

CITY OF WASHINGTON WASHINGTON, ILLINOIS

TO: Mayor Manier and City Council
FROM: Finance & Personnel Committee
DATE: May 10, 2017
SUBJECT: Report of Proceedings of Finance & Personnel Committee Meeting Held on Monday,
April 17, 2017

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

Present: Chairman Moss, Mayor Manier, Jon Moehle

Also Present: City Administrator Culotta, Controller Baxter, Treasurer Dingledine, Planning & Development Director Oliphant, Public Works Director Andrews, City Clerk Brown, Kris Hasten, Steve Hullcraz, Daniel Cobb

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 Moehle made a motion and Mayor Manier seconded to approve the March 20, 2017 regular session minutes. Motion carried.

4. Business Items

A. TIF Funded Downtown Square Sign (US Route 24 Bypass)

Kris Hasten was in attendance to represent the Square business owners and their request for funding for an off-premises sign. This sign would direct traffic on the Route 24 corridor to the historic downtown Square. IDOT mandates that for such a sign to be considered an “official sign”, it must be placed in the City limits and not have any specific commercial advertising. The group was requesting the sign to be placed on the Washington 223 property at a cost of approximately \$4,575. The project can be funded through TIF because although not located in the TIF, there would be benefits to the TIF.

Following discussion, a motion was made by Manier, seconded by Moss to **recommend the City Council approve a TIF agreement with the Washington Square business owners to fund an off-premises sign in the amount of \$4,575.**

B. Personnel

City Administrator Culotta reviewed his request for an additional full-time position in City Hall. The position would serve in an administrative assistant type capacity and would offer assistance to the Public Works Director, Controller and her staff, and the City Clerk. Department Heads developed a detailed listing of tasks and responsibilities by function for the position. The funding distribution would be Water Fund 25%, Sewer Fund 25%, L/A 40% and Cemetery 10%. The position would fit into Range 58 of the pay plan and would have an entry level starting salary of \$38,734.

A potential savings to help fund the position included removing the full-time Accountant position and reflecting at .75 FTE as is the case with the current Accountant. This would also free up the health insurance associated with the full-time Accountant. The Committee requested that the Accountant be left in the budget as full-time as that may be needed sometime in the future.

Following discussion, Moss made a motion, seconded by Manier to **direct Staff to bring forward the request to create the position to the Committee of the Whole, along with a job description, information on what duties are not being performed by Department Heads now/return on investment for adding the position, and a complete analysis of the compensation package including benefits.** Motion carried.

C. Audit Proposals

Controller Baxter indicated that of the seven firms that were sent RFPs for audit services, only two submitted proposals. Phillips-Salmi, the incumbent auditor and Sikich both submitted a 3 year bid with an optional 2 year extension.

Following discussion, Moehle made a motion, seconded by Manier to **recommend approval to the City Council of the Phillips-Salmi bid in the amount of \$25,600 for audit services and \$2,400 for Single Audit for each of the next five years.** Motion carried.

D. Special Census

Planning & Development Director Oliphant reviewed the request for consideration of a Special Census. The Special Census would only be for the areas of the city that have experienced the most growth since the 2010 Census. An estimate of \$113,570 was received from the Census Bureau to conduct this Census. The projection of additional shared intergovernmental revenue that could be realized from added population from the time of the Special Census certification to the time the 2020 Census counts would take effect is approximately \$400,000.

Following discussion, Manier made a motion seconded by Moehle to **recommend the City Council approve conducting a Special Census.** Motion carried.

5. Other Business – None.

6. There being no further business to come before the Committee, the meeting was adjourned at 5:22 p.m.