

City of Washington
Finance & Personnel Committee
Monday, December 16, 2019 – **Minutes**

CITY HALL CONFERENCE ROOM
301 WALNUT STREET

The meeting was called to order by Mayor Manier at 4:32 p.m.

Present: Mayor Gary Manier, Aldermen Daniel Cobb, Alderman Todd Yoder

Also Present: City Administrator Ray Forsythe, Treasurer Ellen Dingleline, Alderman Lilija Stevens, John and Sharon Amdall, and Audrey Miller

1. Non-member Aldermen Wishing to be Heard on Non-Agenda Item: *Alderman Stevens would like to know if the Aldermen can get a draft set of the minutes from the various committee meetings. City Administrator Forsythe said it will depend on schedules and timing.*
2. Citizens Wishing to be Heard on Non-Agenda Item: *None.*
3. Approval of Minutes: *Alderman Cobb motioned to approve the minutes from the November 18, 2019 meeting. Alderman Yoder seconded the motion. The minutes from the meeting was unanimously approved.*
4. Business Items:
 - A. Accounting System Progress Update: City Administrator Forsythe reviewed the communication regarding the Tyler Technologies program. It is a multi-month initiative that will be a lengthy project. The utilities billing portion was moved to the front of the project since it could be completed sooner than other parts. *Alderman Cobb asked if part of the budgeted funds would need to be moved to 2021. That will need to be reviewed. The Committee will be updated at next month's meeting.*
 - B. Proposed Ordinance Amendment: Chapter 32 entitled "Departments, Boards, & Commissions": City Administrator Forsythe reviewed the communication regarding the proposed Ordinance Amendment. The proposed amendment to Code 32.190 establishes the Public Works Department and outlines the description and duties of the Public Works Director and eliminating the need for the position to also be an Engineer. The proposed amendment to Code 32.020 eliminates the Office Manager position and create the Finance Director position which will incorporate the Office Manager duties. He also added the City Engineer as a separate position/department under the City Administrator. *No comments by the committee.*
 - C. Proposed Job Descriptions: City Administrator Forsythe reviewed the communication regarding the job descriptions for City Engineer, Engineering Technician, Director of Public Works, Utilities Superintendent and Distribution and Collections Foreman. The descriptions were updated for the Director of Public Works and the City Engineer. Job descriptions were created for the new positions that were created: Utilities Superintendent and Engineering Technician. The goal is to promote the Public Works Director and Utilities Superintendent from within, post the City Engineer position as soon as possible, and hire a possible internal candidate for the Engineer Tech position. Treasurer Dingleline asked what determined the educational requirements for the positions,

specifically, for the Engineer Technician position. City Administrator Forsythe stated that they had based them on the industry's standards and they currently have a candidate with a bachelor's degree in Engineering Technologies who would exceed the job description. ***Alderman Cobb - Great job on the job descriptions.***

- D. **Proposed Department Director Pay Plan:** City Administrator Forsythe reviewed the communication and Pay Plan. The City Council removed the pay plan effective FY 18/19 and he is recommending that it should be reinstated in order to recruit Director level candidates and establish internal equity for the management team. ***Committee explained the reason why the Pay Plan was eliminated was to get away from the automatic raises and establish performance-based raises. The Committee agreed that the pay range is not an issue and requests that the minimum and maximum range be established. Treasurer Dingedine questioned what happens when a person reaches the maximum amount. She suggested that the policy be defined and documented. City Administrator Forsythe will review the current policy, edit as needed and bring it before the City Council for approval. It then should be placed in the Personnel Manual.***

5. Other Business: ***None.***

6. Executive Session: ***None needed.***

7. Adjournment: ***Alderman Cobb motioned to adjourn. Alderman Yoder seconded the motion. All approved. Meeting was adjourned at 4:49 pm.***