



CITY OF WASHINGTON COUNCIL REPORT

February 16, 2024

CITY ADMINISTRATION – Jim Snider

Vacation

ENGINEERING – Dennis Carr/Ross Fuller

- Gensini has returned to Nofsinger to continue installing the sanitary sewer. Staff has begun communication with the resident engineer about the limits of mill and overlay on Willow and Santa Fe. This area is also a part of the MFT Maintenance project, so we are wanting to make sure we are working together to improve the entire stretch between Courtney and existing Nofsinger.
- The Catherine design is continuing. We have reviewed the preliminary plans and submitted comments back to be incorporated. We should receive prefinal plans in March.
- The survey for the Eagle Street Sidewalk Extension is completed. Staff has begun discussions with firms on a design price tag or if we have time to take care of it in house.
- The developer for the Protea Place project across from Kroger has submitted for an IEPA water and sanitary permit.

FINANCE – Joanie Baxter

- Preparation of W-2s and 1099s including electronic filing
- Preparation of slides for Strategic Planning meeting, including analysis of Fund Balance for General, Water and Sewer Funds
- Planning and preparation for Police Pension Fund meeting on January 29th
- Review of rates for payroll increases
- Preparation of Certificate of Exempt Status
- Preparation of NPDES Annual Report for STP2
- Significant time implementing Operations and Personnel budgeting in ClearGov. Operations is completely setup and being used by Department Heads for input of budget requests. Personnel is still a work-in-progress as there is a tremendous amount of setup that is required in order to provide accurate data.
- The gas for municipal buildings is provided through an aggregate pool that the City joined in 2019. A resolution (R-1260) was approved at that time to give Staff the authority to accept the low bid as determined by the consortium with regard to consideration of savings. The second such contract expires in May 2024 and thus another bid was held and the consortium discussed the results in a joint meeting on February 6. It was agreed to accept the low bid at that time (prices change daily) from Mansfield Energy of \$.47300 per therm. The price to compare is \$.49621 and the bid price over a 36-month term results in a total savings of \$83,323.
- Jill processed and I reviewed payroll for January 19, February 2, and February 16
- Utility Billing (January 12 – February 16, 2024)
 - A total of 5,513 bills were processed for February with 584 emailed or 10.6%
 - A total of 526 penalties were assessed for delinquent January bills
 - A total of 315 cutoff notices were processed for December billing for accounts still outstanding
 - A total of 24 accounts were cut off for January and 20 door knockers were distributed and 24 payment arrangements made
 - A total of 12 disconnects were sent final notices for January delinquent accounts
 - A total of 27 disconnect notices were processed for final bills in February with 17 owing a balance and 10 with a credit balance
 - A total of five disconnects for December and three for January were sent to Collections

- New accounts and account closings processed:
 - 29 ins
 - 28 outs
- Leak detection through RNI and Sensus Analytics software – 75 leaks were caught and residents/businesses notified
- There were 15 new residents in January

HUMAN RESOURCES – Maureen Chambers

- Reviewing HR Audit feedback. Part of the Intentional HR involves quantitative analysis and qualitative analysis. To assess our HR program (quantitatively), we partnered with AAIM Employers’ Association to host an HR Audit that was held on January 16 and 17. In order to properly identify areas of improvement and utilize resources appropriately, we need a thorough assessment of “what’s happening now.”
- 2024 Step Challenge “Movin’ & Groovin’” kicked off on February 5. One more week of step-tracking to go. Employees have the option to track steps for a couple of weeks in order to be entered in a prize drawing on February 29.
- Assessing OSHA guidance and Workers’ Compensation protocol for our SHARPS program. Trying to get ahold of IPRF representative to add “SHARPS” feature to our online Workers’ Comp portal. Updated our Work Comp guidelines, added discussion about SHARPS and created declination of treatment form.
- Recruiting for Wastewater Laborer and provided recruitment/onboarding plan plus initial applicants to hiring team of Brian R. and Brad Powers. Hopefully we will set up interviews for next week and the following week.
- Partnering with Rock Valley Wellness to host Health Coaching Calls, available to all employees, throughout the month of February—two dates are left. In order to view results from the biometric and blood screen at our Health Fair in October, employees have to complete a Health Risk Assessment. From that data, nearly 100% of people that completed the assessment were interested in learning more about improving their diet and fitness and ways to get more exercise. Offering these coaching consultations is an opportunity for employees to discuss a wide-range of health-related topics with a certified health coach. I’m interested to see how many employees will take advantage of this opportunity.
- Finishing updating Onboarding Packets and creating a folder in the “Shared Drive” that will provide potentially pertinent information to staff while I’m on maternity leave. Info like benefit enrollment forms, contacts, and other common HR stuff that may arise, all contained in an easy to access location.
- Processed handful of termination/retirement/personnel/benefit items. We have THREE retirees in March/April that are Medicare eligible. Assisting them with COBRA inquiries, as well.

PLANNING & DEVELOPMENT – Jon Oliphant/Joe Boyer

- The building permit for the remainder of the Grist Mill project has been issued. Staff has been working with each of the adjacent property owners, the developer, and contractor to help ensure the project runs smoothly for all that are impacted by it. Work is planned to begin by Monday on the construction of a temporary fire escape adjacent to the 116 Walnut building while plans are being finalized for the permanent fire escape. One item remains for submittal prior to the issuance of the building permit for the renovation of the 120 Walnut building that will house ground floor event space with short-term rental units on the second floor.
- The February PZC meeting had one agenda item: A request by Dennis Riehl for a 1.5-foot distance between structures variance at 914 S. Main. He has started construction on a building addition that is a little closer to an existing garage than allowed by the zoning code and International Residential Code without having a 1-hour fire wall and entry door to be installed on the east wall of the accessory structure. A change in the staff interpretation of the IRC after the original building permit issuance in August has necessitated the need for a variance. The property owner has indicated a willingness to complete those installations and the Certificate of Occupancy will be withheld until the fire wall and door are installed and inspected. The PZC unanimously approved the variance.
- The March PZC meeting will have one case: A request by the Washington PD to rezone the fire station parcels at 200 N. Wilmor from R-1 to C-1 to comply with the permitted uses allowed for the property upon the eventual evidence building construction.
- Staff continues to work with the owner of the 501 Walnut property and his broker on soon moving towards its demolition. There has been some interest in its possible purchase.
- Main Street Storage is beginning construction on its next phase of a building addition at 2154 Washington Road.
- Culver’s is rapidly moving towards the completion of its construction. They anticipate being able to open by April.

- Staff continues to have communication with the developers of the undeveloped McClugage/Centennial and Lakeshore/BR 24 properties on commercial developments. Lakeshore will need to be extended and sanitary sewer must be provided in order for development to occur at the northwest corner of the intersection with BR 24. Staff has been exploring financial options to potentially allow for such a project there.

PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens

- For awareness purposes we note the speeding citation issued with the greatest difference between the posted limit and the cited speed during this reporting period: 55 MPH on Velma (25 MPH zone). (Officer Thomas sought out a repeat violator based on neighborhood complaints.)
- We've identified a likely temporary evidence storage location and are working out details with a property owner and insurance. We sought immediate occupancy and security, with convenience affecting the choice.
- WPD assisted in serving a search warrant on a local business, part of a combined operation involving near simultaneous service of warrants in several jurisdictions and seizure of firearms and cash.
- DC Stevens is part of the Tri-County Comprehensive Safety Action Plan (CSAP) Safety Committee. The Tri-County Regional Planning Commission received a grant to develop a CSAP, intended as a holistic, forward-thinking, and implementable plan to prevent roadway deaths and serious injuries in Peoria, Tazewell, and Woodford counties. The SC will be responsible for overseeing the development, implementation, and monitoring of the adopted CSAP.

PUBLIC WORKS – Brian Rittenhouse

- The Public Works Storage/Police Department Evidence Building caught on fire Friday 2/9/24. The street sweeper and a work truck were severely damaged. The asphalt roller and two (2) cemetery mowers were also in the building, but the extent of the damage to them is yet to be determined. The condition of the building and the cause of the fire has yet to be determined.
- Staff replaced a hydrant that had been hit on Walnut Street.
- Staff worked on a plan to fix a water leak on Business Route 24. The leak was fixed on Tuesday, concrete poured on Wednesday and the road was reopened Friday morning.
- Staff cut and capped Marlene Miller's old water service further back in the parking space. Now the abandoned service line is out from under the sidewalk and away from the buildings.
- Budget preparation for FY 24-25

CITY CLERK – Valeri Brod

- FOIA Requests for December/January (non-police related)
 - 6 Commercial Requests
 - 2 Standard Requests
- FOIA/OMA Training Completion:
Thank you to those who have completed their supplemental FOIA/OMA training provided by the Illinois Municipal League: Alderpersons Adams, Brownfield, Butler, Martin, McIntyre, Smith, Mayor Manier and City Clerk Brod.