

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: May 1, 2015
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday,
April 13, 2015

The meeting was called to order by Chairman Butler at 5:30 p.m.

Present: Chairman Butler, Mayor Manier, Alderman Brucks

Also Present: Alderman Gee, Alderman Schneider, Alderman Brownfield, Controller Baxter, Derek Schreyer and Keith Braskich – Davis & Campbell, 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. Approval of Minutes

Alderman Brucks made a motion and Chairman Butler seconded to approve the February 9, 2015 Regular Session Minutes. Motion carried unanimously by voice vote.

4. Business Items

- A. Consider retention of executive search firm or appropriate alternatives – City Attorney Braskich reviewed two different alternatives with the Committee for a firm to assist with the search for a new City Administrator. He contacted the Illinois Municipal League who recommended two different agencies to best fit our needs. GovHR USA was the firm chosen to recruit for Decatur that assisted with the hiring of Tim Gleason. They have a comprehensive proposal that will be implemented in multiple phases over an 11-12 week period. The cost for all services is \$18,000. A limited scope process can also be chosen which would not provide the following guarantees that the comprehensive approach would: if don't find acceptable candidate after screening process – the consultation cost would be waived in the second attempt and if the candidate would leave employment within the first 24 months, the consultation cost would again be waived in the second attempt. The second firm is ILCMA which would provide more of a coaching approach and would be much less limited in scope. There is not a cost for the service but all expenses for advertising, etc. would be borne by the City. Decatur used this approach first and then hired GovHR USA.

Following discussion, it was agreed that it would be money well spent to have the more comprehensive approach and it would be done in a more timely manner. The Committee would like to have more explanation given at another meeting and meet the principals that would be involved. The Mayor made a motion, seconded by Brucks to proceed by taking the proposal to City Council and having a presentation by GovHR USA. Motion carried.

- B. Uncollectible Accounts – Baxter reviewed the list of uncollectible accounts being recommended for write-off. These accounts have been in collection between six to nine months with no further payments anticipated. The total amount of \$1,458.25 for water and \$2,774.38 for sewer represent .127% and .139% of total water and sewer billings, respectively. Baxter noted that increasing the deposit a few years ago has helped decrease the amount of write-offs along with the procedures done by the Water Department to follow up on delinquent accounts on a timely basis. Moving to monthly billing will help even more to reduce write-offs. Brucks made a motion, seconded by the Mayor to recommend the City Council approve the write-offs as of April 2015. Motion carried.
5. Other Business – The Mayor noted that in review of attorney bills \$4,523.75 has been spent this fiscal year through January 2015 on FOIA requests. He asked that the budget be reviewed and legal fees increased accordingly if needed.
6. Executive Session – At 5:52 p.m. the Committee convened in Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body per 5 ILCS 120/2(c)(1) and for the purchase or lease of real property for the use of the public body per 5 ILCS 120/2 (c)(5) of the Illinois Open Meetings Act.
7. At 6:24 p.m. the Committee reconvened in regular session and there being no further business the meeting was adjourned at 6:25 p.m.