

City of Washington
Finance & Personnel Committee
Five Points Banquet Room
Monday, October 19, 2020 – **Minutes**

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

Present: Mayor Manier, Alderman Daniel Cobb, Alderman Lili Stevens, City Administrator Ray Forsythe, Planning and Development Director Jon Oliphant, HR Specialist Alyssa Goodman, Finance Director Joanie Baxter

Also Present: Mr. and Mrs. John Amdall, Emily Hartter, Treasurer Ellen Dingleline, Executive Administrative Assistant Maureen Lyons

AGENDA

1. Non-member Aldermen Wishing to be Heard on Non-Agenda Item: *None.*
2. Citizens Wishing to be Heard on Non-Agenda Item: *None*
3. *Mayor Manier motioned to approve minutes from the September 21, 2020 meeting. Alderman Stevens seconded the motion. The minutes as stated were unanimously approved.*

4. Business Items:

A. TIF FUNDING CONSIDERATION – Faire Coffee, 101 Washington Square

Emily Hartter has submitted an application for TIF assistance to complete interior building improvements within the middle floor of the Denhart's building at 101 Washington Square. Ms. Hartter just signed a lease to eventually open a coffee shop, Faire Coffee. She will also make and serve ice cream as part of the business. She currently has a brick-and-mortar location in Peoria and also operates as a mobile vendor at various locations in the area. She plans to open by Small Business Saturday on November 28.

The improvements would consist of the outfitting of the space to allow for the coffee shop. This includes the creation of a serving bar in the front room, painting of the interior ceiling, adding iron-work to add more focus to the entry archway, electrical upgrades to the back prep room and serving bar, and plumbing upgrades to the front and back rooms. Significant investments will be made in the coffee and ice cream equipment, though these items are typically not eligible for TIF funding. The submitted TIF-eligible quotes for the interior build-out and plumbing and electrical portions of the project totals \$25,500.

Staff recommends a 40% subsidy for this project to allow for the reuse of a space within a prominent building on the Square. It will provide funds to bring more people to the Square. Based on this level, a not-to-exceed amount of \$10,200 is recommended to be paid in a single installment. This would be reimbursed from the TIF Fund upon completion of the project and the submittal of the paid invoices. The project is anticipated to take about a month to complete.

Mayor Manier expressed excitement about the portion of this building finally leased and for the ice cream option. Alderman Stevens questioned whether painting qualifies as a refundable project under TIF program. Director Oliphant explained that painting typically qualifies if needed after the completion of a larger project.

Painting as basic maintenance usually does not qualify for reimbursement. Alderman Stevens also asked about the possibility of breakfast and Ms. Hartter assured her that there would be breakfast option available.

Mayor made a motion to approve funding in the amount of \$10,200. The motion was seconded by Alderman Stevens. Motion carried.

B. EXPENSE REPORT THROUGH SEPT. 30, 2020

Fiscal activity from May 1 through October 16, 2020 was reviewed. This is a new report through the Tyler software and the first to show differentiate between divisions. Some changes will need to be made and a few line items will need to be reclassified. Finance Director Baxter will be looking to streamline and improve the report as staff becomes more familiar with Tyler.

After reviewing the report, Alderman Stevens sought clarification regarding the negative sign. Director Baxter explained that the negative sign means something is over budget. It also appears when a line item does not have a budget associated with it. COVID items were not budgeted, hence many of the expenses are "negative." The City is tracking the expenses for reimbursement purposes.

C. REVENUE UPDATE THROUGH SEPT. 30, 2020

Director Baxter is looking forward to bringing this information to the group on a monthly basis. The spreadsheet shows differences from last year to what was budgeted for this year.

Overall, the City is nearly break-even to what was budgeted. Revenue is still coming in very strong and Staff is pleased with this considering the pandemic.

The Mayor added that the water and sewer increase is mostly due to the fact that many more people have been home in recent months.

D. UPDATE ON DEFERRED EXPENSES DUE TO COVID-19

Staff has continued to update the COVID-19 Response Plan which has been approved by the City Council. The City's revenue continues to come in higher than expected and reimbursement for expenses has been requested through the Illinois CARE Program. Staff will continue to defer amounts as deemed appropriate.

E. JOB DESCRIPTION UPDATES FROM HR

Job Descriptions are being reviewed and revised to accurately depict the responsibilities of each position. Currently there are three job descriptions completed for Building and Zoning Supervisor, Finance Director and Accountant. To update, older descriptions were found (likely from the mid-1990s). A form was then provided for current staff to complete, asking them to describe current duties and the skill sets and qualifications needed for someone to fill their shoes. Supervisors also reviewed this information to make sure the current description is on track and everyone is on the same page. Having this information will be key when we start replacing retirees.

Staff is seeking feedback or suggestions from the Finance and Personnel Committee on the revisions for these three descriptions.

Alderman Stevens stated that she thought this process was fabulous and that this type of information would be useful to include in a binder for newly elected officials. Alyssa reinforced that the job descriptions do not necessarily reflect full or part-time status.

5. Other Business:

- a. Administrator Forsythe noted that the City is still working on vacation requests and working out the numbers. The abundance of vacation time and how organizations are handling this issue seems to be nationwide, due to the decrease of travel opportunities.
- b. Director Baxter provided a brief update on the Tyler security breach. Since it was more of an internal network breach, the City's data was not in jeopardy. The City does have cyber security insurance and the policy was reviewed this year. Tyler kept in touch and did daily summaries and reports. Biggest impact to the City was that the chat feature was down and training sessions got delayed slightly.
- c. Alderman Stevens mentioned that the current iPads cannot be updated and was reassured that that it would not affect security. She does like those paper copies.
- d. Mileage reimbursement rate, set by the IRS is \$0.575 per mile.
- e. Adjournment: *Mayor Manier motioned to adjourn. Alderman Cobb seconded the motion. All approved. Meeting was adjourned at 5:04 pm.*