

**CITY OF WASHINGTON
FINANCE & PERSONNEL COMMITTEE
MONDAY, MAY 16, 2016
4:30 P.M.
CITY HALL CONFERENCE ROOM
301 WALNUT STREET**

AGENDA

- 1. NON-MEMBER ALDERMAN WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES – April 18, 2016 regular session**
- 4. BUSINESS ITEMS**
 - A. Write-off of Uncollectible Accounts
 - B. Greater Peoria EDC Contribution Request
 - C. 400 N. Lawndale and 301 Lynnhaven (abandoned properties)
- 5. OTHER BUSINESS**
- 6. EXECUTIVE SESSION – for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired per 5 ILCS 120/2(c)(5) of the Illinois Open Meetings Act.**
- 7. ADJOURNMENT**

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

DRAFT

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: May 13, 2016
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday, April 18, 2016

The meeting was called to order by Chairman Brucks at 5:30 p.m.

Present: Chairman Brucks, Mayor Manier, Alderman Butler

Also Present: City Administrator Culotta, Controller Baxter, Treasurer Dingledine

AGENDA

1. Non-member Alderman wishing to be heard on a non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of minutes

Mayor Manier made a motion and Alderman Butler seconded to approve the March 21, 2016 regular session minutes. Motion carried.

4. Business Items

A. Health Insurance Renewal Update

Controller Baxter updated the Committee on the Health Insurance renewal status. Following discussion, it was agreed that Staff will seek a renewal proposal from the Wyman Group for the July 1, 2016 through June 30, 2017 plan year with the intention of seeking agent proposals in the Fall. It would be desired to move the Plan to a calendar year plan year rather than July 1. Brucks made a motion, seconded by Butler to approve this approach and take to Committee, if possible in May. Motion carried.

B. Property and Liability Insurance Update

Baxter updated the Committee on the Property and Liability Insurance renewal status. Alexander-Murray is in the process of shopping the market and obtaining bids. These bids will be reviewed with the Committee of the Whole on June 13 and City Council on June 20.

5. Other Business – None.
6. There being no further business the meeting was adjourned at 4:55 p.m.

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
www.washington-illinois.org

MEMORANDUM

TO: Finance & Personnel Committee
FROM: Joanie Baxter, Controller *JB*
DATE: May 13, 2016
SUBJECT: Request for Adjustment of Accounts Receivable

A listing of accounts receivable that are being recommended for write-off is attached. The list includes water and sewer receivables for final bills that were sent to collection between six and nine months ago and are now being recommended for write-off as of April 2016. This is the second write-off for the fiscal year.

If the City Council approves write-off of these accounts, the accounts receivable will be adjusted accordingly, however, should any of the individuals attempt to settle the account or re-establish service in the City, records will be available with this information.

The total accounts being recommended for write-off are summarized below:

Water-utility	\$ 853.68
Sewer-utility	1,848.58
General	<u>275.00</u>
Total	\$ <u>2,977.26</u>

The City continues to have a very high collection rate. The write-off of water utility bills represents a total of .068% and .092% of water and sewer billings, respectively. If these write-offs are approved, the total write-offs for the year would be \$2,870 and \$5,847 compared to the prior year write-offs of \$2,667 and \$5,488 for water and sewer, respectively. The budget for bad debt expense for FY 15-16 is \$5,000 for water and \$7,500 for sewer.

The Finance & Personnel Committee will review this matter at its meeting of May 16, 2016 and make a recommendation to the City Council.

C: Jeanette Glueck, Accountant
Municipal Services Department

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

MEMORANDUM

TO: Mayor Manier and City Council
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: GPEDC Funding
DATE: May 13, 2016

Jennifer Daly presented a summary of the Greater Peoria EDC's work and reorganization at the May Committee of the Whole meeting. The GPEDC has asked the public and private sectors to consider financial contributions to help the organization meet its fundraising goal now that it has recently become fully staffed. It has asked cities with a population between 10,000 and 25,000 to consider contributing \$10,000. This provides a listing and link on the GPEDC website, a listing on their monthly e-newsletter, and client referrals. The FY 16-17 budget has \$10,000 included for this request.

While this is scheduled at the City Council meeting, staff would like to receive a recommendation on a funding level prior to the Council vote at the May 16 Finance and Personnel meeting.

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MEMORANDUM

TO: Finance and Personnel Committee
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Dilapidated Houses
DATE: May 12, 2016

As you know, staff has been addressing dilapidated houses at 400 N. Lawndale and 301 Lynnhaven for many months. In the case of 400 N. Lawndale, the legal process is largely complete while the same is nearly true for 301 Lynnhaven. Both houses have numerous structural issues visible from the exterior. While staff has not been inside either house, each has had roofing problems and there is a strong suspicion that the interiors could have mold.

A Motion of Summary Judgment against Citicorp Mortgage was issued recently for 400 N. Lawndale. That decision clears the way for the City to have the house demolished or to make any necessary repairs. The City may file a lien against the property for the reasonable costs incurred in a demolition or repairs as well as the court costs, attorney's fees, and other related costs. In order to do so, in accordance with state law, the City must file a notice of lien for the costs with the County Recorder's office within 180 days after the demolition or repairs. The City's lien would be superior to all prior existing liens except taxes. It is important to note that the City does not hold the judicial deed to this property. According to City Attorney Rick Russo, in order to obtain title, the City must file a foreclosure action in order to foreclose on the lien.

The City expects to receive the judicial deed to 301 Lynnhaven soon. This follows a prior Court Order that declared the property abandoned. The City Attorney's office can begin filing a motion for the issuance of the judicial deed after the required 30-day window expires as expected next week. As occurred with 304 Ernest, this would give the City title to the property free and clear and the house could be demolished or repaired. If demolition is desired, bids would be secured to make it a clean building site with the foundation removed. The property could then be declared surplus property via a resolution, and sold in accordance with applicable law.

General discussion is planned at the May 16 meeting to gain direction on how to proceed with each of these properties.