

# CITY OF WASHINGTON WASHINGTON, ILLINOIS

TO: Mayor Manier and City Council  
FROM: Finance & Personnel Committee  
DATE: August 16, 2018  
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday, July 16, 2018

The meeting was called to order by Chairman Brucks at 4:38 p.m.

Present: Chairman Brucks, Mayor Manier, Alderman Cobb

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

## 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

Alderman Cobb made a motion and Mayor Manier seconded to approve the June 18 regular session minutes. Motion carried.

Alderman Cobb made a motion and Mayor Manier seconded to approve the June 18 closed session minutes. Motion carried.

## 4. Business Items

### A. TIF2 Funding Request – 118 Peoria Street, Dr. Joel Lovell

Dr. Joel Lovell has submitted a request for TIF assistance for exterior and interior renovations at 114 and 118 Peoria Street. Improvements include replacing existing parallel parking next to the building on the adjacent lot, new landscaping along the Peoria Street façade, new wall and ground signs, new walls/framing, new seamless roofing/insulation/gutter/down spouts, new windows and doors throughout the building, new finishes including trim, drywall, paint, cabinetry, reception desk, countertops, bathrooms, flooring, and ceiling, two new gas furnaces and air condition units, new rough-in plumbing, gas water heater, and fixtures, upgraded electrical for the dental office and soffit/rear building lighting and asbestos removal.

Following discussion, Manier made a motion, seconded by Cobb to recommend the City Council approve a 30% subsidy for a total payment of \$216,369.11 to be paid in three annual installments. A request to waive second reading will be made. Motion carried.

### B. City Training Reimbursement Policy Review

Controller Baxter reported that she and Chief McCoy have been reviewing the current training reimbursement policy and they are proposing changes to the way employees are reimbursed for training expenses, especially food. The current policy requires receipts in order to be an accountable plan, but because the employees request funds in advance – there is a reconciliation and follow up procedure that must be done by the Finance Department that is often a time-

consuming and inefficient use of resources. In addition, the reimbursement rates have not been updated for quite some time.

Baxter reviewed the statutes and IRS tax guidelines and would recommend providing two options – one taxable in which a per diem rate is provided and no receipts are required and one nontaxable in which a per diem is used to reimburse and no advances would be given. Receipts would be turned in with this option. With both options, the Meals and Incidental Expenses (M&IE) rates would be used per the U.S. General Services Administration (GSA) and adjusted annually accordingly.

The Committee had some concerns about how to address someone getting a per diem in situations when meals are already being provided as part of the conference or training. They also didn't want to change procedures just because employees were not being responsive to the current policy in regard to providing receipts for reimbursements. Since the issue is more with advances in which employees don't have a City credit card, the Mayor suggested checking into a preloaded debit card that could be used and he also suggested seeing how other communities handle training reimbursements. The Committee directed Staff to gather this information and provide to Finance and Personnel at a future meeting.

5. Other Business – City Administrator Culotta updated the Committee on the status of the Revenue Audit. Azavar indicated that there were no findings in regard to sales tax revenue. He also told the Committee that he has been in talks with a company who buys rights to take over water tower leases. A one-time lump sum payment would be made to the City in exchange for future lease payments. Culotta asked if the agreement should be sent to the attorneys for their review. Committee said not at this point and instead ask for financial statements of this company, etc.
6. There being no further business to come before the Committee, the meeting was adjourned at 5:30 p.m.