

**CITY OF WASHINGTON
FINANCE & PERSONNEL COMMITTEE
MONDAY, NOVEMBER 21, 2016
4:30 P.M.
CITY HALL CONFERENCE ROOM
301 WALNUT STREET**

AGENDA

- 1. NON-MEMBER ALDERMAN WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES** – September 19, 2016 regular meeting & executive session, September 6, 2016 special meeting & executive session, and May 16, 2016 executive session minutes
- 4. BUSINESS ITEMS**
 - A. Write-Off Uncollectible Accounts
 - B. Purchasing Policy Discussion
 - C. Job Descriptions Review
 - D. Water Tower Cellular Lease
 - E. Budget Calendar
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

DRAFT

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: October 14, 2016
SUBJECT: Report of Proceedings of Special Finance & Personnel Committee Meeting Held on
Monday, September 6, 2016

The meeting was called to order by Chairman Moss at 5:49 p.m.

Present: Chairman Moss, Mayor Manier, Alderman Moehle

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

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. Regular Business

A. Worker's Compensation Renewal

Controller Baxter discussed the upcoming workers compensation renewal with the Committee. She indicated that in the past 5 years since being with Bituminous Insurance as the City's carrier, premiums have actually decreased from \$232,890 in 2011 to \$136,719 in 2016. Following discussion, Mayor Manier made a motion, seconded by Alderman Moehle to stay with Winter Insurance as broker and have them shop the market for a renewal quote. Motion carried.

4. Other Business – Mayor Manier mentioned a proposal received for the Square parking lot north of the Post Office. This matter will be discussed further with the City Council.
5. Executive Session – At 5:50 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 or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity per 5 ILCS 120/2 (c)(1) of the Illinois Open Meetings Act.
6. At 6:14 p.m. the Committee reconvened in regular session.

7. Regular Business

A. Recommendation - Health Benefit Appeal

In regard to the health claim appeal, Manier made a motion, seconded by Moehle to recommend the City Council approve the Plan pay 50% of expenses related to the experimental treatment in question for calendar year 2016, up to the \$1,500 annual maximum limit for chiropractor treatment. Motion carried.

8. There being no further business, the meeting was adjourned at 6:17 p.m.

DRAFT

**CITY OF WASHINGTON
WASHINGTON, ILLINOIS**

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: October 20, 2016
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday,
September 19, 2016

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

Present: Chairman Moss, Mayor Manier

Absent: Alderman Moehle

Also Present: City Administrator Culotta, Controller Baxter, Public Works Manager Schone, Steve Hullcraz

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. Chairman Moss made a motion, seconded by Mayor Manier to approve the minutes of the June 20, 2016 regular meeting. Motion carried.

Chairman Moss made a motion, seconded by Mayor Manier to approve the minutes of the August 1 regular and special meetings. Motion carried.

4. Business Items

A. Personal Protection Equipment

City Administrator Culotta discussed the personal protective equipment issue and the fact that it is a requirement of OSHA. About half of Public Works are wearing them. He recommends the City require compliance with the applicable standard and indicated that the collective bargaining unit is silent on this particular matter. He checked with other communities and there is a variety of ways to deal with the matter, including require but don't pay, provide an allowance such as included in the clothing allowance and a portion paid by the city upon remittance of a receipt.

Following discussion, Manier made a motion, seconded by Moss to require compliance with the OSHA regulation and that the City would reimburse 50% up to \$100 for each pair of shoes. The supervisor must approve each expenditure and a receipt must be produced by the employee requesting reimbursement. This issue will also be included as a negotiable item in the next contract. Motion carried and the matter will be brought forth to the Committee of the Whole.

5. Other Business

The status of the delinquent hotel/motel tax owed by Sleep Inn was discussed. An updated total, including interest and penalties to date will be calculated. Dick and Sam Miller are requesting the City forgive the remaining balance.

6. Executive Session – At 5:06 p.m. the Committee convened in Executive Session for the purpose of setting of a price for sale or lease of property owned by the public body per 5 ILCS 120/2 (c)(6) and for litigation when the public body finds that an action is probably or imminent per 5 ILCS 120/2 (c)(11) of the Illinois Open Meetings Act.
7. At 6:10 p.m. the Committee reconvened in regular session and there being no further business the meeting was adjourned at 5:26 p.m.

CITY OF WASHINGTON
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MEMORANDUM

TO: Finance & Personnel Committee
FROM: Joanie Baxter, Controller *JEB*
DATE: November 17, 2016
SUBJECT: Request for Adjustment of Accounts Receivable

A listing of accounts receivable that are being recommended for write-off is attached. The list includes water and sewer receivables for final bills that were sent to collection between six and nine months ago and are now being recommended for write-off as of November 2016. This is the first of two write-offs for the fiscal year.

If the City Council approves write-off of these accounts, the accounts receivable will be adjusted accordingly, however, should any of the individuals attempt to settle the account or re-establish service in the City, records will be available with this information.

The total accounts being recommended for write-off are summarized below:

| | |
|------------------|---------------------------|
| Water-utility \$ | 2,407.76 |
| Sewer-utility | 7,405.99 |
| General | <u>0.00</u> |
| Total | \$ <u>9,813.75</u> |

The City continues to have a very high collection rate and we anticipate it to be improved even more with the implementation of monthly billing and also the policy of shutting off water between tenants. The write-off of water utility bills represents a total of .40% and .70% of water and sewer billings, respectively. The budget for write-offs for FY 16-17 is \$4,000 for water and \$8,000 for sewer. **Please note that one account comprises 25% of the recommended write-off (\$2,526.66) and the Committee may prefer to pull this account off and continue to work with the owner to get the delinquency paid, but to this point, the Collection Agency has been unsuccessful.**

The Finance & Personnel Committee will review this matter at its meeting of November 21, 2016 and make a recommendation to the City Council with the item included on the Consent Agenda for that meeting.

C: Jim Culotta, City Administrator
Jeanette Glueck, Accountant
Municipal Services Department



Finance Committee Memorandum

To: Mayor Manier & Committee Members
From: Jim Culotta, City Administrator
Date: 11/21/16
Re: Review of Police Department Job Descriptions

Attached are job descriptions that Chief Papis has updated to reflect the recent reorganization of the Police Department and to clarify the duties of the Administrative Assistant.

A revised organizational chart is also included to help illustrate the changes brought about by the reorganization.



Duties of a Sergeant of Police

Washington Police Department

GENERAL ORDER: 2005-04

Date of Issue: February 7, 2005

Revised General Order: September 15, 2016

By order of: Ed Papis – Chief of Police

This general order has been drafted to establish a clear and concise understanding, accountability, authority, responsibilities and obligations that are inherent elements attached to this position of command, leadership & management bearing the title of *Sergeant* within the Washington Police Department.

- 1) Sergeants of Police shall be organizationally structured in the traditional administrative levels of authority. Sergeants of Police shall report directly to the Chief of Police and shall be superior in rank and authority to all members of the agency holding the rank of Police Officer, School Resource Officer, Community Resource Officer, Detective, Administrative Officer, Telecommunicator and other civilian personnel. Sergeants of Police are non-union members of the Washington Police Department command staff and an integral part of the Washington Police Department's leadership & management team.
- 2) Department leadership & management shall function as a unified, cohesive group, sharing equally in the obligations of planning, organizing, directing, equipping, staffing, controlling and providing the leadership of the agency. The focal point shall be:
 1. Improving both individual and organizational effectiveness and efficiency.
 2. Fulfilling the Mission – Are we collectively where we need to be for our charges?
 3. Training to Excellence – Ensuring that our people are prepared to face the *High Risk / Low Frequency* challenges.
 4. Developing Future Leaders – Are we engaged in the practice of *Shared Leadership* within the Organization?
- 3) Participation and involvement in the organization's management & leadership affairs shall be encouraged. Initiative, acceptance of responsibility, creativity and involvement shall be encouraged, rewarded and stimulated by all managerial personnel.
- 4) Department leadership & management shall be responsible for maintaining open as well as clear and concise communication. Communication shall be developed in a positive vein. Inquiries will be received and answered promptly in a clear and respectful fashion that will satisfy the inquirer and encourage positive acceptance. This shall include written as well as verbal communication.

5) Department leadership & management are charged with the responsibility of proper, active, constructive evaluation of the following:

- a) agency's plans, programs, rules, regulations, policy, procedures and organization.
- b) agency's operations, coordination, efficiency and effectiveness.
- c) subordinates under their command as well as personnel who provide support to their command.
- d) agency's equipment, facilities, supplies and forms.
- e) leadership & management shall act as a catalyst in providing the highest level of professional service to the citizens of the City of Washington. Authority shall be primarily based on cooperation, mutual understanding and respect.
- f) leadership & management shall be results-orientated and capable of effectively delegating authority to subordinates. As such, they shall be a catalyst which will ensure the most efficient and productive operation of the department.
- g) leadership & management shall encourage all employees to be innovative as well as utilize any educational training that they have for the purpose of improving their job performance and subsequently themselves.
- h) responsibility, challenging assignments, recognition and professional growth opportunities shall be afforded to all employees.
- i) Sergeants shall be held directly accountable for adhering to policy, rules, regulations and orders of the department.

6) General Responsibilities

- a) during their tour of duty, Sergeants of Police shall be primarily responsible for the coordination, efficiency, and effectiveness of line or field operations. Leadership, guidance, evaluation, support, and field inspection shall be their basic assignment. When necessary they shall assume complete command of police operations, and shall only be countermanded by the Chief of Police.
- b) Sergeant of Police shall be responsible for planning, organizing, directing, equipping, staffing, scheduling of their watches and have authority over any and all non-sworn personnel regardless of assignment or title, all personnel holding the rank of police officer and part time police officer.

- c) Sergeants assigned to the patrol division having direct command and control over the field operations of any particular shift shall not be considered as part of the shift staffing. The Sergeant's primary duties and responsibilities shall be the supervision and direct oversight of their subordinates. Accordingly, Sergeants will handle calls for service when their subordinates are not available or when emergency conditions exist. **Furthermore, Sergeants of Police shall be held strictly accountable for the activities that occur during their watch.**
- d) Sergeants of Police, as part of the management & leadership team are supervisors and their principal work is substantially different from that of their subordinates. Sergeants of Police have the authority, in the interest of the Washington Police Department and the City of Washington, to make recommendations for the transfer of employees, recommend suspension of employees and to direct, command & control employees, reward & recognize employee performance, discipline employees, address & respond to grievances, and to effectively recommend any of the aforementioned actions.

7) Essential Functions:

- a) direct, and supervise the activities of police officers which include arresting criminals, reporting crime, preventing crime, and protecting citizens.
- b) conduct daily roll call meetings to report scheduling, assignments, operational information, and training topics.
- c) train police officers in proper procedures and changes in law.
- d) develop goals and objectives for police officers to achieve.
- e) investigate and appropriately discipline in cases of employee accidents, misconduct, and violations of department procedures and regulations and make recommendations to the Chief of Police if further discipline is warranted.
- f) supervise all crime scene activities to ensure proper procedures are followed and provide assistance when necessary.
- g) document hours worked by police officers for payroll purposes.
- h) assist and answer questions from citizens or subordinates regarding police matters.
- i) conduct citizen audits established to evaluate citizen satisfaction with police services.
- j) complete performance evaluations of subordinates, provide feedback regarding performance, document strengths and deficiencies, and assist with career development plans.
- k) testify in criminal, traffic, and civil trials.
- l) field supervision of special events and activities, coordinate field police services with

other agencies and/or city departments as required.

- m) prepare budget recommendations.
- n) field supervision of specialized units or functions: i.e., part time police unit, bike patrol, field training, evidence technicians.
- o) investigate incidents of use of force, investigate personnel complaints, investigate squad car crashes, motor vehicle pursuits and any other unusual incidents & make disciplinary recommendations, if necessary.
- p) perform other duties as assigned.

Administrative Sergeant of Police

Job Summary:

In addition to the general and specific outlined duties of the regularly assigned patrol shift sergeants, the Administrative Sergeant will assist the Chief of Police in overseeing the daily operations of the police department and from time to time will backfill for the regularly assigned patrol sergeant, who is on extended leave (ie. vacation, training, sick, etc.)

Duties include but are not limited to:

- Assisting the Chief of Police in developing goals, objectives, policies, procedures, and performance standards.
- Assisting in developing and administering the departmental budget.
- In the absence of the Chief of Police, represent the police department at meetings, conferences, and other public functions as directed.
- At the direction of the Chief of Police oversee the clerical, training, and communications functions of the police department.
- Assist the Chief of Police in developing comprehensive programs designed to effectively correct operational deficiencies.
- Assist the Chief of Police with investigating complaints against police personnel conduct and services.

- At the direction and supervision of the Chief of Police, administer department social media.
- Assist the Chief of Police in performing routine and regular inspections to prevent liability risks and help adjust processes to limit risk factors.
- Assist the Chief of Police perform quality review of employee workers compensation claims and follow up functions (ie. doctor's reports, return to duty timetable, etc.)
- Assist the Chief of Police to arrange training programs to enhance subordinate job skills.
- Assist the Chief of Police in coordinating police services with other city department heads.
- Perform all other duties as directed by the Chief of Police.

Swing Shift Sergeant of Police

Job Summary:

In addition to the general and specific outlined duties of patrol sergeant, the swing shift sergeant shall backfill on the days off of said sergeants covering 2nd and 3rd shifts.

Job Description for Administrative Assistant

Title: Administrative Assistant

Department: Police Department

Division: Administration

Pay Grade: ---

Reports to: Administrative Sergeant

Job Summary:

The Administrative Assistant performs administrative and secretarial support for the Chief of Police and Administrative Sergeant. This position serves in a confidential capacity due to the sensitivity of information within the department. The Administrative Assistant is responsible for organizing and performing a multitude of assignments to facilitate the efficient and effective operation of the department. The Administrative Assistant provides accurate and timely information and properly directs inquiries to the appropriate personnel.

- Type memos, reports and letters as directed by the Chief of Police & Administrative Sergeant, including disciplinary and personnel investigation materials.
- Receive and screen telephone calls as needed. Provide information to callers on police department matters as necessary and reasonable.
- Assist Chief of Police and Administrative Sergeant's calendar, if needed.
- Maintain personnel files
- Maintain training files
- Manage billing of special events
- Handle requests for records from various agencies
- Manage ILEAS billing
- Manage department payroll
- Perform FOIA duties for department
- Assist in maintaining the records system. Monitor data entry by adding, updating and deleting information. In addition run inquiries and searches when developing a management report.
- Assist in maintaining department Manual of Rules and General Orders. Research and prepare special project information as requested.
- Maintain and assist in collecting, compiling, and analyzing current statistical data. Update, maintain and process agency forms.

- Process, maintain, store and retrieve police reports.
- Handle the destruction of reports as permitted by the State of Illinois Record Retention Act.
- Solve problems and make decisions within the scope of responsibilities regarding operational procedures, customer service, time management and team work.
- Assist in processing traffic, parking and notice of violation citations.
- Gather and disseminate daily police reports.
- Make copies of arrest video for States Attorney Office.

Minimum Qualifications:

- A high school diploma or equivalent along with (5) years of secretarial experience. Associates degree from an accredited college or university is preferred.

The qualifications listed are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform this job, should be considered.

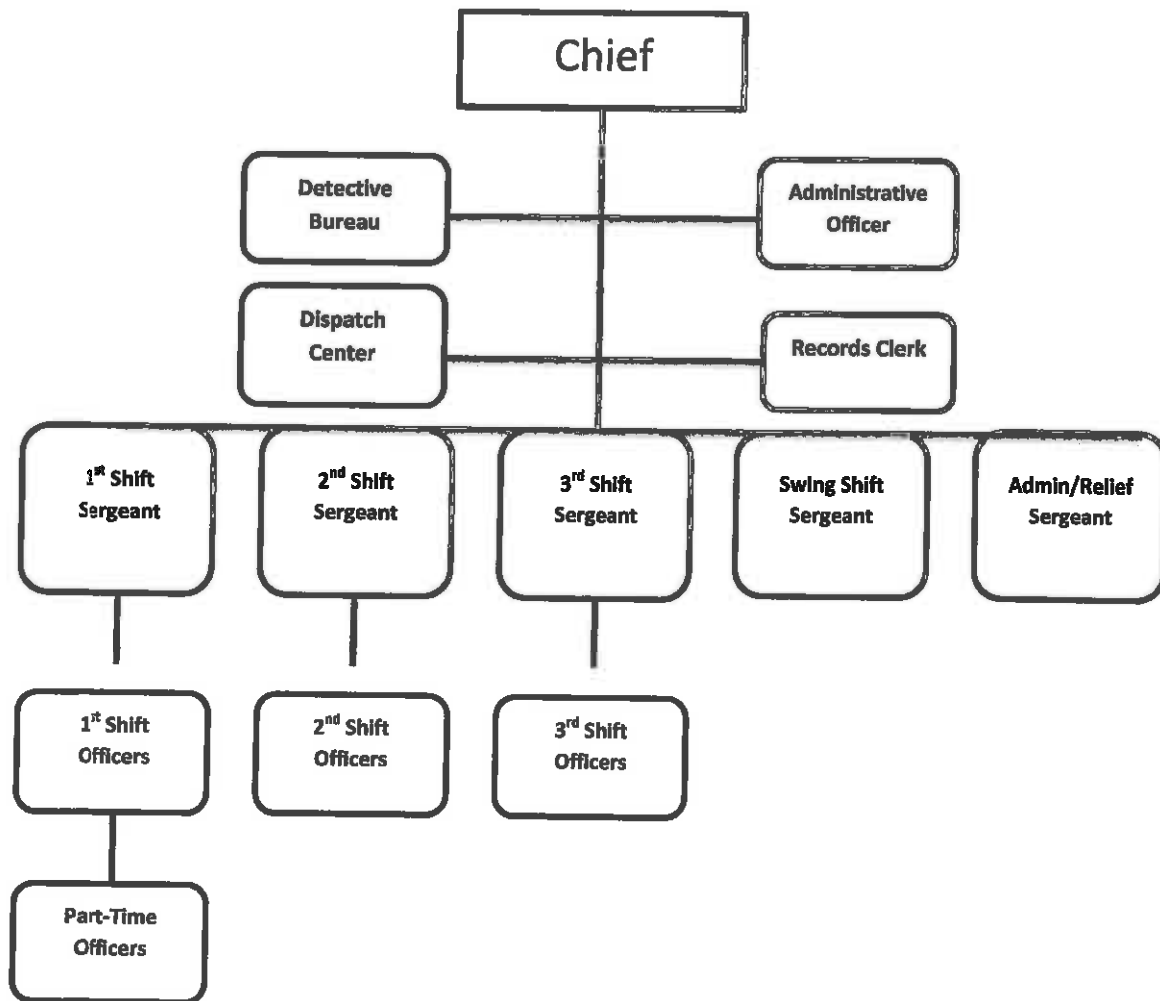
Knowledge, Skills and Abilities

- General office procedures, spelling/grammar usage, and clear understanding of the English language.
- Outstanding customer service skills
- Ability to use a personal computer, calculator and common office equipment such as copier and fax.
- Communicate effectively.
- Follow oral and written communications
- Physical abilities to include sitting for long periods of time, along with ability to bend, stoop and kneel. Additionally the ability to use keyboards with or without wrist guards assistance. Must be able to lift up to 10 pounds.

The above are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not construed as an exhaustive list of all job duties or roles performed. It is as well intended to be compliant with the American with Disabilities Act.

Proposed

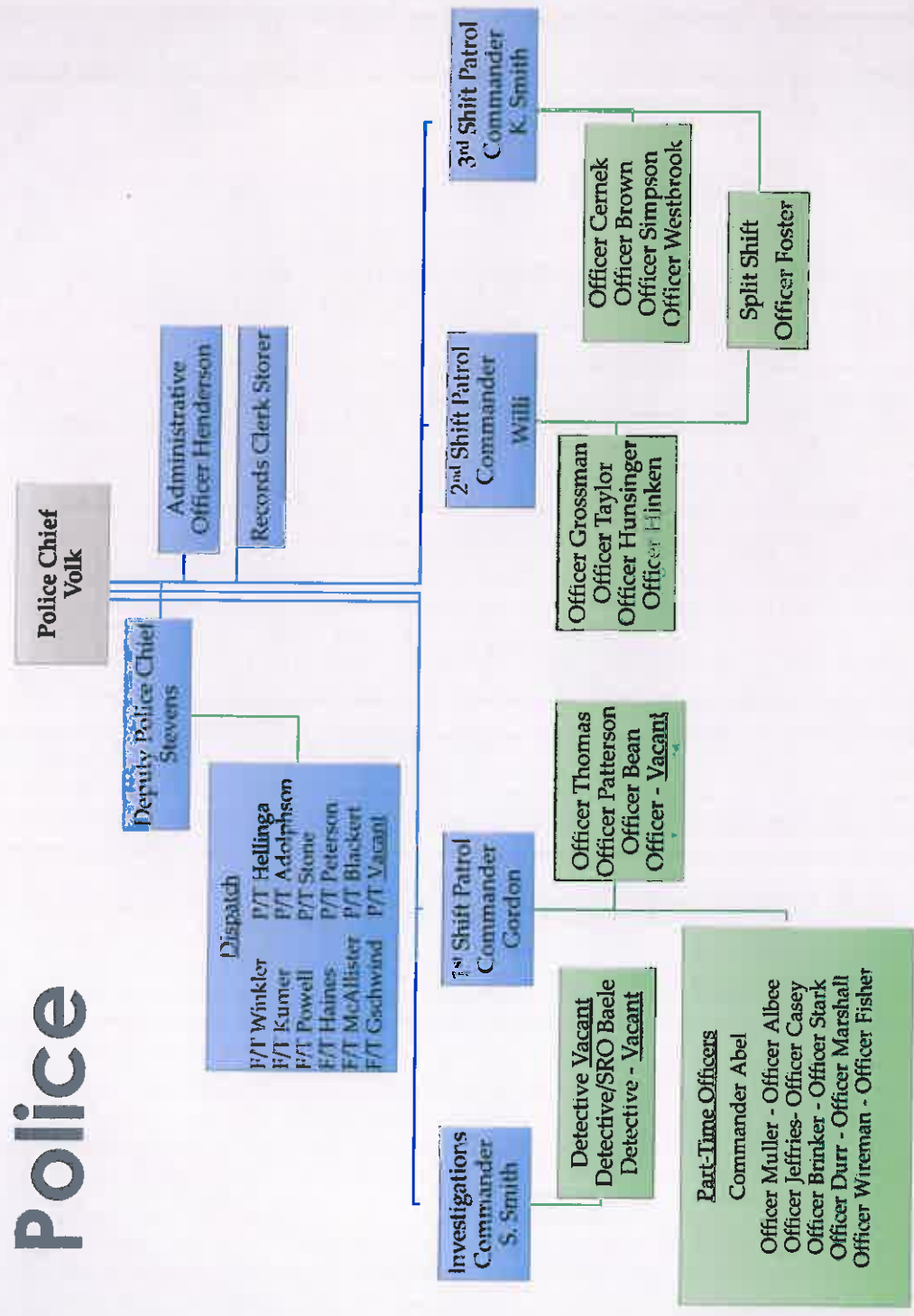
A flat line organizational chart places all front line supervisors horizontally across the chart funneled vertically to the Chief of Police.



The above organizational chart display involves the Chief in all the day to day operational decisions. This can become overwhelming and detract from other community, club, and committee involvement. Can this work? Sure. I would suggest that any overflow of activity be delegated to an executive officer of the Chief's choosing. That should ensure timely operational efficiency.

Current

Police





Finance Committee/City Council Memorandum

To: Finance Committee/Mayor Manier & City Council
From: Jim Culotta, City Administrator
Date: 11/21/16
Re: 2017-2018 Proposed Budget Calendar

BACKGROUND

During the last budget deliberation, Council requested staff submit the next budget in parts rather than as one complete document. Towards that end, staff has prepared the following schedule for Council consideration.

TAX LEVY/CIP/BUDGET REVIEW CALENDAR

| | | |
|------------|------------------------|--------------------------------------|
| 11/14/2016 | Committee of the Whole | Review Tax Levy Alternatives |
| 11/21/2016 | City Council | Set Tentative Tax Levy |
| 12/5/2016 | City Council | 1st Reading - Tax Levy Ordinance |
| 12/12/2016 | Committee of the Whole | Public Hearing, if required |
| 12/19/2016 | City Council | 2nd Reading and Adoption-Tax Levy |
| 12/27/2016 | Tax Levy Filed | Due to be filed with County Clerk |
| 1/9/2017 | Committee of the Whole | Review CIP/Surplus Funds |
| 1/17/2017 | City Council | Complete review of CIP, if necessary |
| 2/13/2017 | Committee of the Whole | Group 1 |
| 2/20/2017 | City Council | Group 2 |
| 3/6/2017 | City Council | Group 3 |
| 3/13/2017 | Committee of the Whole | Group 4 |
| 3/20/2017 | City Council | Group 5; Tentative Budget Resolution |
| 4/3/2017 | City Council | 1st Reading - Budget Ordinance |
| 4/10/2017 | Committee of the Whole | Public Hearing |
| 4/17/2017 | City Council | 2nd Reading and Adoption |

BUDGET DEVELOPMENT

| GROUP 1 | GROUP 2 | GROUP 3 | GROUP 4 | GROUP 5 |
|---|--|---|--|--|
| Police-JS Fire-JS ESDA-JS Pol. Pen -JB PoliceSpec Proj-JS MERF-EA/JC/JB Audit-JB Liability-JB IMRF-JB Soc. Security-JB Personnel-JB | Water Fund-TR/KS/EA Water Sub. Dev.-EA/JC Water Connection-EA/JC Water Tower Reserve Fund-EA/JC Tourism/Econ Dev-JO Planning/Zoning-JO TIF No. 2-JO L/A-JB City Hall-JB/JC | Sewer Fund-BR/KS/EA Sewer Sub. Dev.-EA/JC Sewer Connect Fee-EA/JC Sewer Bond P&I: 1997-JB Sewer Bond Res.: 1997-JB Sewer Bond Dep.: 1997-JB Sewer Bond P&I: 2009-JB Sewer Bond Res.: 2009-JB Sewer Bond Dep.: 2009-JB STP No. 2 Phase 2A Project-EA STP No. 2 Phase 2B Project-EA | Streets-KH/KS/EA Cemetery-KH/KS/EA MFT-EA/JC Storm Water-EA/JC Telecom Tax Fund-JC S. Cummings Road Debt-JB Cruger Road Debt-JB N. Cummings Roadway Acct.-JB Mallard SSA-JB Dallas Road Cap Proj-JB Bev. Manor Safe Routes-JB/EA/JO Recreation Trail Ext.-EA/JO Wash 223 Debt Serv-JB/JC Wash 223 Cap. Proj.-EA/JC/JB WACC Debt Serv.-JB | GF Unrestricted.-JB GF Summary-JB All Funds Summary-JB |

REQUESTED ACTION

Staff requests Council direction on the proposed schedule.