

**CITY OF WASHINGTON  
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council  
FROM: Finance & Personnel Committee  
DATE: December 19, 2016  
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on  
Monday, November 21, 2016

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

Present: Chairman Moss, Mayor Manier  
Also Present: Treasurer Dingedine, Public Works Director Andrews, Planning &  
Development Director Oliphant, and Police Chief Ed Papis  
Public Present: Steve Hullcranz

**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. Business Items
  - A. Write-Off Uncollectible Accounts – Culotta reviewed the list of delinquent accounts for which collection efforts have proven to be unsuccessful. The total amount is \$9,813.75 in water and sewer fees. Following a discussion, Mayor Manier made a motion that was seconded by Chairman Moss to recommend to the City Council the write-off of all proposed accounts with the exception of a commercial account on Cummings Lane. Staff should continue to pursue collection from this commercial account. The motion passed unanimously.
  - B. Purchasing Policy Discussion – Culotta proposed expanding the purchasing authority of department heads to \$1,000 and certain other supervisors to \$500 in order to more closely reflect the price of commodities today and to expedite acquisition of necessary items. Following a discussion, the consensus of the Committee was for staff to prepare a written policy for the next Committee of the Whole meeting. They also expressed comfort in raising the authority of department heads to \$1,000.
  - C. Job Descriptions Review – Culotta and Papis began a discussion on proposed changes to the job descriptions prepared by Papis for several Police Department positions. Specifically, the description for Sergeant, Administrative Sergeant, and Administrative Assistant. A revised department organizational chart, prepared by Papis, was also presented to reflect the recent Council-approved organization of the supervisory and executive positions. In summary, the revised organizational chart reflects the Chief as the direct supervisor of all three shift Sergeants, the Swing Shift Sergeant,

administrative staff, dispatch, the detective bureau, and the Administrative Sergeant. Following a lengthy discussion, the Committee reiterated the Chief shall be the direct supervisor as shown in the revised organizational chart prepared by Chief Papis. As direct supervisor, the Chief will perform the performance evaluations for these direct reports. Some changes to the proposed job descriptions are needed to reflect the Council-approved reorganization and consensus of the Committee. The Committee did not believe Council review or approval was needed.

- D. Water Tower Cellular Lease – Culotta presented an offer by Verizon to place cellular antennas and equipment at the City's water tower located on 911 Drive. After reviewing lease terms from other central Illinois communities, the Committee instructed staff to counter Verizon's offer with a \$2,200/month fee, 3% annual escalator, and a 5-year lease opt out for the City. The Committee also asked staff to execute Verizon's proposed site access agreement, which would allow them to perform feasibility tests. Verizon's response to this counter offer should be presented at the next Committee of the Whole meeting.
- E. Budget Calendar – Culotta reviewed staff's proposed budget calendar for FY 2017/2018. The calendar was drafted to reflect the preference expressed by several Council members during the last budget deliberation that review should be done parts over the course of several meetings. The Committee did not object to the proposed calendar, which will go before the Council in December.

4. Other Business – Mayor Manier asked staff to prepare for the next meeting the cost associated with switching from quarterly to monthly billing. He also requested info on the minimum fee for second meters and delinquent account policies from other communities.

There being no further business to come before the Committee, Mayor Manier made a motion that was seconded by Chairman Moss to adjourn. The meeting was adjourned at 5:52 p.m.