

**CITY OF URBANA  
COMMITTEE ON ADMINISTRATION & FINANCE - MARCH 13, 1995  
CITY COUNCIL CHAMBERS - 400 S. VINE STREET, URBANA, IL**

**COMMITTEE MEMBERS PRESENT:** Michael Pollock, Chairman; Esther Patt; Clifford Singer; John Taylor; James Hayes (7:37 p.m.)

**COMMITTEE MEMBERS ABSENT:** Marya Ryan (excused); Joseph Whelan, Jr. (excused)

**STAFF MEMBERS PRESENT:** Tod Satterthwaite, Mayor; Phyllis Clark, City Clerk; Bruce Walden, CAO; Jack Waaler, City Attorney; Eddie Adair, Police Chief; William Gray, Public Works Director; April Getchius, Community Development Director; Ron Eldridge, Comptroller; Bruce Stoffel, CD Division Manager; Tom Lindsey, Assistant City Attorney; N. Patrick Pioletti, Buildings Supervisor; Michael Brunk, City Arborist; Rodney Fletcher, Solid Waste Manager

**OTHERS PRESENT:** Earl O'Shea; Riley Glerum; Media

There being a quorum, Chairman Pollock called the meeting to order at 7:34 p.m.

**ADDITIONS TO THE AGENDA AND STAFF REPORT**

Mr. Singer made a motion to move agenda item #8 (Solid Waste) after #2 (Minutes of Previous Meeting). The motion failed due to lack of a second.

Mr. Singer made a motion to move agenda item #10 (A Resolution Adopting A Multi-Year Financial Plan and Policies) after #5 (Update on City Complex Construction). The motion failed due to lack of a second.

**MINUTES OF PREVIOUS MEETING**

Mr. Taylor made a motion to approve the minutes of February 13, 1995. The motion was seconded by Ms Patt. Motion carried.

**CDBG BUDGET AMENDMENT - RENTAL REHAB FUNDS**

Bruce Stoffel presented staff's report. Mr. Stoffel explained that this was not actually a block grant amendment, but an amendment to the Community Development Special Fund to add a fund to account for the Small Rental Properties Program (SRPP). This would allow for the renovation of privately-owned rental property.

Mr. Taylor made a motion to send to Council. Ms Patt seconded. Motion carried.

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**TRANSITIONAL HOUSING FIFTH YEAR CONTRACT**

Bruce Stoffel presented staff's report. Mr. Stoffel stated this is a proposed contract with Family Service of Champaign County for the case management services that are attached to the City's transitional housing for the homeless program. This is the fifth year of the program, which started in 1991. Mr. Stoffel said that the arrangement we have currently with Family Service would be extended to the fifth year of the program, which is essentially providing for staffing of the program. The City owns and maintains three of the units for this program and is in charge of the management and oversight for two units that we lease from Carle Foundation. The total contract amounts to \$46,800; total program cost is \$59,130. Mr. Stoffel pointed out that this program is a little confusing with regard to the program year because it is not the same as our fiscal year. The program year for this particular program begins April 16, 1995. This was by HUD decree, since this is a HUD-funded program. Mr. Stoffel also pointed out that at the end of this contract year (April 1996) the HUD-funded support will expire by contract and the City will need to look at future funding for this program without a HUD grant.

Mr. Hayes inquired if originally the contract with HUD was for ten years. Mr. Stoffel responded that the contract was to run the program for ten years. The funding was for five years. After the fifth year the HUD contractual obligation for funding ceases.

Mr. Hayes asked what the City's position would be for the next five years. Mr. Stoffel stated that there are a couple of alternatives. The best case is that HUD could provide us with continuation funds. Stoffel stated that he was advise last year by the HUD Field Office that the City could apply for funds for a continuation on a 50/50 match basis in the fifth year of the program. Stoffel said that staff recommends that beginning in the sixth year of the program (April 16, 1996) we cost-share the program between the Community Development Block Grant and the City General Fund to cover the expenses of the program at that point.

Mr. Hayes inquired if using block grant monies would have an affect on some of the other programs that are scheduled between now and the year 2000. Mr. Stoffel responded that it would have an affect. The City would have to look at the other programs to see what cuts would have to be made.

Mr. Singer inquired if there were sufficient funds in the Urban Development Action Grant (UDAG) to fund the program for five

years. Mr. Walden stated there was currently \$480,000 in the UDAG fund.

Chairman Pollock inquired if the interest in the UDAG is currently allocated. Mr. Walden stated that a portion of it is allocated to that part of the Downtown Facade Loan Program that is not TIF-eligible; approximately \$34,000 per year. Chairman Pollock asked Mr. Walden if he anticipated that facade funding level to continue. Mr. Walden stated that it had been projected to continue for the next three years.

Mr. Taylor made a motion to send to Council. The motion was seconded by Ms Patt.

Mr. Singer spoke in opposition to sending this to Council before dealing with the fiscal policy on solid waste issues.

Mr. Singer read a resolution he had prepared entitled: "A Resolution Adopting A Multi-Year Financial Plan And Policies." (A copy is available for review in the City Clerk's Office.) Mr. Singer made a motion to table this agenda item until after item #10. The motion was seconded by Mr. Hayes. With a show of hands, the motion failed (2:3).

Ms Patt stated that, with regard to the CDBG funds, staff is requesting Council to approve the fifth year of the Transitional Housing Program. The program has housed 81 persons and 21 families. Seven (7) families have successfully completed their independent living goals; 5 families are still in the program; 9 families left the program before completing their goal. Ms Patt stated that, overall, she believes it has been a very successful program.

Mr. Hayes stated that the reason he brought up the CDBG was to see if anything was going to happen to the program later on. Hayes said that it was his understanding that there would be some street maintenance on Gregory and Harvey Streets and most of the money to fund this project was going to come from CDBG monies.

Following debate, the motion to send this item to Council for approval carried unanimously.

#### **PETITIONS AND COMMUNICATIONS**

Earl O'Shea, 606-A Glover, spoke on the topic of better government. Mr. O'Shea read a petition he had prepared dated March 13, 1995 entitled: "Petition to: Legal Division City of Urbana, Illinois." (A copy of this document is available for review in the City Clerk's Office.)

**UPDATE ON CITY COMPLEX**

Pat Pioletti presented staff's report. Mr. Pioletti stated that he is in receipt of the rendering, the color perspective drawing of the exterior of the complex, which will be unveiled for the Committee's review tonight. Mr. Pioletti stated that a "public input/open house" would be scheduled for next week. A display ad will be published in The News-Gazette advertising the time and date.

Riley Glerum, architect, reviewed the project update status with the Committee. Mr. Glerum explained the phases of the project as follows:

- Phase One:**        **Schematic Design** (Completed in early January; summary submitted around January 10, 1995.)
  
- Phase Two:**        **Design Development** (Try to finalize all the decisions and intergrade all the architectural, mechanical and electrical systems and components and equipment of the design to begin the preparation of the drawings.)
  
- Phase Three:**      **Construction Documents** (Assemble all of the drawings and the specifications and other technical information and put it into a form that is usable for the bidding process by qualified contractors; expect to bid project in June.)
  
- Phase Four:**        **Bidding and Negotiation** (Two-month process; will award the contracts.)
  
- Phase Five:**        **Construction** (Architect, engineer, project team will continue with on-site observation of the work and construction administration; approximately two years from start to finish.)

Mr. Glerum reviewed the plans and went over the goals with Committee Members. Mr. Glerum stated that they wanted to remove the deteriorating exterior wall panels on the second floor of the City Building, Fire Station and first floor of the Police Station. The panels are deteriorated, nonreplaceable and not energy-efficient. Windows are desired on the second floors of the City Building and Fire Station to provide natural light for

the office occupants throughout the complex. Mr. Glerum later presented a rendering of the project which showed fixed windows (non-operable). Discussion ensued.

Ms Patt inquired if there would be wheelchair access in the front. Mr. Glerum said there is a ramp that goes directly up to the entry. Glerum stated that all of the entrances have ramps associated with them to provide accessibility.

Mr. Taylor inquired about the estimated offset between the front of the Police Station and the front of the infill. Mr. Glerum said that it was approximately nine or ten feet.

Following discussion, Mr. Pioletti instructed the Committee to contact either Mr. Glerum or himself if they had questions about the project.

#### **UPDATE OF ANNUAL FEE CHANGES**

Tom Lindsey and Ron Eldridge presented staff's report. Mr. Lindsey stated that staff is also presenting a proposal to modify the Code of Ordinances to remove the fee schedule as a printed code that requires a significant amount of money each year for publishing. This schedule of fees could be available at the City Clerk's Office. Lindsey stated that the amendment to Section 14.7, as proposed, basically adopts the following factors: 1) The removal from the code book; 2) Keep available in a central location with the Clerk's Office for public review; 3) Provide for the periodic review and propose the amendment of that schedule; and 3) Provide that any proposed changes be notified to the public and be available to the public for a period of time prior to their adoption.

Mr. Eldridge stated that this is the annual increase to keep up with the cost inflation. The two biggest items are the Liquor License (increased 3%) and the Sewer Benefit Tax (increased 3%). The fees and license generate approximately \$265,000 per year; Sewer Benefit Tax generates approximately \$465,000 to \$475,000 per year.

Mr. Hayes inquired if a person could obtain an 8-hour/1-day liquor license or are there other stipulations. Mayor Satterthwaite stated that this stipulation is for existing license holders to get an 8-hour license to have a function adjacent to their normal license premise. Mayor Satterthwaite stated that there are several liquor license holders who have special events during the summer that might be in conjunction with a fundraiser. There is also a special 1-day/8-hour license specifically for charitable fundraising events.

Chairman Pollock stated that he assumed if the City wanted to increase the sewer tax rate by 3%, additional funds would be needed in order to keep up with the infrastructure repairs for sanitary sewers. Mr. Walden commented that the long-term cashflow for the Sewer Benefit Tax and those projects funded in whole or in part from that revenue source are based upon inflating that each year by an inflationary factor of 3%. Our capital improvement schedule assumes that revenue will increase with inflation so that the same amount of work can be continued each year.

Mr. Singer suggested the following changes:

1. Council defines that a resolution requires a majority of the corporate authorities to approve it.
2. The fees must be reaffirmed every quadrennium from the date of passage.

Chairman Pollock made a motion to delete Section 14-7.(E) from the ordinance. Ms Patt seconded. It was clarified that the motion was to send to Council with "(E)" deleted from the ordinance.

Mr. Singer suggested that the Committee accept Chairman Pollock's motion. Singer then made a motion that the Sewer Benefit Tax be linked to the price of the water or adjusted by the consumer price index.

Chairman Pollock inquired if this section would be pulled out of the code book if deleted as it is now written. Mr. Lindsey stated that it would be pulled from the code book.

The motion to delete Section 14-7.(E) from the ordinance carried.

Mr. Singer made a motion that the sewer use charge be either charged as a fraction of the dollar amount of water sold, or adjusted annually. Mr. Singer asked staff to draft the language. Chairman Pollock seconded.

With regard to Mr. Singer's motion, Mr. Walden said that he would have to see if this could be done and find out what the pros and cons are for attaching it to a percentage of the bill.

Following debate, the motion failed by voice vote (1:4).

**BUDGET ORDINANCE AMENDMENT - LANDSCAPE RECYCLING CENTER**

Mr. Walden presented staff's report. Mr. Walden stated that there is a piece of equipment that needs to be replaced. The proposal is to replace it with surplus funds within the landscape recycling budget. Walden stated that a low bid would be in the \$18,000 range.

Chairman Pollock asked if this is considered an extra ordinary expense for the Landscape Recycling Center? Mr. Brunk responded that it is in that it was not planned for. Chairman Pollock asked what would be the contribution toward this from the other municipalities who use the services of the Center and share in the cost of running that center with us? Mr. Brunk replied that there would be no contribution necessary from anyone in the three entities. Brunk stated that a surplus fund is being used that was set aside specifically for extra ordinary types of situations.

Mr. Taylor made a motion to send to Council. Ms Patt seconded. Motion carried.

#### **SOLID WASTE**

Tom Lindsey presented staff's report. Mr. Lindsey stated that the first ordinance before the Committee is the basic hauling license which governs the licensing of all haulers engaged in the collection of municipal waste, landscape waste, and recyclable materials. This ordinance would also regulate the actions of residents. Lindsey stated that the second ordinance establishes a recycling service charge for residential dwellings containing six or fewer units. The third ordinance is similar to the second, however, it establishes a recycling service charge for large multi-family dwellings containing seven or more units. Mr. Lindsey stated that two resolutions were also prepared directing the necessary steps to be performed so that a residential contract can be considered by June 1, 1995. The first resolution directs the Director of Public Works to take the necessary steps to permit the Council to consider contracts for residential recycling by June 1, 1995. The second resolution directs the Director of Public Works to take the necessary steps to permit the Council to consider proposals for multi-family recycling by August 1, 1995, including issuing a request for proposals by June 1, 1995. Lindsey further stated that staff had prepared a list of decision points for Council consideration. The decision points are those items which require a policy decision by the Council. Mr. Lindsey then reviewed the decision points with the Committee.

Following debate, Ms Patt made a motion to send the two resolutions to the March 27th Committee on Environment & Public



Safety. Mr. Hayes seconded.

Mr. Singer requested that the motion be amended to reflect the items listed in #3. This controls the containers used on the curb by the haulers and provides for tracking the recyclable materials. Ms Patt and Mr. Hayes had no objection.

The motion carried.

Mayor Satterthwaite stated that the next public meeting on solid waste would be Wednesday, March 22, 1995 at the Civic Center from 4:00 p.m. to 6:00 p.m.

### **PARKING ISSUES**

William Gray presented staff's report. Mr. Gray stated that at a recent Traffic Commission meeting two issues were discussed:

1. To restructure/redefine the zone at the extreme southeast end of the zone.
2. To revise parking pass requirement that only those people who live in the area would be able to purchase a pass to park 3:00 a.m. to 10:00 a.m. and anyone living outside the area would not be able to purchase a pass.

Chairman Pollock advised the Committee to act on these issues separately.

Mayor Satterthwaite inquired if we would be considering a phased approach if this proved feasible. Would we be looking at other areas to reduce the size of this particular restricted parking area? Mr. Gray responded that it would be looked at as a phased approach.

Issue #1: Mr. Hayes made a motion to send to Council for approval. Mr. Taylor seconded. Motion carried.

Issue #2: Mr. Hayes made a motion to send to Council for approval. Ms Patt seconded. Motion carried.

Mr. Gray went on to introduce an ordinance ("An Ordinance Amending Sections 14-4 And 14-10 Of The Urbana Local Traffic Code Prohibiting Parking On Springfield) that would correct some inconsistencies in signage for no parking on Springfield Avenue from Wright Street to Lincoln Avenue.

Mr. Taylor made a motion to send this ordinance to Council for approval. The motion was seconded by Mr. Hayes. Motion carried.

**A RESOLUTION ADOPTING A MULTI-YEAR FINANCIAL PLAN AND POLICIES**

Mr. Singer presented. Mr. Singer had presented a resolution to the Committee entitled: "A Resolution Adopting A Multi-Year Financial Plan And Policies."

Ms Patt inquired if it was accurate that expenses exceeding revenues would occur after the year 2000 if we had zero revenue from the Meijer development and the hotels. Mayor Satterthwaite concurred and stated that projections have been made for approximately five years. Ms Patt clarified that projections of revenues do exceed expenses for the next five years.

Mr. Walden stated that it is difficult to make these projections. It is difficult in terms of trying to make assumptions that go into those projections.

Chairman Pollock stated that he has read through the entire fiscal policy statement updated by Mayor Satterthwaite and found it very much to his liking. Pollock stated that it provides expanded services over a five-year horizon with no tax rate increase. Pollock stated that he believes five years is far more than what the City has been able to accurately project before.

Mr. Singer made a motion to send the resolution approving the Mayor's fiscal plan to Council with the adjustments stipulated in his resolution presented tonight. The motion was seconded by Mr. Hayes.

Ms Patt pointed out that the projection for the property tax levy for the Library will increase 4½% and Mr. Singer's resolution proposes changing it to 4%. Mr. Singer stated that all of the other projected City expenditures in the General Fund increase at 4% with the exception of the Library. This would be a policy decision.

Mayor Satterthwaite stated that he hopes the Council would not approve the adjustments made in Mr. Singer's resolution in the form they were presented. Mayor Satterthwaite stated he was not clear on some of the things mentioned and requested that the Committee defeat this resolution.

The motion failed by voice vote.

Mr. Taylor made a motion to send the Mayor's multi-year financial plan as constituted to Council for approval. The motion was seconded by Ms Patt.

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Mr. Singer made a motion to substitute his resolution. Mr. Hayes seconded. With a show of hands, the motion failed (2:3).

Following debate, Chairman Pollock asked Mr. Hayes to take the chair and left the meeting at approximately 10:45 p.m.

Following further debate, Mr. Taylor made a motion to table the motion on the floor to the May 1995 budget discussions. Ms Patt seconded. Motion carried.

**ADJOURNMENT**

With no further business to come before the Committee, Chairman Pro-tem Hayes adjourned the meeting at 10:52 p.m.

Respectfully submitted,

Deborah J. Roberts  
Recording Secretary

\*This meeting was broadcast on cable television.