

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: June 14, 2019
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on
Monday, May 20, 2019

The meeting was called to order by Mayor Manier at 4:35 p.m.

Present: Mayor Manier, Alderman Yoder

Absent: Alderman Cobb

Also Present: City Administrator Forsythe, Controller Baxter, Treasurer Dingledine

AGENDA

1. Non-member Aldermen wishing to be heard on a non-agenda item – Alderman Stevens asked a question about the parking lot for Dr. Lovell not being exactly as depicted in the preliminary plans. The agenda for City Council includes approval for the first payment only and plans will still be finalized through discussion with IDOT, etc.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of minutes

Alderman Yoder made a motion and Mayor Manier seconded to approve the April 15, 2019 regular session minutes. Motion carried.

4. Business Items

A. New Accounting System Update

Controller Baxter gave an overview of the four systems that have been reviewed by Staff. She will be drafting an RFP to go out sometime in June.

B. Proposed IT Consultant Request for Proposals

City Administrator Forsythe indicated that he is working on an RFP for a consultant to review the information technology needs of the City organization and make recommendations on how best to approach the needs of the different departments in regard to infrastructure, software, specialized programs, personnel, etc.

The Committee indicated support and Yoder offered his assistance during the process.

C. Purchasing Policy Amendments

Forsythe indicated that he believes the purchasing limits are too low and inhibit the ability for City departments to operate in a timely and efficient manner. Specifically, he feels that the Department Head spending authority is not sufficient. In comparison to the \$1,000 limit, Moline, East Peoria and Peoria Heights have limits of \$15,000, \$2,500 and \$2,500, respectively. He will also be looking at the Procurement Code as a whole and making recommendations for changes as needed. The Committee indicated support.

D. Basis of Accounting Discussion

Baxter and Forsythe indicated they had met with our auditors from Phillips-Salmi in regard to the ability to elect to change from the modified accrual to the modified cash basis of accounting. The State is allowing this based on the provision that whatever basis a municipality reports on for FY 18-19 – this basis much be used going forward. Nearby communities of Chillicothe and Morton have both taken advantage of the opportunity and switched to modified cash.

Staff has done quite a bit of research into the matter, including reviewing the pros and cons and based on the lack of matching revenues and expenses, especially as related to grant reporting – Baxter indicated they were not comfortable with making a change to modified cash, even though it would more than likely be a savings for both Staff time and audit fees.

Following discussion, Yoder made a motion and Manier seconded to remain on the modified accrual basis of accounting. Motion carried.

5. Other Business – Police Pension Fund consolidation measures are still moving through the legislature. RFP for banking services for Police Pension Fund resulted in funds being moved from Heartland Bank to Ipava.
6. There being no further business to come before the Committee, the meeting was adjourned at 5:10 p.m.