

City of Rock Island
City Council Budget Session
November 26, 2018 - 5:00 p.m.

Rock Island Police Department, Community Room
1212 5th Avenue, Rock Island IL

Present: Mayor Mike Thoms, Alderman Stephen L. Tollenaer, Alderman Dylan Parker, Alderman Joshua Schipp, Alderman Dave Geenen, Alderman Ivory D. Clark, Alderman Virgil J. Mayberry, and Alderman James Spurgetis

Staff: City Manager Randy Tweet, City Clerk Judith Gilbert, and other City staff

Finance Director Stephanie Masson explained the budget process is a year-long process. A budget presentation focusing on a high-level overview was made to the public at the last Council meeting. She said tonight's presentations will also be at a high level; directors will be presenting their department budget summaries. Ms. Masson stated the CY 2019 Budget Proposal was on the City website with a hard copy available in the downtown library. She cautioned that there may still be changes before the December 10 Council meeting.

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5:00 PM: MARTIN LUTHER KING JR. COMMUNITY CENTER

Martin Luther King Center Director Jerry Jones reported the MLK Center staffing was ten full-time positions and 27 part-time positions. A recent addition to the staff in 2018 was the hiring of a Resource Development Manager. He said they are growing carefully and responsibly. Mr. Jones reviewed their three contracts; two with the Illinois Department of Human Services and one with the Illinois Department of Children and Family Services. He announced they would be adding a fourth contract with DHS for youth services to reach teens 11-17 years old; the grant will be for \$121,000. This grant/contract is not currently in the budget.

Mr. Jones explained the operational changes with the addition of the Resource Development Manager. He said their social media presence is growing.

Mr. Jones stated the request for \$20,000 to upgrade the audio visual equipment in the banquet center came from the MLK Board Buildings and Grounds Committee.

Mr. Jones explained the MLK Center is unique; it's 211 fund is for administrative costs. The CY 2019 budget is \$231,000 in revenue and \$236,000 in expenses. He said there is a transfer from the General Fund of \$167,000 for administrative costs for which they are grateful. Mr. Jones explained that makes a difference because then donor money goes straight to programming covering approximately 92% of programming costs.

Alderman Geenen stated that half of the Resource Development Manager position was funded by the Victor and Doris Day Foundation; it was a one-time only grant. Mr. Jones said he is projecting a planned \$55,000 deficit in the 900 funds. Their goal is to be self-sustaining after the second year. The fund does have a fund balance and it won't be depleted by more than 25%.

Alderman Parker asked about the expenses that the MLK Center is saving in other departments because of their programming. Mr. Jones explained they cannot measure prevention quantitatively, but it does help them sell Rock Island as a unique community.

Alderman Parker said it needs to be demonstrated the value citizens are receiving for MLK services. He added it's a good investment and saving money. Mr. Jones reminded everyone they are bringing money into the community. Alderman Geenen added "and matching those dollars." Alderman Clark shared that previous Councils have looked at the MLK Center and have supported it. Alderman Geenen asked about the waiting list for the summer day camp. Mr. Jones replied the day camp slots fill within two or three days; the waiting list is usually around 100.

Alderman Mayberry commended Jerry Jones and the MLK staff. Mr. Jones said the MLK Center always works as a partner with different groups for programming.

5:20 PM: PARKS AND RECREATION DEPARTMENT

Parks and Recreation Director John Gripp reported the department is staffed by 15 full-time employees, 43 part-time employees, and 119 seasonal staff in three divisions: Administration, Golf, and Recreation. He explained there have been significant staffing changes in the department. Parks Maintenance employees have been transferred to the Public Works Department which can provide more resources to the Parks Department and the Public Works Department benefits from the additional resources for streets, water main breaks, and snow plowing. The positions continue to be funded out of Parks Department tax dollars. It is a win-win for both departments. Mr. Gripp reported that RIFAC is at its highest membership ever, so they have had to increase RIFAC staff.

Mr. Gripp reviewed their budgeted projects: naturalized areas, Douglas Park, Whitewater Junction drains, tennis courts and pickleball courts, Saukie cart path, Sports Complex fence, and ball field improvements at Lincoln Park and Hodge Park. Mr. Gripp explained the department's requests for Gaming funds for 2019: Schwiebert Park playground resurfacing and fountain work (\$150,000); Hauberg/Carriage House improvements (\$30,000); and Highland Springs sprayer (\$55,000). The list of budgeted contracts was reviewed.

Mr. Gripp shared program and reporting changes: a Parks and Recreation Department fundraising and sponsorship campaign will begin in 2019; expression swings will be added to parks for adults and children to swing together; construction of a new pavilion by the Backwater Gamblers; expansion of the Genesis Guild stage; Art in the Park expanded programming; replacement of park shelter roofs; expanding and enhancing RIFAC rentals; and beginning operation of the Douglas Park concession stand to offset maintenance costs.

Mr. Gripp noted that 44% of the visits to Parks facilities are from people living outside of Rock Island which is critical in generating revenue to offset two-thirds of the Department budget. He added the board and staff take great pride in the facilities and services offered by the department.

Mr. Gripp reminded Council members that the budget is a living document and they are dependent on the weather. Alderman Geenen stated that the Parks staff is one of the best from his personal experience and they run excellent programs. Mr. Gripp said they spend a lot of time focused on customer service with the staff.

Ms. Masson explained the restrictions this year with Gaming funds. They have allocated \$50,000 towards the Schwiebert project and funded \$15,000 for Hauberg Center. Mr. Gripp said they would look for matching grants or phasing of projects.

Alderman Schipp asked for Mr. Gripp's thoughts and vision for Lincoln Park over the next five years. Mr. Gripp reviewed some projects and things that need to be done. Discussion continued regarding rental income, naturalized areas, and infrastructure maintenance projects including restrooms. Alderman Schipp said he thinks the time is ripe for a Friends of Lincoln Park to be formed.

Alderman Mayberry asked about the garbage drums in the parks. Mr. Gripp explained that whenever they do upgrades, they try to make everything ADA compliant. The 55 gallon drum trash cans are being phased out; they will start with the flagship parks and work their way down the list replacing the trash cans. He cautioned that it will take several years due to the expense. Alderman Geenen asked about sponsorship of

the cans. He also requested adding recycling containers to the parks. Alderman Geenen wondered if it was possible to ban styrofoam cups from the parks by working with the vendors.

Alderman Parker discussed reaching out to Citizens to Preserve Black Hawk State Park; the Parks Department already collaborates with the Rock Island County Forest Preserve. Alderman Parker commented that if the state park looks bad, people associate it with the City. Alderman Parker asked when CIP projects are put out for bid, who is responsible for compliance with the bidding process. Mr. Gripp replied they learned a lot about the process with the Douglas Park projects; he will ensure compliance with the Hauberg projects and Schwiebert Park projects will be coordinated with the Public Works Department who will oversee compliance.

Ms. Masson stated CIP allocations go through the City accounts payable. She added that the Parks Department is very good at doing a series of projects over several years. Alderman Geenen asked about the Parks Foundation. Mr. Gripp responded they have been active only for one year and have about \$15,000 in assets, but have gotten several donations.

Ms. Masson pointed out the CIP Plan is in the CY 2019 Budget Proposal binder on page 232.

5:50 PM: LIBRARY

Library Director Angela Campbell informed Council that the library budget has been approved by the Library Board Finance Committee and the full Library Board. In 2019 she will share a lot more with their new strategic plan.

The library has 26 FTEs. There are no major projects budgeted, but that will change after the Strategic Plan gets implemented in January which will also complement their Long Range Building Plan.

A list of budgeted contracts was presented; however, Ms. Campbell said the list could change next year while some are also due next year.

Ms. Campbell explained that state law requires a revenue report. She said the Library Board of Trustees submitted a request for a 4.9% tax increase in the library's portion of the tax levy which would increase the budget by a little more than \$100,000. This will help with the inflation of personnel costs. The library budget has a 2% increase. Ms. Campbell reported that the State Per Capita Aid grants will be fully funded for the Rock Island and Milan-Blackhawk libraries.

Ms. Campbell informed Council that there have been repeated problems with the downtown library HVAC system costing over \$100,000 in repairs. If the situation continues, the level of service may be impacted where the library will be forced to close on very cold or very hot days.

Operation changes may be seen once the Strategic Plan is implemented. The library is focused on community connections.

Ms. Campbell reported their CIP requests were for new security gates for the west entrance of the downtown library, along with self-check-out machines, and the replacement of windows, wiring and the HVAC system at the downtown library. The proposed CIP funds will pay for only one-third of the new security gates.

Council and Ms. Campbell discussed the replacement of the windows; it was recommended she contact the Preservation Commission. Mr. Tweet said the HVAC system was a focus of the recent energy audit.

Alderman Geenen asked about the mobile unit. Ms. Campbell replied a mobile unit could cost between \$200,000 and \$300,000 and takes one year to fabricate; it is part of their long-term plan.

6:10 PM: FINANCE / HUMAN RESOURCES / GENERAL ADMINISTRATION

FINANCE

Finance Director Stephanie Masson explained that the department never filled the budget coordinator position (Don Reichert) due to budget constraints. She reported that Finance Department personnel costs for CY 2019 are only 3.2% higher than CY 2015 levels which is primarily a result of re-structuring of the department. The department promotes internal controls and cross-training and coverage of duties.

One new budgeted project will be the replacement of the payment drop box near the parking garage. They will also need to work with the actuary to implement a new GASB standard related to Post Employment Benefits. Other major ongoing department projects are the annual audit, the annual budget, and the annual CIP budget.

Ms. Masson said the selection of Lauterbach & Amen, LLP was a successful selection for audit services. The City is receiving added services for the same cost.

Ms. Masson stressed that the department follows consistent policies and processes. She sees far less complaints from residents than with her previous employer.

Ms. Masson reported there were no audit findings for CY 2017. She explained that each department has performance standards; this is a GFOA best practice. The Finance Department added more performance measures; for example, they issue 9,200 payments annually and complete 3,800 journal entries. She referenced page 128 which has a summary of department expenditures; Ms. Masson explained that some administrative costs are city-wide. One example she gave is the redevelopment agreement for Dunkin Donuts which rebates a portion of the local food and beverage tax. Transfers are also done by the Finance Department.

Ms. Masson explained contingencies and depreciation. She said they try to set aside in the General Fund 1% of expenditures in a contingency fund to use as needed. For CY 2019, they went to a flat amount of \$200,000.

Ms. Masson previewed the remainder of the budget process for Council. There will be lots of agenda items for the December 10 and December 17 Council meetings. At the December 10 Council meeting, there will be a budget hearing and first readings of the budget ordinance, the tax levy, the gas tax ordinance, and tax abatements. Revisions to the Financial Policies, CIP approval, Enterprise Fund rate increase will also be agenda items in December. They will be cleaning up language in the Financial Policies. One change will be to change the General Fund balance to a range of 60 to 90 days. She hopes they will stay close to the 90 days balance, but under certain conditions, the balance can be reduced. Any balance in excess of 90 days goes to the Gaming Fund for CIP projects. Alderman Parker suggested the City Financial Policies be a separate document on the City website.

Alderman Parker asked if it was usual for there to be no audit findings. He feels that if that is significant, a press release should be done. He encouraged all departments to use Jason Wild to write press releases for positive information and accomplishments. He suggested a "dashboard" on all City department pages on the website with their performance measures.

Council discussed the parking contracts with Per Mar and Duncan Solutions (software). Mr. Tweet explained that all parking revenues come to the City, not to Per Mar. There is a per ticket processing fee from Duncan Solutions. Ms. Masson said the net income from parking has decreased due to less parking enforcement areas; there are now two and four hour parking zones and the garage has free parking. She stated they had a meeting with Duncan regarding enhancing collections of parking tickets. Ultimately the City is responsible for getting tickets paid.

HUMAN RESOURCES

Human Resources Director John Thorson said HR staffing consists of four employees. He announced Risk Manager Patrick Doherty will be retiring in May 2019. No new positions are planned for 2019. There are no budgeted projects for HR.

Mr. Thorson reviewed the various budgeted contracts overseen by Human Resources.

Self-insurance revenues are expected to decrease by 3.9% in FY 2019. The fund balance has a deficit of over \$320,000. The department is working toward moving the fund balance into compliance with the policy of one year of operating costs (five-year average) in the fund balance. Health insurance revenues will increase 3.5% or almost \$208,000. The health fund balance should be maintained at 25% to 50% of operating expenses. The health fund balance is at 38% of operating expenses for the upcoming year. There have been recent high claims resulting in losses. If the situation does not improve, there will have to be larger premium increases. Mr. Thorson said in 2020, plan design changes may be needed. Currently, 70 employees participate in the cafeteria or flexible spending reimbursement plan.

Ms. Masson said that city-wide, employee health insurance costs are just over \$4 million. The General Fund accounts for \$2.7 million of those costs and it is the third largest component of personnel costs after salaries and pensions. The costs have been increasing and they hope for some plan design changes in the future.

Alderman Parker asked for a cost comparison of the City's plan with other government and private sector plans and the rate of increases compared to other self-insured plans for the same number of employees. Ms. Masson said the City's consultant may have those benchmarks. Mr. Thorson will try and get that information from the City actuary.

Mr. Thorson informed Council that the Wellness Center is now staffed by a forty-hour Medical Assistant to provide more assistance to the Nurse Practitioner who also works forty hours per week. Mr. Thorson reported the Medical Assistant's extra ten hours is being paid half by Genesis. He also confirmed that Joe Kussatz will be staying as the Nurse Practitioner. The Wellness Center is also utilized by full-time staff of Augustana College and South Rock Island Township. Mr. Thorson hopes to expand the clinic's capacity in the future.

GENERAL ADMINISTRATION/MAYOR and COUNCIL/CITY CLERK

City Manager Randy Tweet said there are no changes to staffing in administration. The Strategic Planning process will remain in-house for 2019. The Labor Day Parade is a budgeted project through General Administration. The budgeted contract with J Wild Marketing will continue in 2019 at the same level of \$30,000. Mr. Tweet said the arrangement has worked out well; Jason Wild created the Unplugged event, oversaw the website design changes, has been making the City's Facebook posts, and coordinating business ribbon cuttings.

License revenue was presented and Mr. Tweet reported they are looking at a business registration fee for next year; it is not in the budget as the first year will have no fee.

Mr. Tweet reviewed the projects he oversees: budget development and monitoring; strategic planning 2019; economic development; performance audits; and the marketing program. The Executive Secretary with the Mayor/Liquor Commissioner issues all of the liquor licenses. The City Clerk issues a variety of business and event licenses which are all reviewed on an ongoing basis. Mr. Tweet discussed the City Clerk's work as City OMA Compliance Officer in monitoring Open Meetings Act compliance with City boards and commissions.

Alderman Parker asked about tracking of Facebook likes and website visits. Mr. Tweet will check on that.

Alderman Geenen asked about software upgrades. Mr. Tweet said that is reviewed every year. Alderman Geenen asked the City Clerk about her software. Ms. Gilbert responded the current Agenda Center software is a huge improvement over the old system for creating agendas and minutes, but it is not perfect. She gave credit to Colleen in the IT Department for taking the time to learn and customize the Agenda Center software for the City Clerk. She also noted that IT (Colleen) and the Finance Department were of great assistance in transferring business licenses from GOVERN to Northstar. GOVERN was very difficult software to use and Ms. Gilbert reported that business license revenue collection was substantially

improved with the new system in 2018.

Alderman Spurgetis asked about new revenue sources. Mr. Tweet replied nothing is in the budget yet because options are still under discussion. He hopes to present something to Council during the first half of 2019 before the next budget cycle begins.

Alderman Mayberry asked about OMA and compliance. Alderman Geenen asked if there was a penalty. Mr. Tweet said the City is mostly compliant. Alderman Schipp said it needs to be resolved. Alderman Parker reminded Council that the boards and commissions ordinances need updating; work was started and then stopped. City Clerk Gilbert said new appointments to City boards and commissions have 90 days to get their OMA training completed. Alderman Parker stated that language stating if appointments are not OMA certified within 90 days, that would be cause for removal.

6:40 PM: BREAK

6:50 PM: POLICE DEPARTMENT

Police Chief VenHuizen introduced Deputy Chief Jason Foy and Lt. Ben Smith who is the Police Department's Budget Manager. The Police Department has 108 authorized employees with four at the Police Academy and five officers in the Field Training Program. Four sworn employees have indicated they may retire in 2019. Chief VenHuizen said a major challenge over the next five years will be retirements and replacing personnel. He said within the next five years, there are approximately 23 employees with over twenty years of service and eight are over 50 years of age. This includes 14 Command staff and four detectives. He said it will be a continual cycle of hiring over the next five years. He reminded Council that new hires spend 14 weeks at the Police Academy and 16 weeks in Field Training. It will be a major challenge operationally.

The Chief reported that in 2018 the Neighborhood Camera System was expanded due to additional funding from CED. Alderman Schipp asked about speeding cameras and his concern for busy areas around the school on 7th Avenue. Chief VenHuizen explained it is a legislative issue with a population criteria for speed cameras in Illinois. He said he will look further into improved enforcement for speeding.

Chief VenHuizen said budgeted contracts are consistent with past years. He reported that in 2018, the Neighborhood Camera Network System was expanded in the Glenhurst Court neighborhood and criminal activity has decreased as well as the number of calls for service are down.

Any operational changes will be dependent on service levels. Chief VenHuizen reviewed the department's grants; he said they are always looking for grant opportunities. Professional development expenditures were reviewed; there are state mandated training and certifications required (but not always funded).

Chief VenHuizen reported that the State Drug Prevention Fund has been used for narcotics related professional development, overtime costs and various projects and equipment. He explained that the civil forfeiture process has become more scrutinized and challenged by the courts. However, during CY 2018, they have seen growth in the amount they receive in the Federal Drug Prevention Fund. This is related to the assignment of an officer to the Drug Enforcement Administration.

Alderman Spurgetis asked about professional development and what's required. Chief VenHuizen replied there are continuing education mandates for himself and the Deputy Chief; investigators require so many CE hours per year; and officers have to re-certify every three years with Mental Health Awareness and De-escalation. The Chief reported that in 2018, he certified all staff over a period of three days in partnership with the Rock Island County Sheriff's office for the Mental Health training. Chief VenHuizen said they are only doing required professional development. He reminded Council that training is a must for the Police Department as it is one of the highest liability departments.

Ms. Masson explained that professional development accounts for only \$163,000 in a \$116 million budget and the Police Department only spends \$23,000 on professional development and is the second largest department. Those amounts include travel costs.

Alderman Parker asked about violent offenses in the performance measures. Chief VenHuizen explained UCRs are broken out into two categories; Part 1 has seven crimes and the second category is for three violent crime statistics. Alderman Parker also asked about citizen complaints of the PD. Chief VenHuizen replied they have decreased and the information is included on the City's website in the Police Department's annual report which is required for their accreditation; 2017 was the last report. Alderman Parker asked for it to be included in the Performance Measures. Mr. Tweet said they had pared down Performance Measures in the past, but they are now increasing the number of them. Council members should let Mr. Tweet know which Performance Measures they want included. Ms. Masson agreed the Performance Measures should be readily available on the departments' website pages.

Alderman Schipp asked about the cameras budget and smartlights and their capacity to hear audio, specifically gunshots. Chief VenHuizen replied the department has looked at gunshot detection technology, but there are legal concerns over police microphones. He said they need to start moving towards SmartCity technology; it is cheaper than personnel even though the technology is expensive upfront.

7:20 PM: PUBLIC WORKS DEPARTMENT

Alderman Tollenaer complimented the Public Works Department on the snow removal job after yesterday's blizzard. Public Works Director Larry Cook said there were only four accidents in the city during the blizzard yesterday. He introduced Jason Upton, new Utilities Superintendent and Denise Browning, new Sunset Marina manager. Mr. Cook also introduced Mike Bartels who will be the Interim Public Works Director effective November 29 and Michelle Martin, his assistant.

Mr. Cook reported on the Public Works staffing changes: in 2018, three full-time positions were eliminated and seven Parks Department employees were transferred to Public Works; six to Municipal Services and one to Fleet Services. An Equipment Operator position has been added back into the CY 2019 budget after being vacant for six months. Mr. Cook anticipates the retirement of four Public Works employees in 2019. The Public Works budget for CY 2019 has 109 full-time employees and four part-time Engineering/GIS interns. There are also an additional 19 contract employees including nine seasonal employees for parks maintenance.

Mr. Cook reviewed the Special Projects and service contracts in the department. He said the Water Filtration Facility project is two months behind schedule. The project is all state funded with a loan (federal subsidy). Alderman Mayberry asked if they were in compliance; Mr. Tweet has the information. There are no planned street projects in 2019 other than small in-house maintenance projects.

Mr. Cook reported the budget includes the following rate increases: 5% for water; 3% for sanitary sewer; 2% for storm water; and a twelve cent monthly increase in curbside recycling being in August 2019. Mr. Cook said that for an average household using 25 units, the increases equate to a 95 cents increase per quarter. He said over 3,000 households participate in the voluntary curbside recycling program out of 14,000 homes total.

Mr. Cook reviewed the service levels for wintertime emergency response. This year, a tenth route was added. Crew leaders are in trucks, but not assigned to routes. For a major snowstorm, twenty employees are assigned to snow removal operations; ten per shift on revolving 12-hour shifts. There are also at least six other back-up snow plow drivers available from other Public Works divisions.

Mr. Cook reported on operational changes in the department. The Public Works and Parks reorganization occurred on July 30 and also on October 1. F3 Marina began the management transition at Sunset Marina on October 22 and will be going full-time on January 1, 2019. Mayor Thoms asked who would be doing the annual contracts for boaters; Mr. Cook replied F3 Marina will be doing them. The contracts will be with F3 Marina, not with the City.

Mr. Cook reviewed the department's two grants and the professional development budget. The slight increase is due to the reorganization with Parks. A separate project was created to separate out safety training from professional development;

Alderman Parker asked about the streetlights conversion on 11th Street. Mr. Cook replied the design is done, but it is a state highway which takes more time and the project is at a standstill waiting on the state. MFT funds have been set aside for the project; it will be bid out.

Alderman Parker asked if Rock Island still has the lowest water rates in the Quad Cities; Mr. Cook replied yes.

Mayor Thoms asked about marina employees. Chad will remain a City employee and work at the marina for nine months of the year. Theresa is going back to Municipal Services and will be rolling the Parks maintenance into the Cityworks software system. Melody who was the marina manager is now the City's full-time safety officer.

Mr. Cook has been here eight years and November 28 will be his last day with the City.

Alderman Schipp asked about previous special assessments for road work and how much money that brought in for the projects. He feels the City needs to make a new policy. Mr. Tweet said the special assessments only brought in about \$100,000 per year. For most street projects, they used Gaming funds or bonded out the project. Mr. Tweet will send out a spreadsheet with the information. Alderman Parker asked if the free sidewalk program was cut for 2019; Mr. Tweet said yes.

8:20 PM: BREAK

A break was taken at 7:55 p.m. and the budget session resumed at 8:02 p.m.

8:30 PM: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

Community and Economic Development Director Chandler Poole explained that CED programs, projects, and activities are drawn from fifteen separate funds including eight TIF funds, four loan funds, one grant fund, and the Community and Economic Development Fund which includes riverboat gambling dollars and special project expenses, and the General Fund. The number of employees will remain at approximately 21 full-time staff and one intern. Mr. Poole said they plan on filling existing positions.

Mr. Poole reviewed the CED budgeted projects. Payments for the Best Building will only happen after a certificate of occupancy is received. Listening sessions for the CDBG 5-Year Comprehensive Plan are being held in December of this year to determine how the money should be spent; a broader approach will be taken going forward; not just limited to housing.

Alderman Mayberry questioned why one of the listening sessions is being held in Moline. Mr. Poole said they are trying to attract Hispanics and that is why it is being held at the Esperanza Center. Alderman Mayberry said none are being held in SW Rock Island in his ward and his constituents don't have transportation. He has a problem with the Moline location; all sessions should be held within Rock Island. Alderman Mayberry questioned if it is even legal to do so. Mayor Thoms and Mr. Tweet suggested adding a fourth location for the listening sessions.

Mr. Poole said demolition is proceeding on the Norcross property although there are still legal proceedings pending. He noted the last payment to Holiday Inn will be made in 2019. There will be announcements made in the next few weeks regarding special projects. Mr. Poole also reviewed the budgeted contracts.

Mr. Poole said revenues are expected to change as revisions are being sought to fee structures, sales tax, and TIF increments increases. At the December 10 study session, Mr. Poole will make a presentation on Inspection permit fees.

Mr. Poole announced a slight increase in CDBG revenue for 2019 from \$970,000 to \$1,039,000. He reminded Council that Rock Island is an entitlement community; they are not required to compete for the CDBG funds. Alderman Parker asked if that was related to poverty. Colleen Small-Vollman, Budget and Grants Manager, said CDBG awards are based on a formula that never changes, but is dependent on the

annual allocation that Congress makes. She said HUD looks at all demographic data. Alderman Geenen said it is related to the census tracts and low-income populations. Discussion continued on the pros and cons of CDBG funding.

Mr. Poole reported there is a potential increase in the TIF districts of downtown, Columbia Park, and Watchtower Plaza which will be used to pay existing bond debt and development agreement expenses. He said they are careful not to go negative in TIF funds.

Mr. Poole said the City will once again submit with the City of Moline for a lead abatement grant.

Mr. Poole stated the department is working to ensure that all staff are utilized to their fullest potential with each position and responsibilities are being reviewed to ensure service is not diminished due to budget cuts. He said last year 285 CED staff goals were accomplished.

Mr. Poole said the department will be applying for the abandoned property grant again; this year they received \$40,000 and it was very successful.

Mr. Poole reviewed all of the CED CIP budgeted projects from Gaming or General Fund carryover. Alderman Parker would like a wayfinding map for the downtown. Council discussed the Hotel/Motel tax and the lack of taxes from Airbnb properties.

Mr. Poole explained the CED Contingency line item is for economic development projects to be used for soil borings or environmental needs. A total of \$470,000 has been rolled over. Ms Masson said not all projects are budgeted and the money rolled over is what has not been spent previously. Alderman Spurgetis said every department should have a contingency fund. Mr. Tweet said the Economic Development fund is not like an emergency fund in the Public Works Department. Mr. Poole said the name is wrong and should be called an Economic Development fund.

Alderman Spurgetis asked what happens when an agency doesn't spend their Gaming Grant award. Ms. Small-Vollman replied they have until December 31 to ask for reimbursement; she said it is usually all gone by the end of the year. Mr. Tweet added Finance rolls over any unspent money to the next year. Alderman Geenen said there should be a rule that if you don't spend your money, you can't apply next year.

Alderman Parker asked where are the IML expenses in the budget. Mr. Tweet said dues are paid out of the Mayor and Council budget. Alderman Mayberry asked if the membership is paid individually; Mayor Thoms replied not for membership, only for the IML Conference.

Alderman Parker asked if the City contracts with the CIP recipients for specific accomplishments the City wants versus "contributions" to the organizations. Mr. Poole replied he would like everyone to be on contracts. City Clerk Gilbert asked about The District events; this year they only sponsored two events. Mr. Tweet announced DARI will not be doing any more events; they will be meeting with Brian Hollenback to discuss. Alderman Parker said The District organization no longer exists. He said strategically what does the City want to accomplish; what is the expectation. Mr. Tweet said Council members can attend the Hard Hat awards and see what DARI has done.

Alderman Parker asked if it would be a better utilization of staff if services were contracted out such as using Safe Build for inspections. Mr Tweet responded they have looked at that; it's part of the annual review. Alderman Spurgetis agreed it should be looked into. Alderman Schipp questioned what the City wants; should there be an economic development program manager or would the money be better spent in another way. Businesses should be asked "how does Rock Island fit into your plans?" Mayor Thoms said the downtown is improving but the City also needs someone in touch with the small and medium sized businesses.

9:00 PM: FIRE DEPARTMENT

Fire Chief Jeff Yerkey stated there are 59 sworn personnel (including the one FTE approved in October) and one civilian employee in the department. He said secretary Jan Brewer announced her retirement, but she

would like to stay on as a part-time temp.

Chief Yerkey reviewed the budgeted projects: remodeling the shower stalls in the Central Fire Station; and for Fire/EMS replacement of portable suction units so that engines are advanced life support vehicles, replacement of two thermal imaging cameras, purchase of two stair chairs for citizen assists in the non-transport vehicles, purchase of rescue mannequins for training, and purchase of a commercial forcible entry door prop for training purposes.

Chief Yerkey reviewed the various budgeted contracts. Alderman Mayberry asked who does snow removal and grass cutting at the fire station. Fire personnel do the snow removal and grass cutting; lawn treatment services are contracted because of the application of chemicals and the required certifications.

Chief Yerkey said ambulance billing charges are estimated to be \$4.6 million in CY 2019 with net revenues of \$1.84 million. Haz Mat permits generate another \$22,000. The Foreign Fire Tax fund with revenues from IML should be \$53,500 and Safe Kids donations (car seat checks) are projected to be \$450. The Chief reported there were 99 car seat checks in 2018 and next year they project to do 120 checks.

No changes in service levels are expected next year. The only operational change would be if the CY 2019 Capital Budget had funds for the purchase of a new pumper truck to be placed in service at Station 3.

Chief Yerkey plans on submitting for Port Security grant funding, although the US Coast Guard is now requiring a 25% local match. Chief Yerkey reviewed the professional development training for CY 2019.

Alderman Parker said he would like overtime expenses tracked in Performance Measures; he wants to see if the City is saving any money with the extra FTE. Alderman Parker asked if the ambulance billing contractor does collections. He noted the Finance Department has a company doing collections; could it be a single contract. Ms. Masson responded that each of those contractors have a very specific niche: medical billing and parking. Alderman Parker said in the Goal Setting session, he requested a Firefighter Explorer program; he wanted to know if that was being pursued. Chief Yerkey replied they have a Ride-A-Long program and they have talked about a Cadet program. Alderman Parker would like to see a budget for an Explorer program in the 2019 budget. Alderman Spurgetis suggested sponsorships and donations. Chief Yerkey responded he will reach out to other departments with an Explorer program to get more information.

In response to a question, Ms. Masson said the Safe Kids fund is not in the General Fund and does not need to be spent by a certain date. Chief Yerkey said they have approximately \$2000 and he may replace some banners and signage with the funds. Assistant Chief Graff said they also use the donations to pay for the certification fees for the technicians.

Alderman Mayberry commended Chief Yerkey for working both Saturday and Sunday at the MLK Thanksgiving dinner. Chief Yerkey responded that one of his goals was be more involved with the community.

Alderman Parker asked why there is a police officer at Council meetings when the Police Chief is also present. Chief VenHuizen said the officer is there on overtime; the Chief is a Department Director.

9:30 PM: INFORMATION TECHNOLOGY DEPARTMENT

Information Technology Director Tim Bain stated the IT Department is now down to five employees due to a recent resignation. That position remains open and will not be filled as a cost-saving measure. Mr. Bain said IT's staffing costs are 53% of the IT General Fund budget. He is working on reducing after-hours calls if possible.

Although IT does not have any budgeted projects for CY 2019, Mr. Bain explained they are involved in many projects of other departments; for example, IT did a lot of work on the 2018 cameras project.

Mr. Bain reviewed the budgeted contracts (38% of the department's budget) which are mostly software

maintenance and utilized by other departments.

The IT Department does not record revenue. There is a small amount of revenue from fiber leases to Unity Fiber and Rock Island County.

Mr. Bain said that \$85,000 is budgeted for CY 2019 for equipment replacement for various computer and communications systems including copiers/printers, laptops, desktop computers, tablets, phones, networking hardware, servers, cameras, and accessories. Equipment can be anywhere from four to fourteen years old. Mr. Bain reported that a new self-service password/account recovery module has been introduced for CY 2019 to reduce the number of non-critical help desk calls outside of business hours. Mr. Bain reminded Council that the life cycle of technology is short.

Mr. Bain reported that during CY 2019, IT will be introducing users to the Google G Suite Business Edition; a lot of the City's data will be moved to the cloud as there is unlimited cloud storage. This will also reduce server hardware costs. Mr. Bain added that in 2019, IT will also be rolling out the newest version of Microsoft Windows and Office 2019 which will require Windows 10 on desktops. Office was last purchased in 2007 with no upgrades. There has been no capital improvement funding in the IT Department budget for CY 2019 for new technology or innovation.

Mayor Thoms asked about Mediacom and who will be manning the cameras for Council meetings. Mr. Bain replied he will be doing everything in the back of Council Chambers. Alderman Tollenaer suggested broadcasting all four views so it would be less work for Mr. Bain.

Alderman Parker asked about charging departments for help desk calls especially for after hours calls. Mr. Bain said he would like to cut down on the non-critical calls after hours, but departments do not abuse it. He explained that departments are charged for their copier print charges as well as telephone and cell phone charges. He said it would be hard to bill back for staff time.

The budget session concluded at 9:41 p.m.

Judith H. Gilbert, City Clerk