

**City of Washington**  
Finance & Personnel Committee  
REMOTE MEETING VIA ZOOM  
Monday, December 21, 2020 – **Minutes**

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

**Present:** Alderman Daniel Cobb, Alderman Lili Stevens, Mayor Gary Manier

**Also Present:** City Administrator Ray Forsythe, Planning and Development Director Jon Oliphant, HR Specialist Alyssa Goodman, Alderman Adams, Ellen Dingledine and John and Sharon Amdall.

**AGENDA**

1. Non-member Aldermen Wishing to be Heard on Non-Agenda Item: *None.*
2. Citizens Wishing to be Heard on Non-Agenda Item: *None*
3. *Mayor Manier motioned to approve minutes from the November 16, 2020 meeting. Alderman Stevens seconded the motion. The minutes as stated were unanimously approved.*

4. Business Items:

**A. REVENUE UPDATE -**

Ray reviewed the Revenue Report through December. Revenue is continuing to come in strong for the fiscal year.

Ray noted that the good news is that COVID has had less of an impact on Washington as compared to other communities. We will strive to be fiscally responsible as we go into the New Year.

Ray asked Jon Oliphant if he noticed any trends in individual Sales Tax collection. Jon replied that he has not, but the overall trend had looked very encouraging in June.

*Lili Stevens asked if property taxes are not shown. Ray verified that the form given has only the major forms of revenue. Property taxes are not shown monthly.*

*Lili asked about Personal Property Replacement Tax and where it comes from. It comes from the State as an Intergovernmental Revenue.*

**B. PERSONNEL UPDATE – UPCOMING RETIREMENTS -**

Two retirements scheduled. Mary Westerfield is retiring after 20+ years with the city. Finish full time by end 2020 but work part-time after January to use up vacation time. By end of April/May, may be completely done with work. Alyssa is looking at each position and reviewing current roles and responsibilities. Also discussing roles with Joanie and Jeanette to see what can be removed from Joanie's plate, if possible. Mary is training Jill on payroll. Alyssa will be back-up on payroll. The plan will be to utilize existing staff as much as possible.

Becky Holmes is also retiring in March 2021. She also has a multitude of responsibilities with the City and is a "Master of All Trades." Ray's goal is to create an actual Zoning Administrator or Planning 1 position, which would give Jon a great deal of assistance, since they would have a planning background. Ray may look into bringing a Janitor/Custodian role to take care of day-to-

day maintenance, which is a function we are missing today at City Hall. For this transition, Alyssa has been analyzing roles and responsibilities, Jon is reviewing the Planner job description, and Alyssa is researching salary benchmarks.

*Lili knows that Becky does a lot and deals with code enforcement. The Planner position would be the lead in code enforcement.*

*Alderman Cobb would like the job description for each of these current roles to be provided to Council. He thinks that it would be beneficial for Aldermen to see the variety of tasks each employee takes on.*

*Mayor is looking forward to the many positive changes. Alyssa is thankful that each employee is still here to help develop the new positions in the future and provide assistance through the transition.*

5. Other Business:

a. **Code Red** – Has this system been used? It is used for water main breaks. Ideally, Ray stated, we don't want to use it, since it is only used in times of emergency. Is this redundant to our e-notify system? It may be. Maureen is looking into a website redesign to analyze use of Code Red versus eNotify.

b. **Vacations** – Please email Ray any feedback for vacations.

6. Adjournment - Meeting

***Motion approved by Mayor Manier, seconded by Alderman Cobb. Meeting adjourned at 4:59 PM.***