



CITY OF WASHINGTON Council Report

January 17, 2025

ENGINEERING – *Dennis Carr, Ross Fuller & Mike Genard*

- We have been assessing roads that will be spray patched, hot-in-place recycled, chip sealed, and fog coated for the 2025 MFT project. For this year's project we have determined that it would be best to take care of all roads north of Santa Fe. We also plan to work on all roads west of Cummings. Upon completion of these roads, everything north of the bypass will be taken care of and should be good for the next 7-10 years. There are some other areas in town that could use attention sooner than later. We are currently running numbers to determine how much can be done as part of this year's MFT project.

FINANCE – *Joanie Baxter*

- Discussions with the Department of Commerce and Economic Opportunity (DCEO) regarding revisions and finalization of two grant applications in the amount of \$125,000 and \$170,000 for the Evidence Building. Additional follow up with PJ Hoerr and the Police Department to obtain updated construction breakdown and other required information. The preliminary application submission has been made.
- Training with ClearGov regarding new format for budgeting software for Capital and Operational Budgeting. Set up of account assignments for management team. Will be rolling out the new format and starting the budget development process early next week.
- Preparation and filing of annual Certification of Exempt Properties due January 30, 2025.
- Completion of Internal Control Questionnaire (ICQ) and final submission of the Comprehensive Year-End Financial Report (CYEFR) and required audit information through the Grant Accountability and Transparency Act (GATA) portal due January 30, 2025.
- Begin processing of 2024 W-2s.
- Ongoing discussion and review with Jon and Dennis in regard to the amphitheater project as related to proposed infrastructure.
- As indicated at the meeting Monday evening, letters that are being received by customers of Ameren regarding a change in electric provider are simply due to the fact that Energy Harbor was purchased by Homefield Energy and thus Homefield is the new provider and Ameren must notify all customers of the change. The term and rate for those participating in the Electric Aggregation program which runs through December 2025 has not changed.
- Payroll processing for December 20th and January 3rd payroll.
- Utility Billing (December 14, 2024 – January 17, 2025)
 - A total of 5,520 bills were processed for January, including 823 emailed bills (14.9%) and 2,045 with bank drafts (37%)
 - A total of 300 cutoff notices were processed for November billing for accounts still outstanding

- A total of seven cutoffs were processed for November billing and 26 door knockers were distributed and eight payment arrangements made
 - A total of 34 disconnects were processed for January, including eight owing a balance, 19 with credit balances, and seven with a zero balance
 - A total of nine disconnects were sent to Collection for non-payment
 - New accounts and account closings processed:
 - 38 ins
 - 37 outs
 - Leak detection through RNI and Sensus Analytics software – 98 leaks were caught and residents/businesses notified
 - There were 20 new residents in December
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HUMAN RESOURCES – *Maureen Chambers*

- Distributed January Newsletter.
 - Confirmed and communicated the City's partnership with Rock Valley Wellness for virtual health consultations. Each employee has up to three (3) free health consultations with a Rock Valley Health Coach. This is an optional benefit.
 - Updating job descriptions.
 - Recruitment for Wastewater Laborer.
 - Wellness – Creating February Step Challenge program and confirmed two Lunch and Learns taking place in March and April.
 - Developed 2025 Public Safety Lunch schedule. Focusing on quarterly lunches to cover OSHA Top 5
 - Processed handful of recruitment/termination/retirement/personnel/benefit items.
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PLANNING & DEVELOPMENT – *Jon Oliphant & Joe Boyer*

- Due to a lack of agenda items, the February PZC meeting is cancelled.
- Work at the brewpub has significantly picked up steam. Of note, the final electric switch gear part arrived, was installed, and was inspected by staff. Ameren approved its inspection as well. Ameren will tentatively install the electric meter by the end of the week. This allows for the building to be heated and for the remaining interior work to be completed. Final inspections are tentatively scheduled for late January with the fire marshal to inspect the elevator shortly thereafter. The remaining façade should be completed very soon. Substantial work on the 120 Walnut building has occurred, most notably on the front façade. Many of the contractors have begun transitioning from the brewpub project to that building and more visible progress is anticipated.
- Staff had a demonstration of an ESRI product that can assist with identifying commercial market gaps and customizing data reports. This would be an extension of data that is currently available for any of the buildings and sites that are listed through the Location One Information System and are available on the City's website.
- The Protea Place development-related fees have been paid, letter of credit has been submitted, and the final plat has been signed. Staff anticipates the submittal of a building permit application in the near future to signal the start of construction.
- This month's PPUATS Technical meeting included the approval of two FY 25-28 Transportation Improvement Program amendments to include the City's two Safe Routes to School projects that will construct 5'-wide sidewalk on the south side of Grant Street from School Street to Route 8 and another on North Street to complete a small gap to the east of N. Main.

- Staff anticipates the issuance of a building permit in the near future to allow for the start of construction of an approximate 6,000 sf building on a parcel adjacent to Hillcrest Plaza on BR 24.
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PUBLIC SAFETY – Chief McCoy & Deputy Chief Stevens

- WPD CIERT Officers participated in simultaneous tactical operations at multiple locations in support of a drug investigation. The search warrant services yielded at least one arrest and seizure of controlled substances. Public information is limited as this investigation continues.
 - We've scheduled training to further abilities in ice rescue. There are multiple bodies of water (retention ponds) in and around the city, leading to potential for dangerous conditions. Officers carry equipment to enable hasty response.
 - Officers trained in rapid response to violent incidents at Lincoln Grade School over the Christmas break, a part of our ongoing commitment to maintain a ready posture.
 - Met with State of Illinois IDOT rep regarding traffic enforcement grants.
 - Met with Joanie Baxter regarding evidence building grants and 2025 budget procedure.
 - Scheduled plans for canine replacement and identified potential canine handlers.
 - Becky Harper's last day of work was January 15 – with an open house reception.
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PUBLIC WORKS – Brian Rittenhouse

- Public Works continue with snow operations. After events, trucks are cleaned and checked for any issues that require maintenance before the next event.
 - Distribution and Collections crews will continue to perform sanitary sewer maintenance when the weather allows. Low temperatures do not allow us to have the jetter truck out.
 - Distribution and Collections crews have repaired a few water leaks and will continue to be ready and respond to future water leaks.
 - The final component arrived for Well #12. It is operational, but staff is waiting for the right weather to take a sample. Once the sample is collected and passed, Well #12 will be placed into service.
 - Staff is still working with Selective and Hoerr on the Public Works Storage/Evidence Building. Hoerr is still in the process of evaluating damages before a quote can be submitted.
 - Staff is working on the Fiscal Year 2025-2026 budget. This includes reviewing the current Fiscal Year and where projects stand along with looking at future projects and where they fit in over the next few years.
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CITY CLERK – Valeri Brod

- A total of 71 FOIA requests were received through the Clerk's office in 2024.
- The foundations for the columbarium expansion (Phase 2) have been installed. We hope to see the new columbarium structures installed in the early spring.
- At our last meeting, several members from Council expressed interest in the City's social media policy. While we don't have our own policy in place, we do follow state guidelines and statutes to ensure that we are in full compliance with the Illinois State Archives Records Management Division. Following is the link to the document "Managing Social Media & the State and Local Records Acts: A Quick Guide for Social Media Policy and Management" that was previously provided to Council. https://www.ilsos.gov/publications/pdf_publications/ard167.pdf