to Council for action.
9. Extension of Audit Services Agreement – Controller Baxter provided background on the proposed one year extension to Phillips-Salmi for auditing services noting the following: the Finance & Personnel Committee has reviewed the extension request and recommends approval of a one year extension to Phillips-Salmi for auditing services; potential legislation exists that may mandate rotation of audit services in the future so that is why a one year extension is being proposed in lieu of a three-year proposal; and the contract fees will remain unchanged at \$25,600 plus an additional \$2,500 should a single audit be required for the one year time period. The Committee was in agreement to move this item to Council for action and to take steps to request proposals at large next year.
10. Property & Liability Insurance Renewal – Controller Baxter provided background on the renewal of the City's property & liability insurance which is up for renewal on July 1, 2016 noting the following: The Finance & Personnel Committee has reviewed the renewal information and recommends approval for Alexander-Murray to shop the market and provide a renewal proposal; Alexander-Murray has been the agent of record since 2011; HCC Insurance is our current insurance carrier; and Dennis Hermann, our Alexander-Murray representative, continues to shop the market for us on an annual basis to determine the best policy for our coverage. Controller Baxter indicated that she would like to see the term change to a calendar year which could be done if we go out for bids next year. The Committee was in agreement to give Alexander-Murray direction to shop the market and provide a renewal proposal for the City's property & liability insurance.
11. High School Resource Officer – Police Chief Volk provided background in regards to the annual High School Resource Officer agreement noting the following: the agreement mirrors last year's agreement with a slight increase in overall costs to the High School; an officer restructuring is being proposed that allows us to implement the use of two officers that will split the year in providing service as the High School Resource Officer; the split will come between the spring and fall semesters between Officer Baele and Officer Westbrook; and after speaking with Assistant Superintendent Sander, they should not have a problem absorbing the slight increase. The Committee was in agreement to move the ordinance to Council for action.

12. Draft Ordinance, Lincoln Street – Public Works Director Andrews shared that as part of the annual sign upgrade program the Street Department relied on the City's GIS information in regards to street names which resulted in the replacement of a long standing Lincoln Street sign with a Lincoln Avenue sign. He shared that the sign has since been restored to Lincoln Street after a review of historic records where it was found that dating back to 1936 references to the street have historically been Street. He shared that phone calls were received from residents that wanted it changed back to Street from Avenue as well. Following discussion, it was the consensus of the Committee to move the ordinance to Council for action.
13. Mr. Manhole Skid Steer Attachment – Public Works Director Andrews provided background on the purchase of a Mr. Manhole attachment that will allow manhole structure adjustments to be done in-house noting the following: the Public Works Committee has reviewed the consideration to purchase and no concerns were indicated; currently we are using cheater rings for adjustments but over time they start to rock and lose stability; the proposed attachment is efficient and works well; an auger attachment would be needed as well at a cost of \$2,900 which brings the total purchase price to \$11,000; bid prices for the manhole adjustments needed as part of the tornado roadway restoration contract were adjuster rings at \$529.20/each and manhole reconstruction at \$1,512/each; and 20 manholes have been identified that we would like to undertake this coming fiscal year which would recoup the cost of the attachment in a short order. Following discussion, it was the consensus of the Committee to move this item to Council for action.
14. Illinois Transportation Enhancement Program (ITEP) – P & D Director Oliphant provided background on ITEP's call for projects noting the following: we have received funding previously for recreation trails along N. Cummings and Business Route 24; grants continue to be an 80/20 match with only \$29M available in funding this year; the Public Works Committee has been in discussion and would like to see us proceed with two different applications; one would be for a recreation trail along McClugage and Centennial that could result in a joint project with East Peoria but after discussions on their priorities they are considering something different and would not participate; and the other project would be a streetscape improvement around the Square which could include reconstruction of sidewalks, new crosswalks, reconstruction to the interior square coping, and street lighting; and applications are due on June 17<sup>th</sup> if there is desire to move forward. Following discussion on whether chances would be greater with a one project submittal or a two project submittal it was the consensus of the Committee to submit the two projects and to move the resolution to Council for action in mid to late May so it can be included in the application process.
15. Square/Entrance Signs Watering/Maintenance Authorization – P & D Director Oliphant shared that the annual Square/Entrance Signs watering/maintenance has gone out for bids and will be coming before the Council for action at the May 2<sup>nd</sup> City Council meeting.
16. Special Use, New Life Christian Church, 2 Washington Plaza – P & D Director Oliphant provided background on a recent special use request that went before the Planning & Zoning Commission for recommendation noting the following: the request is for a church to locate as a special use within a C-2 zoning district at 2 Washington Plaza; the unit is located in the first building along Washington Road facing west; the unit is just shy of 5,000 square feet; the church's attendance is currently 160 adults and 40 children; and the Planning & Zoning Commission has made recommendation to City Council to allow the special use. It was the consensus of the Committee to move the ordinance to Council for action.
17. Geographic Information System (GIS Services Contract) – P & D Director Oliphant provided background regarding the annual GIS services contract noting the following: the City has been utilizing the services of Scott Bradbury with As-Built Mapping, Inc. since 2008; the components of the contract remain the same as the previous year contract with the exception of adding an additional \$10K for additional mapping services as part of the City's strategic planning process as well as additional water and sewer mapping. It was the consensus of the Committee to move the resolution to Council for action.
18. Automated Meter Reading (AMR) Update – Public Works Director Andrews provided a brief update on the AMR project noting the following: the radio installation on the water tower should be completed by the end of the month; we are communicating with some radio remotes now; and HD Supply and its subcontractor are

issuing letters now for residents to make appointments for their meter replacement. Controller Baxter shared that they are working closely with United Meters and letters should be going out mid to late this week notifying residents to call and make their meter replacement appointment. She indicated that they will be starting in Area 1 and are excited for the process to begin. Mayor Manier noted that we continue keeping information out there for residents during the project as he is hearing that some residents are not understanding what is happening with the project and Controller Baxter shared that letters to residents have been going out with a second wave going out the first of May.

19. Other Business – Public Works Director Andrews shared a recent PPUATS funding announcement for the second phase of the Cruger Road multi-use recreation path. He also shared that we were a strong contender on a joint submittal with East Peoria on a shorter section of Centennial that would take the path from Summit back to McClugage as well as from Summit back to Route 8 showing a full tie in of approximately 2.25 miles. He shared that our current funding for phase one of the Cruger Road multi-use path will see construction next summer and phase two would be an additional two years out for construction. Mayor Manier indicated that last year they picked three projects for funding and we came in third with East Peoria being fifth but ended up voting to move East Peoria to the third spot, which moved us down and out for consideration last year. Treasurer Dingledine shared that the Health Insurance Committee's next Lunch and Learn series is focused on wellness and is having a nutritionist speak on eat more weigh less this coming Wednesday with two times available (11:00-Noon and Noon-1:00) and encouraged everyone to attend.
20. At 7:55 p.m. Alderman Brownfield moved and Alderman Moss seconded to adjourn. Motion carried unanimously by voice vote.



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Patricia S. Brown, City Clerk



## Committee of the Whole Memorandum

To: Mayor Manier & City Council  
From: Jim Culotta, City Administrator  
Date: May 9, 2016  
Re: Discussion on the City Website

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### **SUMMARY**

Since January, department heads and I have discussed the importance of communicating with the public. One opportunity we've recognized as a priority is an update to the City website. Through the course of our discussions, we identified several needs that should be addressed by a new website.

Staff solicited and received proposals from three vendors. Clerk Brown and I sat in on two demonstrations (eGov Strategies & CivicPlus) to evaluate the services offered by these vendors. The table below illustrates how well each vendor meets our needs. There are some variations in the degree to which each vendor meets our needs. The most notable differences are that only eGov Strategies can provide electronic utility billing and CSE Software is the least cost-effective.

<b>Staff Identified Needs</b>	<b>eGov Strategies</b>	<b>CivicPlus</b>	<b>CSE Software</b>
State-of-the-Art Design & Content Management System	X	X	X
Emergency Notification (text & email)	X	X	X
Electronic Bill Payments	X	X	X
Electronic Utility Billing	X		
Service Request/Action Center	X	X	X
Mobile Device Friendly	X	X	X
Social Media Integration	X	X	X
Content Migration	X	X	X
Staff Training	X	X	X
Ongoing Technical Support	24/7	24/7	24/7
Quick Implementation	6 months	6.25 months	6 months
Cost-Effective – Year 1 Investment & License/Maintenance	\$21,320	\$29,912	\$70,000
Cost Effective – Annual License/Maint. In Subsequent Yrs.	\$2,760	\$9,605	T&M

### **RECOMMENDATION**

I recommend the City engage eGov Strategies as detailed in the attached proposal. Not only does eGov meet all our needs, but they are also the most cost-effective option for both the short and long term. The 2016/2017 budget contains \$22,000 for a website update.

### **ATTACHED**

1. eGov Strategies Proposal



## **CUSTOM WEBSITE AND CMS SOLUTION** *for the City of Washington, Illinois*

**Solution Overview and Proposal**  
**Monday, February 22, 2016**

**Submitted by:**

**eGov Strategies LLC**  
**One Jackson Square**  
**233 S McCrea Street, Suite 600**  
**Indianapolis, IN 46225**

**Trent Ward, Business Dev.**  
**[tward@egovstrategies.com](mailto:tward@egovstrategies.com)**  
**877.634.3468, ext. 6717**  
**317.759.6543 (fax)**



**877.634.3468**  
**[solutions@egovstrategies.com](mailto:solutions@egovstrategies.com)**  
**[egovstrategies.com](http://egovstrategies.com)**

Monday, February 22, 2016

Jim,

Thank you for considering eGov Strategies as a partner to the City of Washington in the development and ongoing service of a new website, content management system and transaction management tool for the City. After our recent discussions I'm excited to share the enclosed proposal that outlines an **innovative, user-friendly and easily administered** solution to fit all of the City's expressed website technology needs.

eGov Strategies has been a leader in the municipal technology industry since its founding in 1999. Our company leaders are experts with decades of experience in the development of public sector technology that delivers unmatched ease-of-use, efficiency, innovation, and seamless integration across the government enterprise.

Many providers will promise to deliver a well-designed website, an extensive suite of web-based content management tools, the training needed to get the project up and running and an aggressive, detailed timeline of work to suit your request.

Beyond these standards, our eGov proposal also offers a unique – wholly customized – combination of comprehensive software solutions like

- **An industry first (and industry-leading) approach to content mobility**
- **Fully-integrated productivity, workflow management and transaction processing tools**
- **Ground-up design and development**; there's nothing cookie cutter about our solution for the Village
  - A suite of resources to capture, synthesize and report upon mountains of useful constituent data
  - A plan for strategically integrating your new system with the existing technology and processes of your enterprise
  - **A truly unlimited partnership**; meaning no limit on the complexity of your project
  - A reasonable price that fits comfortably within your budget

At eGov Strategies we pride ourselves on delivering technology solutions that lead the market and supporting them with **unlimited, 24/7 live customer service, extensive and easily accessible training** (before, during and after launch), **unlimited and on-going updates and enhancements** to your system and a **Solutions Partner** (me) to stay on top of the latest industry trends and help implement them in your community.

I sincerely appreciate the opportunity to present the enclosed proposal and look forward to answering any further questions and developing a fruitful long-term partnership with the City of Washington.

Sincerely,



**Trent Ward** | Business Development Manager | 877.634.3468 ext. 6717 | [tward@egovstrategies.com](mailto:tward@egovstrategies.com)





## eGOV PROPOSED CUSTOM SOLUTION

To address the City of Washington's detailed website design and development needs, eGov Strategies has drafted the following custom solution. The proposal leverages eGov's industry expertise in five areas government technology. This proposal is based upon the stated needs of the City and can be adapted as appropriate to address new requirements or a change in project scope.

The list below includes all of eGov's custom functionality. Those solutions highlighted in dark font are those proposed for the unique solution built for the City of Washington.

### Website Information Management

Establish an intuitive community hub of information on all aspects of your local government. Administrative access levels, **Quick Edit functionality and dynamic, organized design** make these solutions ideal for your community and easily administered by users of all skill levels.

- Proprietary Government Content Management architecture
- Easy-to-use administrative tools for multiple access levels
- Intuitive content organization
- Dynamic, ground-up, non-template design
- WYSIWYG, front-end quick editing
- Fully-integrated Google Maps API
- Experienced-based implementation plan with eGov Content Roadmap strategy
- Content and document management with built-in transparency controls
- Context-level Language translation
- Optimized standard web tools like
  - Emergency Alerts
  - Archive Center
  - Document Center
  - Events Calendar
  - Facility Directory and Management
  - FAQs / "How do I..."
  - News
  - Notifications via SMS and e-mail
  - Photo Gallery
  - RSS
  - Service Directory
  - Staff Directory
  - Weather
  - Web Traffic Statistics



## □ **Citizen Engagement**

Create and control the unique message of your community across all digital media platforms from Facebook and Twitter to RSS and email. **Controlled access and one-click publishing** make constant, accurate updates a breeze. Proprietary **myCommunity Integration** powers rich data collection and constituent engagement. Live reporting and trend monitoring tools to consume and synthesize constituent data into actionable information

- **eNotify**
- **Social Media Publishing management tools for multiple departments**
- **myCommunity citizen portal to aggregate and tailor communication**



## □ **Productivity**

Slim budgets, tight deadlines and heavy workloads are forcing us all to do more with less. eGov's productivity platform includes **multiple cloud-based applications** to do just that. Our business process re-engineering team examines workflow and defines a virtual approach that puts our tools to work at making your job easier.

- **ActionCenter Constituent Request Management**

## □ **Mobile**

eGov was the first company to launch a comprehensive government mobile application and we didn't stop there. eGov offers the widest range of mobile solutions available to local governments - **iPhone and Android apps, mobile web applications and responsive design**. Pick the platform; we've got a mobile solution to help you. *All eGov solutions and apps are mobile-ready out of the box.*

- **Responsive Design**

*All eGov solutions are available in web or mobile-friendly format*



## **Payments**


The next frontier in e-government hinges on the creation of efficient means for managing online, IVR and in-person constituent-government transactions. As in mobile, eGov is again leading the way into this space with a centralized transaction solution with **seamless integration, cost-eliminating e-billing, virtual workflow and robust reporting.**

- **Cross-Platform Payment Processing** *online, IVR, mobile, POS*
- **Electronic Bill Presentment** *dynamic bill-matching design*
- **E-billing** *(e-mail and SMS) automated for multi-platform delivery*
- **Virtual Permits & Licensing** *paperless workflow for nearly any internal process*
- **myCommunity** *locally-branded single sign-on constituent portal*
- **Enterprise Custom Integration** *pair to hundreds of back-office systems*



## COMPANY OVERVIEW

eGov Strategies was founded by Ken Barlow and Alan Pyrz in 1999 in Indianapolis, IN. The past 16 years have resulted in an array of government software innovations, but the company leadership and philosophy remain unchanged. Included in this overview are the vital details of our company.

<b>Company:</b>	eGov Strategies, LLC	
<b>Founded:</b>	1999	
<b>Headquarters:</b>	Indianapolis, IN	
<b>West Office:</b>	Boston, MA	
<b>Number of FTEs:</b>	17	
<b>Ownership:</b>	Privately held	
<b>Professional services:</b>	E-government software, online payment processing, website content management, mobile applications, online services and customer support tools	
<b>Industry Experience:</b>	400+ projects including 200 (and counting) municipal websites and over 200 unique payment processing gateways, complete with design and interactive online tools for citizen engagement and 24/7 customer service.	
	<i>Recipient of the Center for Digital Government's "Best Fit Integrator" in 2010</i>	
	First company to design, develop and deploy a mobile application for government in '09	
	First company to design, develop and implement a completely responsive website design for government in '12	
	Only industry provider to offer integrated e-commerce, design, mobile and content management via a single platform	
<b>Contact Information:</b>	eGov Strategies, LLC One Jackson Square 233 S McCrea Street; Suite 600 Indianapolis, IN 46225 877.634.3468 (main) 317.759.6547 (fax) egovstrategies.com	
<b>24 / 7 / 365 LIVE Support</b>	877.634.eGov support@egovstrategies.com	



### ***Description of Products and Services***

eGov develops, sells and implements municipal software solutions that cover five distinct areas of digital government. Components from each software suite are included in the solution proposed to Volo. **eGov's innovative web-based solutions centralize the functionality of disparate agency systems and enable the municipality to collect and leverage data to improve process management, utilize technology and reduce the cost of government.** Simultaneously, eGov's proprietary platform powers enhanced transparency, engagement and service to constituents.

Each feature, function and advantage was constructed with the government worker - and the unique demands associated with that responsibility - in mind. We're also happy to report that **more than 400 municipalities** use the system and appreciate its ease-of-use, tailored functionality and, well, it's comprehensiveness.

Our solutions are the foundation of our business and the reason so many municipalities trust us to guide their technological operation. We've built a wide array of features centered on five primary areas of need.

- **Website Design, Development & Information Management**  
All of the tools to implement a visually-appealing, user-friendly and feature-rich municipal web presence
- **Citizen Engagement**  
A platform to communicate with, and deliver updates to (emergent and otherwise), constituents via email, SMS, RSS, Blogs and all social channels with a single click
- **Productivity**  
Cloud-based tools to streamline business operation and service delivery; the digital tools to drive enterprise efficiency and satisfied constituents
- **Mobile**  
Design and development support to optimize municipal content and objectives for the mobile world; be it workforce mobility or constituent multi-platform access
- **Payments**  
A fully-integrated e-commerce platform for municipalities that includes seamless payment flow design (an eGov exclusive), account management, e-billing and an infinitely scalable platform that's easy to administer

eGov Strategies, with 16 years' experience as a leader in the development of digital government software, is uniquely positioned to deliver a customized solution to the City of Washington that fulfills all of the outlined expectations and develops an integrated virtual government hub that will efficiently serve the community for generations.

We appreciate the opportunity to submit our proposal for this partnership and sincerely believe that once you have seen a live demonstration of our solutions and have reviewed the proposal and key differentiators identified below, you will be inclined to select eGov Strategies as your partner in this important initiative.



## eGov's Next-Generation Platform, The eGov Manager

The value of a partnership with eGov Strategies begins at our base, our robust, scalable and easy-to-use government information management engine, the eGov Manager. This next-generation system is the central portal that powers all of eGov's innovative management tools and web applications. The system is constantly updated with the latest digital government functionality and easily managed by users of all skills levels.

As an eGov client, City of Washington will have its own eGov Manager installed with each piece of functionality. Most importantly, every tool and solution is built within the Manager and integrated to your existing enterprise operation. This means that users will have assigned security-level access to all of these standard tools with a single login.



- ✦ Proprietary Government Content Management architecture (and the hundreds of content modules that come standard)
- Intuitive content organization
- WYSIWYG, front-end quick editing
- Fully-integrated Google Maps API
- ✦ Content and document management with built-in transparency controls
- ✦ Context-level Language translation
- ✦ Service & Staff Directory
- ✦ Geo-coded Locations & Facilities (with reservation / registration control)
- ✦ Events Calendar
- Emergency Alerts
- Analytics and Data Center (for the website and all associated module) for tracking and trend-monitoring
- Document Center
- ✦ Advanced Action Center CRM
- ✦ Digital Workflow tools
- ✦ Social Media Publishing and Citizen Engagement portal

**No other government content management system is as feature-rich, deeply integrated or easy to use as the eGov Manager.** You can see the Manager in operation by requesting a live online demonstration. We'll be happy to show you around!





## Industry-leading Mobile Solution, Responsive Design

It's no secret that constituents are accessing your website and digital government services via their mobile device or tablet at an increasing rate. **Statistics indicate that nearly 50% of traffic to your municipal website is now likely to originate from a mobile device.**

For this reason, a strategic mobile solution for your website is vitally important. eGov Strategies is the only industry provider that can deliver in-house responsive design service, the web design solution that guarantees an optimized constituent experience no matter when, where or how users choose to interact with your website.

**eGov Strategies was the first company to design, develop and deliver a municipal mobile application for iPhone in 2009 and now is the only company with the platform (the eGov Manager), the development team (more than 40 years combined government software development experience) and the in-house design expertise to deliver a responsive designed website for your community.**



A responsive designed website means that your constituents see the best view of your website no matter their device. Your content adjusts dynamically to fit the screen size of the visitor. No apps, no templates, no duplicated content, just a dynamic design that serves the visitor with the premium experience every time.

See more examples of eGov's Responsive Design techniques in action in the Design Samples section of this document.

## Reduce Costs and Increase Efficiency with Enterprise Payments from eGov



Doing more with less; it's becoming the mantra at every level of government. Fortunately, eGov Strategies has a solution to do just that, eGov Enterprise Payments.

eGov Enterprise Payments is a fully-integrated transaction management portal that delivers a seamless e-commerce experience to constituents and a simple-to-manage administrative platform that creates myriad operating efficiencies and reduces resource consumption across the organization.

The Enterprise system includes robust functionality that can be implemented as a complete system or piece-by-piece as the features fit the City's plans.

- **Payment Processing:** accept and manage payments across multiple platforms (over-the-counter, mobile, phone, IVR and online) and payment methods (cash, check or credit/debit card)
- **Electronic Bill Presentment & Payment (EBPP):** Cost-eliminating paperless bill delivery, account management and payment processing; ideal for the municipal utility.
- **E-billing:** automated push billing and renewal alerts across digital platforms (e-mail and SMS)
- **Virtual Permits & Licensing:** cloud-based workflow to streamline registration, approval and compliance; the complete paperless solution!
- **myCommunity:** locally-branded constituent interface for managing bills, licenses, communication and reminders








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**Strategic Integration:** back-office integration with hundreds of existing systems and processes; custom implementation for cross-agency operation
- 
**Live Reporting & Trend Monitoring:** collect, synthesize and respond to detailed constituent data; fine-tune service delivery and tailor personalized communication

Enterprise's robust custom functionality is being implemented in some of the nation's largest municipalities and delivering efficiency to communities of all sizes. Best of all, the functionality is ready to implement in Washington at any time.

## Training, Support & Satisfaction – Guaranteed

When it gets down to it, what's most important for any new technology solution is the confidence that it's backed up by unlimited access to the people and resources necessary to make it work perfectly 24/ 7/ 365. At eGov we take that paradigm to heart and deliver for each of our clients. Here are some guarantees to keep in mind:

- 
**Training is standard with every implementation.** We don't add charges for extra staff we train; we make sure that everyone has the resources to learn how to use our system, no questions.
- 
**How To materials are available online, anytime.** If you forget something, the resource you need is available online via the eGov Manager and access doesn't cost you anything more.
- 
**24 / 7 Support available by phone, web and email.** If you have a comment, question or issue, report it. Someone will be on the other end to help.
- 
**Talk to a live person when you call.** Every employee of eGov is at your service. Call 6a – 6p EST and a friendly voice will be ready to help immediately. Call after hours and our on-call support staff will provide direct assistance.
- 
**99.9% up-time,** meaning you don't need to worry about an unplanned outage

If you find any element of this proposal on which you have additional questions or require further explanation, please do not hesitate to contact us at any time, 317.634.3468 or [tward@egovstrategies.com](mailto:tward@egovstrategies.com).





## OUR WORK

### Current Projects

Here's a taste of the projects we're working on right now and will launch within the next six months. These samples should provide a taste of the communities we serve and the breadth of solutions we implement. Some of the same team members working on your project are also assisting in new initiatives in these communities and make for tremendous "best practices" resources. Just ask them, they like to share!

Rankin County, Mississippi	pop 145,165	Responsive Design, citizen engagement, and Payment Center
City of Asbury Park, New Jersey	pop 15,865	Responsive Design, citizen engagement, and Payment Center
City of North Manchester, Indiana	pop 6,015	Responsive Design, citizen engagement
City of Dover, Delaware	pop 36,560	Enterprise Payments for taxes and municipal utility
Hendricks County, Indiana	pop 150,434	Responsive Design, citizen engagement, and Payment Center
City of Berlin, Connecticut	pop 18,215	Responsive design website and citizen engagement
Wayne County, Georgia	pop 30,305	Responsive design website and citizen engagement
Liberty County, Georgia	pop 65,471	Responsive design website and citizen engagement
City of Florissant, Missouri	pop 52,145	New website, Map Builder and Agenda Builder apps
City of Mulvane, Kansas	pop 6,267	New website and Enterprise Payments for municipal utility
City of Lebanon, Indiana	pop 15,715	New website, citizen engagement and Payments
City of Lindenhurst, Illinois	pop 14,475	Responsive design website and citizen engagement

*Please note that these projects are currently in progress. Some contracted functionality is not yet deployed publically. Each project will be completed within the next six months.*

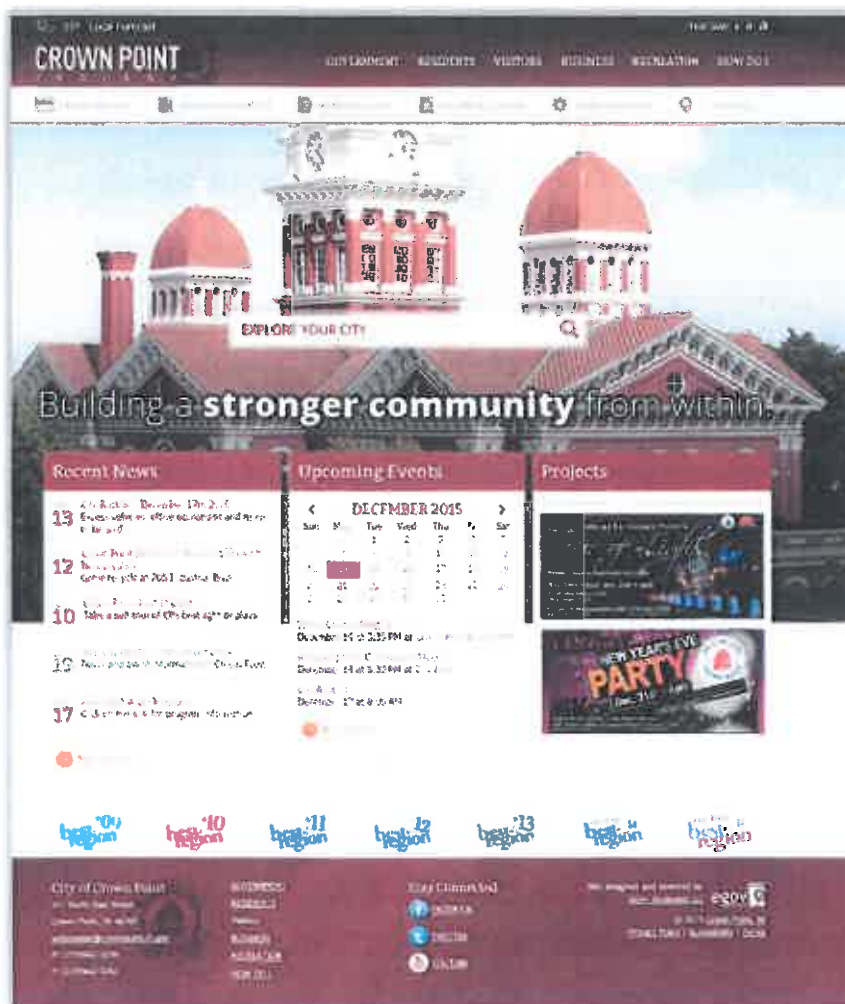
## DESIGN AND IMPLEMENTATION PORTFOLIO

eGov offers website design services rooted in the company's 16 years of e-government experience. Included here are a few samples of previously completed design and implementation projects that exhibit industry best practices for visual appeal and usability.

### City of Crown Point, Indiana

- See it Live at [www.crownpoint.in.gov](http://www.crownpoint.in.gov)
- Website Management
- Responsive Design
- eNotifications
- Citizen Service Request Management

### WEBSITE DESIGN



### RESPONSIVE DESIGN



## City of Fort Dodge, Iowa

- See it Live at [www.fortdodgeiowa.org](http://www.fortdodgeiowa.org)
- Website Management
- Responsive Design
- eNotifications
- Social Media Integration
- Citizen Service Request Management

## WEBSITE DESIGN



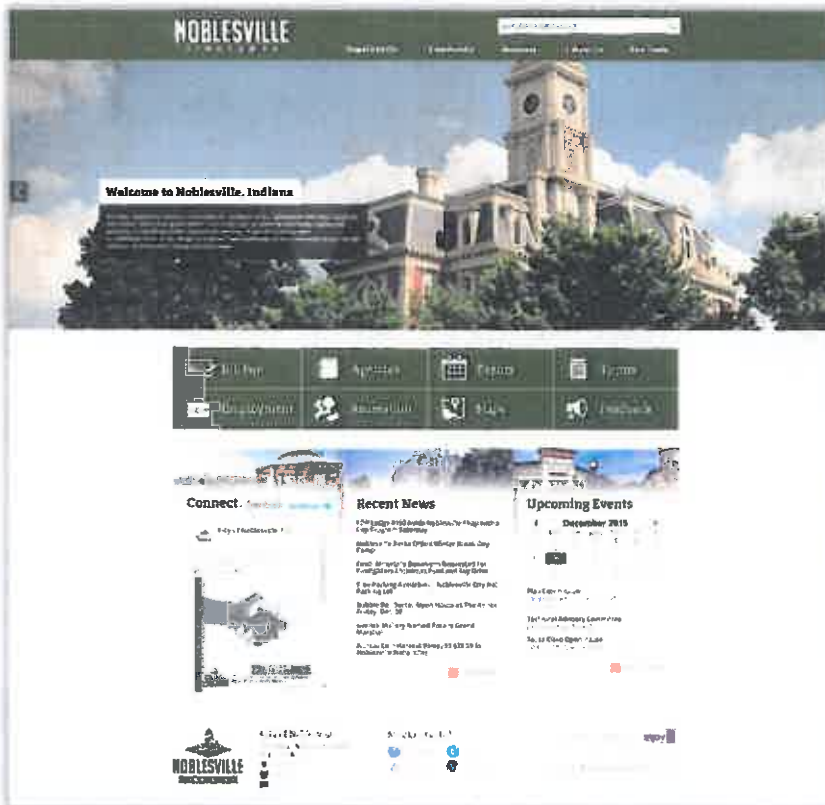
## RESPONSIVE DESIGN



## City of Noblesville, Indiana

- Look for it Live in early 2016 at [www.cityofnoblesville.org](http://www.cityofnoblesville.org)
- Website Management
- Responsive Design
- eNotifications
- Social Media Integration
- Citizen Service Request Management

### WEBSITE DESIGN



### RESPONSIVE DESIGN





## City of Key West, Florida

- See it Live at [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)
- Website Management
- Responsive Design
- Partner sites for Key West marinas

### WEBSITE DESIGN



### RESPONSIVE DESIGN



## City of Franklin, Indiana

- See it Live at [www.franklin-in.gov](http://www.franklin-in.gov)
- Website Management
- Responsive Design
- Bill Presentment and Payment
- Social Media Integration
- Citizen Service Request Management

### WEBSITE DESIGN



### RESPONSIVE DESIGN



## Customer References

eGov Strategies delivers a wide array of government technology solutions to municipalities of all sizes. Currently, eGov Strategies' experience features more than 400 client projects including 250 payment processing and electronic bill presentment and payment implementations at the state and local levels of government. Annually, eGov processes more than \$150 million in municipal transactions and serves 16 million constituents.

Client references listed below represent projects of various scope delivered for communities of varying sizes.

### **FLORISSANT, MISSOURI (pop 52,145) | [www.florissantmo.com](http://www.florissantmo.com)**

Kim Emerson, IT Director  
(314) 921-5700  
[kemerson@florissantmo.com](mailto:kemerson@florissantmo.com)

### **SOUTH DAYTONA, FL (pop 12,042) | [www.crawfordsville-in.gov](http://www.crawfordsville-in.gov)**

Mike Janiszewski, Information System Specialist  
386-322-3027  
[cadd@southdaytona.org](mailto:cadd@southdaytona.org)

### **GADSDEN COUNTY, FLORIDA (pop 46,475) | [www.gadsgov.net](http://www.gadsgov.net)**

Kembrew Jackson, IT Director  
(850) 875-3180  
[kjackson@gadsgov.net](mailto:kjackson@gadsgov.net)

### **LEAVENWORTH, KANSAS (pop 35,724) | [www.lvks.org](http://www.lvks.org)**

Melissa Bower, Public Information Officer  
(913) 364-5804  
[mbower@firstcity.org](mailto:mbower@firstcity.org)



## PROJECT COST ESTIMATE

### PRICING, TERMS AND CONDITIONS – SCOPE OF PROJECT

Project Development Step	Step Description/Deliverable	Investment
<b>Kick Off Meeting</b> Up to 5 hours	<ul style="list-style-type: none"> <li>• Introduction, define goals, objectives and outcomes.</li> <li>• Create timeline for project.</li> <li>• Discussion and assignment(s) for next steps.</li> </ul> <b>Deliverable:</b> Meeting wrap-up document and worksheets for next step.	\$ 1,000
<b>Design Development</b> <b>Using Responsive Design Option</b> Up to 60 hours	<ul style="list-style-type: none"> <li>• Meet and gather information from client for design.</li> <li>• Design, develop and create website design using one of many template options Review design; if necessary makes revisions to design(s).</li> <li>• Apply design to site/software (after approval by client).</li> </ul> <b>Deliverable:</b> Mock up design(s). Final (approved by client) design(s) Meeting wrap-up document and worksheets for next step.	\$ 7,500
<b>eGov Road Map Process for Strategic Planning</b> Up to 40 hours	<ul style="list-style-type: none"> <li>• Schedule eGov Road Map meetings with departments. (Up to 10 departments and/or service areas)</li> <li>• Conduct eGov Road Map sessions with departments   (approx. 1-1.5 hrs per session)</li> <li>• Information collection</li> <li>• Create road map documentation.</li> </ul> <b>Deliverable:</b> Road Map documentation. Meeting wrap-up document and schedule next step. All meetings are held online**	\$ 5,000
<b>Site Development and Content Jump Start</b> Up to 40 hours	<ul style="list-style-type: none"> <li>• Set up eGov CMS software and online service tools.</li> <li>• Content migration and development.</li> </ul> <b>Deliverable:</b> Website and online service tools and up to 55 hours of content development. Meeting wrap-up document and schedule next step.	\$ 5,000
<b>Training</b> As required	<ul style="list-style-type: none"> <li>• Conduct training session (using virtual meeting space provided by GoToMeeting)</li> <li>• Create training manual.</li> <li>• 24/7 access to training area and on-demand training videos.</li> </ul> <b>Deliverable:</b> Training manual. On-demand training video(s). Meeting wrap-up document and schedule next step.	\$ 1,250





<b>Final Test(s) Review</b>	<ul style="list-style-type: none"> <li>• Coordinate client beta test.</li> <li>• eGov test and review.</li> <li>• Meet with client for final review before launch.</li> </ul>	\$	1,500
Up to 12 hours	<b>Deliverable:</b>		
<b>Software License Fee</b>	Website and online service tools for beta test – launch site. eGov Manager	\$	7,570
<b>Subtotal</b>		\$	28,820
<b>All Eligible Discounts</b>		\$	(7,500)
<b>Initial Investment Total</b>		\$	21,320

### Investment Schedule

<b>Initial Investment</b>	\$ 21,320
<b>Annual License, Support, Maintenance and Hosting*</b>	\$ 2,760

eGov offers SaaS pricing to all clients allowing the government entity to spread the cost of its new website over the course of a long-term client agreement. Below is an outline of the costs associated with both payment options (Traditional - as outlined above - and SaaS).

#### Traditional Pricing Model

<b>\$21,320</b>	Initial Development, Design, Implementation & Software
	30% down payment required to start: <b>\$6,396</b>
<b>\$2,760</b>	Annual Support & Maintenance due on 1-year anniversaries of website launch (for next 2 years).
<b>\$26,840</b>	Total Due under Traditional Pricing model over 3 years.

#### SaaS Pricing Model

<b>\$6,502</b>	60% of implementation costs required to start AND
<b>AND</b>	
<b>\$612</b>	every month for the next 35 months.
<b>or</b>	
<b>\$9,799</b>	every year for the next 3 years.
	30% down payment required to start: <b>\$2,939.84</b>
<b>\$29,398</b>	Total Due under SaaS Pricing model over 3 year term.

eGov will provide a minor website refresh to clients in the 4th year of any continuous client arrangement.



## eGov Manager Core Software Modules

<b>Core Content Management Tools</b>	eGov Manager Administrator -- Provides a robust Content Management System (CMS) and site administration tools used to configure Departments, Categories, Document Types, Website Pages, User Access Rights and more. Includes:	
	• Action Center/interactive Forms Tool	
	• Board, Department, Commission & Staff Directory	
	• Document Center	
	• Emergency Alert (Page Break Feature)	
	• Events Calendar	
	• FAQs (Frequently Asked Questions)	
	• Image Gallery and Slide Show	
	• Locations and Facilities	
	• Map Builder™	
	• eNotify/NotifyMe	
	• Agenda Manager	
	• Payment Center	
	• Services Index	

### Standard eGov Features Include:

- |                             |   |   |                                       |
|-----------------------------|---|---|---------------------------------------|
| • Bid Posting – Doc. Center | • I Want To... (easy navigation layout) | • Navigation/Architect Setting Controls | • Site Archiving                      |
| • Dynamic Banners           | • Image Alt-tag (ADA)                   | • News – Doc. Center                    | • Site Search                         |
| • Dynamic Breadcrumbs       | • Job Posting – Doc. Center             | • Newsletter – Doc. Center              | • Social Network Integration          |
| • Feature areas             | • Language Translator Tool              | • Printable Pages                       | • Tagging System -- for content reuse |
| • Font Resizing             | • Link, bookmark & Share                | • Rotating Banners (Homepage/Site)      | • Weather                             |
| • Forward to a Friend       |   | • RSS Feeds                             |                                       |





*We appreciate your time and consideration of this proposal and look forward to working with you.*

Questions

Trent Ward

[tward@egovstrategies.com](mailto:tward@egovstrategies.com)

877.634.3468, ext. 6717



## **Washington Police Department**

**Ed Papis**  
**Chief of Police**

115 WEST JEFFERSON STREET  
WASHINGTON, ILLINOIS 61571  
NON-EMERGENCY (309) 444-2313  
FAX (309) 444-7511

**To: Mayor Manier and the Committee of the Whole, Washington City Council**  
**From: Chief of Police Ed Papis**  
**Re: Summary of State-Required E911 Consolidation**  
**Date: May 6, 2016**

Mayor and Aldermen,

Please see attached, pertinent information regarding signed legislation on consolidating 9-1-1 Centers in Illinois. Tazewell County currently has four (4) Centers (Washington, East Peoria, Morton, and Pekin). By law our 9-1-1 Board is required to consolidate these four (4) into two (2) by July 1, 2017. However, by July 1, 2016 Tazewell County 9-1-1 Board must submit consolidation plans for approval. This is a convoluted process. Therefore, I have asked ETSB Interim Director Rich Mendenhall and another member of the Consolidation Committee to be present at our meeting to answer questions and further elaborate on the impact to our City.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Papis", with a long, sweeping horizontal line extending to the right.

**Ed Papis**  
**Interim Chief of Police**



## Washington Police Department

Ed Papis  
Chief of Police

115 WEST JEFFERSON STREET  
WASHINGTON, ILLINOIS 61571  
NON-EMERGENCY (309) 444-2313  
FAX (309) 444-7511

To: Mayor Manier, Committee of the Whole - Washington City Council  
From: Ed Papis, Chief of Police  
Re: Summary of State-Required E911 Consolidation  
Date: May 6, 2016

Mayor and Aldermen,

### Bill summary

Amends the Emergency Telephone Safety Act and the Wireless Emergency Telephone Safety Act to create a single statewide 9-1-1 system, to be administered by the Department of State Police. Amends the Attorney General Act, the Department of State Police Law of the Civil Administrative Code of Illinois, the State Finance Act, the Prepaid Wireless 9-1-1 Surcharge Act, and the Public Utilities Act to make conforming changes. Amends provisions of the Counties Code and the Illinois Municipal Code regarding county and municipal franchise fee review. Provides that if a community antenna television system (CATV) operator providing cable or video service in that county or municipality is required to pay the service provider fees imposed by the Cable and Video Competition Law of 2007, then the county or municipality may conduct an audit of that CATV operator's service provider fees derived from the provision of cable and video services to subscribers within the franchise area to determine whether the amount of service provider fees paid by that CATV operator to the county or municipality was accurate. Makes changes concerning the procedures for audits. Amends the Cable and Video Competition Law of 2007 of the Public Utilities Act. Replaces language concerning audits with language that provides that a holder that has received State-issued authorization is subject to an audit of its service provider fees derived from the provision of cable or video services to subscribers within any part of the local unit of government which is located in the holder's service territory, that any such audit shall be conducted by the local unit of government or its agent for the sole purpose of determining any overpayment or underpayment of the holder's service provider fee to the local unit of government, and that on or after the effective date of the amendatory Act, any audit conducted under the provisions by a local government shall be governed by the Illinois Municipal Code or the Counties Code. Effective immediately, except that certain provisions take effect January 1, 2016.

Provides that telecommunications carriers, wireless carriers, interconnected VoIP service providers, and sellers of prepaid wireless telecommunications service shall have 60 days from the date the Commissions files its order to implement the new rate established by the order. Provides that amounts to be charged or assessed under the Public Utilities Act to certain entities is not imposed on a provider or the consumer for wireless Lifeline service where the consumer does not pay the provider for the service unless the consumer purchases optional minutes, texts, or other services from the provider, to be collected by the seller. Defines "seller" to mean a person who sells prepaid wireless telecommunications service to another person. Provides that for any such ordinance adopted by a unit of local government imposing a service provider fee on and after the effective date of the amendatory Act, the holder's liability shall commence on the first day of the calendar month that is at least 30 days after the adoption of such ordinance. Makes changes to penalties imposed for delinquent statewide surcharges.

Among many major changes this legislation combines the Emergency Telephone System Act and the Wireless Public Safety Act into one single act. Article 1 of the Act went into effect on 7/1/15 and Article II of the Act will go into effect on 1/1/16. Below is a brief list highlighting the major changes made by this legislation.

#### **Article I**

1. There will be a Statewide 9-1-1 Administrator appointed by the Governor whose office will be within the Department State Police for a term of 2 years. The administrator will be responsible for developing, implementing, and overseeing a uniform statewide 9-1-1 system for all areas of the State outside of Chicago.
2. There will be a 9-1-1 Advisory Board within the Department of State Police. The board will advise the Department of State Police and 9-1-1 Administrator on the oversight of 9-1-1 systems and the development and implementation of a uniform statewide 9-1-1 system.

#### **Article II**

3. The 9-1-1 program functions currently provided by the ICC will transfer to the Department of State Police on 1/1/16.
4. Carriers will no longer be required to provide call boxes beginning 1/1/16.
5. Sets Chicago surcharge at \$3.90 and a prepaid rate of 9% until 1/1/17 and then it reverts back to \$ 2.50 surcharge and prepaid rate of 7%.
6. Sets a uniform surcharge for wireline, wireless, and VoIP at \$.87 for everyone one outside Chicago and a prepaid rate of 3%.
7. State will pay 9-1-1 network costs for each 9-1-1 authority.
8. Each 9-1-1 authority will be given a hold harmless amount of revenue equal to their wireline surcharge reported in the AR9-1-1 2014 Rpt.
9. Requires mandatory consolidation for ETSBs/9-1-1 authorities and number of PSAPs per 9-1-1 system by 7/1/2017.
10. Establishes consolidation grants.
11. Implementation of a statewide NG9-1-1 network by July 2020.
12. New technical and operation standards will need to be promulgated.
13. Annual Financial Reporting every October starting with October 1, 2015.
14. Wireless Carrier Fund to be phase out in 5 years.

## **Emergency Telephone System Act Consolidation Requirements**

### **50 ILCS 750/15.4a Consolidation**

(a) By July 1, 2017, and except as otherwise provided in this Section, Emergency Telephone System Boards, Joint Emergency Telephone System Boards, qualified governmental entities, and PSAPs shall be consolidated as follows, subject to subsections (b) and (c) of this Section:

(1) In any county with a population of at least 250,000 that has a single Emergency Telephone System Board, or qualified governmental entity and more than 2 PSAPs, shall reduce the number of PSAPs by at least 50% or to 2 PSAPs, whichever is greater. Nothing in this paragraph shall preclude consolidation resulting in one PSAP in the county.

(2) In any county with a population of at least 250,000 that has more than one Emergency Telephone System Board, Joint Emergency Telephone System Board, or qualified governmental entity, any 9-1-1 Authority serving a population of less than 25,000 shall be consolidated such that no 9-1-1 Authority in the county serves a population of less than 25,000.

(3) In any county with a population of at least 250,000 but less than 1,000,000 that has more than one Emergency Telephone System Board, Joint Emergency Telephone System Board, or qualified governmental entity, each 9-1-1 Authority shall reduce the number of PSAPs by at least 50% or to 2 PSAPs, whichever is greater. Nothing in this paragraph shall preclude consolidation of a 9-1-1 Authority into a Joint Emergency Telephone System Board, and nothing in this paragraph shall preclude consolidation resulting in one PSAP in the county.

(4) In any county with a population of less than 250,000 that has a single Emergency Telephone System Board or qualified governmental entity and more than 2 PSAPs, the 9-1-1 Authority shall reduce the number of PSAPs by at least 50% or to 2 PSAPs, whichever is greater. Nothing in this paragraph shall preclude consolidation resulting in one PSAP in the county.

(5) In any county with a population of less than 250,000 that has more than one Emergency Telephone System Board, Joint Emergency Telephone System Board, or qualified governmental entity and more than 2 PSAPs, the 9-1-1 Authorities shall be consolidated into a single joint board, and the number of PSAPs shall be reduced by at least 50% or to 2 PSAPs, whichever is greater. Nothing in this paragraph shall preclude consolidation resulting in one PSAP in the county.

(6) Any 9-1-1 Authority that does not have a PSAP within its jurisdiction shall be consolidated through an intergovernmental agreement with an existing 9-1-1 Authority that has a PSAP to create a Joint Emergency Telephone Board.

(7) The corporate authorities of each county that has no 9-1-1 service as of January 1, 2016 shall provide enhanced 9-1-1 wireline and wireless enhanced 9-1-1 service for that county by either (i) entering into an intergovernmental agreement with an existing Emergency Telephone System Board to create a new Joint Emergency Telephone System Board, or (ii) entering into an intergovernmental agreement with the corporate authorities that have created an existing Joint Emergency Telephone System Board.

(b) By July 1, 2016, each county required to consolidate pursuant to paragraph (7) of subsection (a) of this Section and each 9-1-1 Authority required to consolidate pursuant to paragraphs (1) through (6) of subsection (a) of this Section shall file a plan for consolidation or a request for a waiver pursuant to subsection (c) of this Section with the Division of 9-1-1. Within 60 calendar days of receiving a consolidation plan, the Statewide 9-1-1 Advisory Board shall hold at least one public hearing on the plan and provide a recommendation to the Administrator. Notice of the hearing shall be provided to the respective entity to which the plan applies. Within 90 calendar days of receiving a consolidation plan, the

Administrator shall approve the plan, approve the plan as modified, or grant a waiver pursuant to subsection (c) of this Section. In making his or her decision, the Administrator shall consider any recommendation from the Statewide 9-1-1 Advisory Board regarding the plan. If the Administrator does not follow the recommendation of the Board, the Administrator shall provide a written explanation for the deviation in his or her decision. The deadlines provided in this subsection may be extended upon agreement between the Administrator and entity which submitted the plan.

(c) A waiver from a consolidation required under subsection (a) of this Section may be granted if the Administrator finds that the consolidation will result in a substantial threat to public safety, is economically unreasonable, or is technically infeasible.

(d) Any decision of the Administrator under this Section shall be deemed a final administrative decision and shall be subject to judicial review under the Administrative Review Law. (Source: P.A. 99-6, eff. 1-1-16.)



Counties without 911 or ICC order			
Alexander County	Hillside	North Riverside	Brown
Alsip	Hometown	Northfield	Calhoun
Barrington	Indian Head Park	Oglesby	Fayette
Bedford Park E911	Justice	Ottawa	Greene
Bellwood	Kane County	Park City	Hardin
Berkeley	Kankakee County	Peoria County	Henderson
Bridgeview ETSB	Kenilworth	Peru	Moultrie
Broadview	LaGrange	River Forest	Pope
Brookfield E911	LaGrange Park	River Grove	Schuyler
Burr Ridge	Lake Bluff	Riverside	Shelby
Calumet Park	Lake County	Rock Island County	Stark
Country Club Hills	Lake Forest	Rosemont	
Countryside	LaSalle, City of	St. Clair County	
Deerfield/Bannockburn	Lawrence County	Sauk Village	
DeKalb County	Libertyville	Schiller Park	
Des Plaines	Lincolnshire	Seneca	
Dolton	Lincolnwood	South Chicago Heights	
DuPage County	Lynwood/Thornton/E. Hazel Crest	South Elgin	
Elmwood Park	Lyons	Stickney	
Forest Park	McCook	Summit	
Forest View	McHenry County	Tazewell County	
Franklin Park	McLean County	Vandalia	
Gallatin County	Madison County	Weschester	
Glencoe	Markham	Western Springs	
Grayslake	Marseilles	Whiteside County	
Hamilton County	Maywood	Will County	
Harwood Heights	Mendota	Williamson County	
Henry County	Merrionette Park	Willow Springs	
Hickory Hills	Midlothian	Winthrop Harbor	
Highland Park	Morton Grove	Zion	
Highwood	Niles		
	Norridge		

# CITY OF WASHINGTON

## PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. • Washington, IL 61571

Ph. 309-444-1135 • Fax 309-444-9779

<http://www.washington-illinois.org>

[loliphant@ci.washington.il.us](mailto:loliphant@ci.washington.il.us)

### MEMORANDUM

TO: Committee of the Whole  
FROM: Jon R. Oliphant, AICP, Planning & Development Director  
SUBJECT: Noise Ordinance Amendment Request  
DATE: May 5, 2016

Our current noise ordinance prohibits unreasonable noise between the hours of 10:00 p.m. and 7:00 a.m. seven days a week. Staff has been asked about the possibility of amending the ordinance to move the start of this time from 10:00 to 11:00 p.m. on Fridays and Saturdays. Chapter 95.01 of the City Code reads as follows:

"Between the hours of 10:00 p.m. and 7:00 a.m., it shall be unlawful for any person within the City of Washington to make, continue or cause to be made or continued, any loud, unnecessary or unusual noise which either annoys, disturbs, injures or endangers the comfort, repose, convenience, health, peace or safety of others, within the limits of the City, where such loud, unnecessary or unusual noise can be clearly heard 100 feet from the boundary of the property upon which the sound is produced or reproduced. The making or causing of such noise by mechanical means, including radio transmission or receiving sets, shall be considered prohibited by the provisions of this Chapter."

General discussion is planned to see if there is any interest in proceeding with a text amendment following this request.

# CITY OF WASHINGTON

## PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. · Washington, IL 61571

Ph. 309-444-1135 · Fax 309-444-9779

<http://www.washington-illinois.org>

[joliphant@ci.washington.il.us](mailto:joliphant@ci.washington.il.us)

### MEMORANDUM

TO: Committee of the Whole  
FROM: Jon R. Oliphant, AICP, Planning & Development Director  
SUBJECT: Bike Friendly Communities/Sharrows Update  
DATE: May 5, 2016

Following a presentation made to the City Council by Jim Coffey, a committee was created late last year to compile the paperwork necessary to nominate Washington as a Bike Friendly Community (BFC) through the League of American Bicyclists. The 2016 application cycle opened on April 1 and must be submitted by August 9. Similar to the setup of the Safe Routes to Schools program (of which the City received funding for the construction of a connecting multi-use path between Route 8 and Beverly Manor School), the BFC program adheres to the 5 E's: Education, Encouragement, Engineering, Enforcement, and Evaluation. There are five levels of BFC's depending on how effectively the community is in meeting the 5 E's: Diamond, Platinum, Gold, Silver, and Bronze. Many of these principals are already in place throughout the city, which would make becoming at least a Bronze BFC a more attainable task.

Twelve cities in Illinois are currently BFC's with three of these being downstate: Champaign, Normal, and Urbana. Communities must renew their BFC status every four years and they can improve upon their status. While there is no funding available for BFC communities, it can definitely help to have that status when applying for grants.



Additionally a request has been made to consider adding sharrow striping in time for the Family Bike Ride, which is scheduled for June 4. Funds have been budgeted for FY 16-17 for the first phase of sharrows, which would largely be contained to N. Main, S. Main, and W. Jefferson. The public will also need to be notified about the sharrows and the requirement for vehicular traffic to pay attention to those bicyclists that are sharing the road. The Public Works Committee discussed this at their meeting on May 2. The committee felt that early June was likely too soon to have the sharrows marked. The goal will be to have the sharrows in place by early August, either through city staff or contracted labor, when the BFC application is due.

**CITY OF WASHINGTON**  
Joan E. Baxter, C.P.A. - Controller  
301 Walnut Street  
Washington, IL 61571

Ph. (309) 444-1124  
Fax (309) 444-9779  
[jbaxter@ci.washington.il.us](mailto:jbaxter@ci.washington.il.us)  
[www.ci.washington.il.us](http://www.ci.washington.il.us)

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## MEMORANDUM

TO: Mayor Manier and Committee of the Whole  
FROM: Joanie Baxter, Controller   
Ed Andrews, Public Works Director,   
DATE: May 6, 2016  
SUBJECT: Ordinance changes due to AMR

Alternatives for providing a revenue source for the water meter replacement/automated meter reading (AMR) project that the City is currently implementing was discussed at the Committee of the Whole meeting of January 11, 2016. During that meeting, different options were offered including assessing a flat rate per meter fee, flat rate per account fee and a flat rate per meter fee capped for dual meters. The Committee was generally favorable of the third option of setting a flat rate per meter capped for accounts with dual meters.

Based on preliminary estimates, debt service will approximate \$290,000 per year. Dual meters account for approximately 40% of accounts and as such, staff recommends a flat rate of \$3.85 per month for single meter accounts and \$5.50 per month for dual meter accounts.

If the Committee is in agreement, Staff will forward the information to the City Attorney to draft an ordinance for consideration at the May 16 and June 6 City Council meetings.

In addition to the Technology Fee, which will be added as a new subsection to the Code, Staff reviewed Chapter 50 of the Code and makes the following recommendations for changes due to the implementation of AMR and monthly billing:

- Language changed to reflect monthly billing rather than quarterly billing.
- Minimum charge changed from 2,500 gallons per quarter to 850 gallons per month.
- Language changed to reflect that a second notice will not be sent and shutoff will occur if payment not received 15 days after the due date. All appeal/hearing procedures are still in place if request made within 10 days after the bill becomes delinquent.

These matters will be discussed at the Committee of the Whole meeting scheduled for May 9, 2016.

C: Jim Culotta, City Administrator

## **Additions/Changes to Chapter 50 – Combined Waterworks and Sewerage System**

### **Technology Fee (new subsection in Code)**

- New code section to establish technology fee as funding mechanism for \$2.3 million water meter upgrade/automated meter reading system. Needed is a sum sufficient to service approximately \$290,000 annual debt service.
- Fee will be effective in October 2016 for September 2016 usage.
- Fee will be assessed at \$3.85 per month for a single meter and capped at \$5.50 per month for dual meter accounts. Approximately 40% of residents have a second meter for outside watering purposes.
- Language should be included that the fees may be changed from time to time as authorized by the City Council.
- Insert as §50.50 (F) under Rates and Fees and move everything from the current (F) down one letter through the end of the section.

### **§50.36 Types of Meters; Cost; Placement**

(A) All water meters shall be of the kind designated by the City Council, the cost of which shall be borne by the user. The city will furnish consumers with meters at cost. They shall be placed in accessible places.

(B) No person, firm, or corporation shall install or cause to be installed any water meter in connection with new construction which does not have an outdoor meter reading.

(C) Such outdoor meter reading shall be afforded by an outside read-register (i.e. touch read, radio controller, etc.) on the front corner of the residence or principal building. In the case of a residence, it shall typically be on the side opposite the side upon which the garage is located and shall be a minimum of four (4) feet above grade level and twelve (12) inches from the corner of the house and as approved by the City. An electrician shall rough wire from the meter location of the outside register at the expense of the property owner.

### **§50.50 Rates for City Water Service**

(B) **Effective October 1, 2016 for September 2016 usage**, a minimum charge for water service supplied and provided by the City of Washington shall be imposed equal to the otherwise applicable rate per 1,000 gallons of water used multiplied by **850 gallons of water in a one-month period**.

~~(F)~~ **(G) Effective October 1, 2016 for September 2016 usage**, users of water service provided by the City of Washington shall be billed ~~quarterly~~ **monthly** for water used during the prior ~~quarter~~ **month**, as shown by the water meter readings, at the applicable rates provided above. Each such bill shall state thereon the date payment is due. If any bill is not paid on or before the

stated due date, a late charge will be imposed, which late charge shall be equal in amount to the greater of 1.5% of the total bill or \$10.00.

**§50.55 Failure to Pay Charges; Proceedings**

If any person, firm, or corporation shall neglect to pay his or their charges for water, sewer, or combined water and sewer service when due or shall fail to pay the deposit required by §50.51(C), the City Administrator may, in addition to the other penalties and remedies herein provided, elect to terminate water and sewer service to the property by complying with the following procedure:

- (A) **Effective October 1, 2016 for the September 2016 billing**, if the charges or deposit remain unpaid for a period of more than 30 days after the bill therefore was first rendered, ~~written Notice of the Delinquency shall be sent by regular mail to the user of the service or services at the property's address. Such notice shall advise the user that the bill is delinquent and payment must be made within ten (10) days or the City will commence procedures to turn off or terminate the water service to the user's property. The Notice of the Delinquency shall inform the user that he, she, or they are delinquent in paying said charge or deposit and that water service, sewer service, or combined water and sewer service will be turned off or terminated unless the delinquency is paid in full within ten (10) days of the receipt of this Notice of Delinquency.~~ **the account will be subject to a late fee as described in §50.50 and termination of service. Service will be discontinued if payment is not received in full within 15 days following the due date. No second notice will be sent.** The user shall have the right to a hearing in front of the City Administrator or his or her designee concerning the delinquency, if such hearing is requested within ten (10) days ~~of receipt of the Notice of Delinquency~~ **after the due date of the delinquent bill**. If a request for hearing is received within the ten- (10) day period, a hearing will be scheduled in front of the City Administrator or his or her designee within forty-eight (48) hours (excepting weekends and holidays) of receipt of the request for a hearing.
- (B) If no hearing is requested within the ten- (10) day period, the City Administrator may cause the water and sewer service to be turned off.
- (C) If a hearing is requested and held, notice of the City Administrator's decision must be sent to the user and the owner, if the owner's address is known, informing them of the decision, and if the decision is against the user, informing them that his water and sewer service shall be terminated ten (10) days after the date of the notice unless the charge or deposit is paid in full prior to that time. Appeals of the decision of the City Administrator may be made directly to the Mayor and City Council if requested in writing within ten (10) days of the date of mailing notice of the decision.
- (D) Once turned off, water services shall not be restored until all delinquencies, damages, charges and restoration fees for turning the water off and on are paid in full or satisfactory arrangements have been made for the payment thereof. Said restoration fee shall be \$50.00 provided restoration occurs between the hours of 8:00 a.m. and 3:00 p.m. on Monday through Friday, excluding city designated holidays, or \$100.00 if restoration occurs at any other times (after hours). The after hour's restoration fee shall automatically increase on May 1, 2011, and annually on May 1st thereafter, by three and one-half percent (3.5%) or the rate of inflation, whichever is greater, and rounded to the nearest five dollar (\$5.00)

increment. The rate of inflation shall be calculated annually on November 1 using the most recent twelve- (12) month period as measured by the Consumer Price Index (CPI).

- (E) In the event any personal or business check is returned to the city unpaid due to insufficient funds, a fee of \$25.00 shall be assessed to the responsible individual or party



# Memo

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TO: Mayor Manier and City Council  
FROM: Ed Andrews, Public Works Director  
SUBJECT: Downtown Square Streetscape & Funding Assistance  
DATE: May 6, 2016

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At the April 11, 2016 Committee of the Whole meeting, Council was supportive of pursuing applications for two possible Illinois Transportation Enhancement Program (ITEP) projects due on June 17<sup>th</sup>: i) Centennial shared-use path from McCluggage to Summit and ii) the Downtown Square Streetscape. In support of the Downtown Square Streetscape, staff made presentation to IDOT and FHWA at their Bi-Monthly Coordination Meeting on April 21<sup>st</sup>. Both Agencies were very supportive of the project, but did encourage us to start engineering to better help position the project for ITEP scoring.

While this expense would not be a direct reimbursable, it could be eligible to count as local-match towards the total project should the City be selected for funding. A portion of this project is already budgeted under TIF funding (engineering and construction) with a phased project scope starting at \$585,000 this year. ITEP funding would be capped at a per-project funding cap of \$2 million under an 80/20 match, leveraging these dollars to allow for all quadrants of the Square to be undertaken in the same construction year as well as expand the limits to include some of the off-street parking.

Staff has been careful to review a tiered approach to the engineering effort helping insure that effort would be consummate with the current TIF only funded portion of the project, but consistent with a larger project should an ITEP award occur. Essentially the TIF funding would be subject to the IDOT Bureau of Local Roads (BLR) guidelines and procedures, but ITEP funding would be subject to similar (but different) Bureau of Design & Environment under Federal guidelines and procedures.

In August of 2015, recommendations were presented to and approved by the Public Works Committee for the consideration of local engineering firms to assist in providing services for **IDOT / Federal Projects** to the City of Washington. Three firms were prequalified based upon previous Statement of Qualification under this category and have the following work under contract:

Terra Engineer: Nofsinger Intersection Realignment  
Hutchinson Engineering: BR 24 ITEP and Cruger TAP Phase 1  
Maurer-Stutz: IDOT Tornado Roadway Rehabilitation



It would be the intent to engage one of these prequalified firms for the following tasks supporting the smaller/initial local TIF funded project:

Survey: Perform a detailed topographical survey and conduct the necessary courthouse research to determine/verify existing right-of-ways and parcel ownership information.

Environmental and Utility Coordination: Under local TIF, IDOT will not require process an ESR. The consultant would help coordinate with IDNR (EcoCat), IHPA, and perform a Preliminary Environmental Site Assessment (PESA). The consultant will coordinate with all utility owners within the project limits.

Public Outreach: Stakeholder meetings and Council updates would largely be performed by City of Washington staff.

Streetscape Development: the select firm would also engage (or have in-house) a Landscape Architect to develop potential streetscape elements with pictures to facilitate discussion with city staff/stakeholder committee regarding ideas, vision, and preferences.

Design for One Block of the Square: Upon approval of the proposed streetscape plan and completion of the different coordination items listed above, the select firm will develop Plans, Specifications, and Estimates (PS & E) for a local letting.

The anticipated fee for these initial abbreviated services tasks is approximately \$50,000, in keeping with the current budget.

This matter is being presented to the Committee of the Whole for Monday, May 9<sup>th</sup>, 2016, for review and discussion.

cc: File