

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: November 22, 2017
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on
Monday, November 20, 2017

The meeting was called to order by Chairman Brucks at 4:35 p.m.

Present: Chairman Brucks, Mayor Manier, Alderman Cobb
Also Present: Treasurer Dingledine, Public Works Director Andrews, Planning &
Development Director Oliphant, Customer Service/Human Resources
Supervisor Westerfield

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 for October 16, 2017 regular and November 1, 2017 special meetings. Ald. Cobb made a motion that was seconded by Mayor Manier to approve. The motion passed unanimously.
4. Business Items
 - A. Utility Billing Update – Administrator Culotta reviewed some of the recent work by the utility billing team related to payment methods and the goal of reducing time spent processing payments. Toward that end, a recommendation was made to directly promote the use of the direct debit payment method to those that currently pay with bank checks. The Committee asked staff to proceed with the letter as proposed and to supplement the existing direct debit paper registration process with an online process using the Resident Request Center on the city website. Following a brief discussion on installing a new utility payment drop box on Walnut Street adjacent to the City Hall parking lot, Ald. Cobb made a motion that was seconded by Mayor Manier to take this item to the Committee of the Whole for further discussion. The motion passed unanimously.
 - B. Water/Sewer Rate Study – The Committee previously tabled this item at their August meeting. After a discussion on the merits of issuing a request for proposals for a comprehensive water/sewer rate and fee study, Ald. Cobb made a motion that was seconded by Mayor Manier to take this item to the Committee of the Whole for further discussion. The motion passed unanimously.

- C. Financial Dashboard – Administrator Culotta presented a draft dashboard of metrics regarding the city’s financial health. The dashboard would be refined and updated over time. No revisions were requested by the Committee.
- D. Quarterly Financial Snapshot – Administrator Culotta presented a new summary table for the quarterly revenue tracking report. The purpose of this financial snapshot is to highlight trends and monitor projections of major revenue sources. No revisions were requested by the Committee. The Committee asked staff to pass the snapshot along to the rest of the City Council.
- E. Revenue Stream Audit – Administrator Culotta presented an opportunity for the city to hire a consultant, Azavar Government Solutions, to perform an audit of certain city revenue sources, including sales and telecommunications taxes and franchise fees. There is no cost for this service because of Azavar’s contingency fee structure where they would only be entitled to a percentage of found revenue for a three year period. Following a brief discussion, the Committee asked staff to bring this item to the next Committee of the Whole meeting for further discussion.

4. Other Business – Director Oliphant provided an update related to the retirement of the building inspector. The Committee asked staff to make arrangements to immediately fill the vacancy on a temporary basis through the use of a local vendor and to bring forward a contract in January.

There being no further business to come before the Committee, Ald. Cobb made a motion that was seconded by Mayor Manier to adjourn. The meeting was adjourned at 5:34 p.m.