

DRAFT

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: September 15, 2017
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday, August 21, 2017

The meeting was called to order by Chairman Brucks at 4:30 p.m.

Present: Chairman Brucks, Mayor Manier, Alderman Cobb

Also Present: City Administrator Culotta, Controller Baxter, City Treasurer Dingleline, Planning & Development Director Oliphant, Police Chief McCoy

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. Alderman Cobb made a motion, seconded by Mayor Manier to approve the minutes of the July 17, 2017 regular meeting. Motion carried.
4. Business Items

A. Financial Reports for periods ending May 31, 2017 and June 30, 2017

Controller Baxter reviewed the Financial Statements for the first two months of the fiscal year. She indicated that the Revenue Reports would be reviewed with the Finance & Personnel Committee on at least a quarterly basis and the Revenue and Expense Reports and State of the Treasury Reports would continue to be presented monthly to the City Council as a Consent Agenda item. She also reviewed the cash balances in the major funds as compared to the projections from when the CIP and budget were being prepared.

B. Finance Department Metrics

Staff is working on coming up with a Financial Dashboard and plan to present at the September Finance & Personnel Committee meeting. A team is also in place comprised of Baxter, Culotta, Brucks and Mary Westerfield, Customer Services Supervisor who will review the water billing and collection process and determine ways to further streamline, automate, etc.

C. Water/Sewer Utility Rate Study – Request for Proposals

City Administrator Culotta requested the Committee's direction in seeking Request for Proposals for a Water/Sewer Utility Rate Study as contemplated in the budget. A draft RFP was reviewed and discussed with the consensus of the Committee being to wait until the Special Census is done to have a better idea of population being served. Members also asked for sample reports of what a consultant may provide. Staff was advised to bring back this matter in November for further review.

D. Revolving Loan Update

Planning & Development Director Oliphant gave an update on the Revolving Loan Program. Currently there is one project which has received funding – Plaza Lanes – and they are making monthly loan payments. Another project is being discussed with IVP. There is \$85,000 left in the fund which needs to be used within a year. The City did get a two-year extension and thus the deadline to use the funds is now July 2018. Once that money is used, there is no more money to loan out. Oliphant requested Committee direction on pursuing additional funding from local banks, of which \$40,000 has been received, or if the City was interested in contributing. The consensus of the Committee was for staff to determine the level of interest from local banks that didn't contribute initially.

5. Other Business – None.
6. Executive Session – At 5:20 p.m. the Committee convened in Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body per 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act.
7. At 5:23 p.m. the Committee reconvened in regular session and there being no further business the meeting was adjourned at 5:24 p.m.