



CITY OF WASHINGTON, ILLINOIS
Committee of the Whole Agenda Communication

Meeting Date: 12-9-19

Prepared By: Kevin Schone-Public Works Manager

Agenda Item: Mailbox Replacement

Explanation: Many times, during a typical winter, mailboxes are damaged during snow removal operations. This causes phone calls from residents wanting to know if their mailbox will be replaced. Staff will determine whether or not the damage was caused by the City's plow trucks and replace the mailbox if appropriate.

Currently there is not a written policy regarding the amount reimbursed for mailbox replacement. Staff seems to think the dollar amount was \$50 but email exchanges show there was consideration for \$100 in 2015. Currently the resident is reimbursed for the actual cost of the mailbox, excluding brick and mortar mailboxes, on the right-of-way.

Fiscal Impact: Last fiscal year \$3,533.52

Recommendation/

Committee Discussion Summary: Staff recommends that when a mailbox is damaged it will be replaced by City crews to assure it is installed by City Standards. If a resident insists on replacing the mailbox themselves, they will be provided with the City Standard for mailbox placement. There will need to be inspection of the mailbox after the resident installation. If the mailbox has not been installed to the City Standard there will be no reimbursement. Maximum reimbursement for mailboxes would be \$100.

Action Requested: Policy direction.