

# **CITY OF WASHINGTON WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council  
FROM: Finance & Personnel Committee  
DATE: February 24, 2015  
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday,  
February 9, 2015

The meeting was called to order by Chairman Butler at 5:01 p.m.

Present: Chairman Butler, Mayor Manier, Alderman Brucks, Mayor Manier

Also Present: City Administrator Gleason, Controller Baxter, Treasurer Dingleline, Alderman Gee,  
Alderman Brownfield, Derek Schryer – Davis & Campbell, Steve Hullcraz, Mike  
Ingold

## **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 Finance & Personnel Regular Minutes

Alderman Brucks made a motion and Chairman Butler seconded to approve the January 5, 2015 regular session minutes. Motion carried.

## **4. Business Items**

- A. City Attorney Renewal – City Administrator Gleason presented a proposal from Davis & Campbell which included increasing each of the hourly rates by \$10/hour. There has not been an increase in rates since the beginning of the contract term in December 2011. He also proposed that a monthly retainer of \$450 be approved which would include review of Council minutes, cursory review of emails, and phone calls which do not require additional research. The term of this contract would be from March 1 through December 31, 2015 to be further reviewed in the fall 2015. Following discussion, on motion by Brucks and second by Mayor Manier, the Finance & Personnel Committee recommended approval to the City Council as presented. Motion carried.
- B. General Obligation Bond, Series 2006 (WACC) – Gleason indicated that the Series 2006 bond is currently being refinanced into a 10 year municipal loan and proposals are being accepted by the local banks. Currently 3 banks have submitted proposals and Staff plans to recommend the lowest proposal be accepted. The Ordinance will go to City Council for approval on February 16 and closing will be February 18. Following discussion, on motion by Manier and second by Brucks, the Finance & Personnel Committee recommended the City Council approve the low bid for the refinancing. Motion carried.
- C. Department Head Job Descriptions – Gleason indicated that he would like to contract with a company to provide job descriptions for our department heads. Compensation can be a part of the study but he really only wants the job description feature. He believes the cost will be approximately \$4,000 and he would intend to use what is learned from the process to apply

to the remaining job descriptions for non-department heads. Staff was directed by the Finance & Personnel Committee to develop an RFP for these services.

- D. Spending Authority – Gleason asked the Committee to consider approval to increase the City Administrator's authority to spend up to \$20,000 which is what statute allows without competitive bidding requirements. Gleason proposed that he would provide the Committee with a monthly report showing expenses between \$5,000 and \$20,000 that would be approved by the City Administrator rather than City Council. Following discussion, the Finance & Personnel Committee agreed to recommend the authority be increased to \$20,000 for budgeted items, but non-budgeted items over \$5,000 would still go for Council approval. Gleason indicated that the internal policy for purchasing for all employees would also be modified but that did not require Council approval.
- E. Deputy Police Chief Position Update – Gleason indicated that identical language was being used in regard to the Deputy Police Chief selection as from the Commander ordinance. He indicated that further consideration needed to be given for removal language. Butler indicated that the wording was still unclear and it appeared that the Chief had sole authority to select the Deputy Chief other than whether or not to fill the position from inside or out. Gleason felt the language was clear but agreed it was subject to interpretation. He indicated that he would change the language as long as the Committee agreed that the decision would be made through a recommendation from the Chief with approval by the City Administrator.
- F. Gasoline RFP Discussion – Gleason indicated that the current arrangement is that all fuel sales other than what purchased for the bulk tank, are split between BP and Todd's Shell. Brecklins has all the Police Department and Administrative vehicles and Shell has the Public Works vehicles. In the absence of purchasing diesel from Shell's as done during the tornado, the ratio is 3:1. Another consideration is the fact that gas prices are higher in Washington than surrounding communities even though we do not have a local gas tax. Staff is questioning whether to develop an RFP to try to get a better split and better price or look at a fueling station. Butler indicated that something should be given by the local stations in exchange for our business, i.e. 24 hours emergency service, etc. Staff will continue to gather information on this issue and bring back to Committee at a later date.

5. Other Business – None.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m.