



CITY OF WASHINGTON COUNCIL REPORT

November 17, 2023

CITY ADMINISTRATION – Jim Snider

• FY25 Budget Review Schedule

Department Heads will begin work on the proposed FY25 Budget in December. For your information, enclosed is the FY25 budget review schedule. As you know, our first meeting will be on January 29, 2024, for our Budget Strategic Planning Meeting beginning at 3 pm at the Washington Fire Department.

ENGINEERING – Dennis Carr/Ross Fuller

- Three years of Hilldale reconstruction is nearing completion. The final phase was paved earlier this week. Prairie View is currently on-site placing sod. They anticipate having all of the sod installed by days end Friday. Hohulin Fence is working to get the chain link fence installed along the sidewalks that were installed on the culvert. We have created a punch list of items for Stark to address and hope to see this completed by Thanksgiving.
- All the new curbs have been slipped for the Freedom Pkwy extension. UCM is currently working to get all the inlet isolations poured out. Once this is completed, they will begin the final grading process for the road. They hope to have asphalt binder placed the week after Thanksgiving. We are hoping for a few days of warmer weather so that this can be done.
- Lonewolf has completed the final residential sidewalk and curb replacement requests for the year. Bills for the cost-sharing program have been submitted and will be sent to the residents next week. We plan to do a capital improvement project for curb replacement on Melvin and Elm with our remaining funds in March or April of next year.
- Gensini Excavating has been working on erosion control for the Nofsinger realignment. We are hoping to see them begin sanitary work in the coming weeks.
- The contractor for Trails Edge 9&10 has been continuing to pour concrete. They are hoping to get the intersection of Stephanie and Debates poured out in the next couple weeks. This would allow the transfer of ownership to the city. We would then begin snow removal moving forward.

FINANCE – Joanie Baxter

- Participated in implementation discussions and training webinars regarding ClearGov operations and personnel budgeting. Jill and I started the setup for personnel and I rolled forward the capital plan so Department Heads could start working on updating projects.
- Submitted the IPRF safety grant application. The City was awarded \$11,199 in the 2023 renewal that is split between Public Works and Police.
- Discussed setup for Tyler Payments with Jon and participated in Zoom call to demo the Civic Access platform for EnerGov.
- Viewed webinar for ARPA grant and discussed with Jon the process for obligating funds and the reporting requirements.
- Jill processed and I reviewed payroll for November 10, 2023.
- Utility Billing (November 4 – 17, 2023)
 - A total of 283 cutoff notices were processed for outstanding balances from October billing
 - A total of nine delinquent notices were sent for November disconnects
 - A total of five accounts were sent to Collections for October disconnects
 - New accounts and account closings processed:
 - 19 ins
 - 28 outs

- Leak detection through RNI and Sensus Analytics software – 28 leaks were caught and residents/businesses notified.

HUMAN RESOURCES – Maureen Chambers

- Open Enrollment is nearly complete. Distributed appropriate documentation and info to each employee individually per their needs. Awaiting enrollment forms back from selected group of individuals.
- Currently recruiting for a Public Works Laborer in the Distribution and Collections department. A short list of candidates was provided to the hiring managers. Looking to host interviews after Thanksgiving.
- Attended a "Leadership for Social Change" webinar hosted by DePaul University.
- Anti-Harassment Training has started with end date of December 20. All staff will be emailed login credentials and courses by November 20. This is an annual training required for all state of Illinois employees.
- Met with representative from AAIM Employers' Association to discuss the possibility of an HR Audit to be performed in January/February 2024. Having gone from not having an "official" HR department in 2020 to today, it is a great time to check in to make sure our processes are on track. Are we missing anything? Could we do certain things better or more effectively? And if we are not doing something, why?
- Stuff happens, but if everything goes as planned, I will be taking maternity leave in April/May/June?? Due date is in April, and I'll be sure to get everyone and everything squared away before I leave.
- REMINDER: City of Washington Holiday Luncheon on December 14 at Tres Rojas. Finalizing arrangements for event.
- Processed handful of termination/retirement/personnel/benefit items.
- Out of Office: Tuesday, November 21 and Wednesday, November 22

PLANNING & DEVELOPMENT – Jon Oliphant/Joe Boyer

- The first reading ordinance for the 120-126 Walnut TIF redevelopment agreement is scheduled for the November 20 Council meeting.
- A first reading ordinance for the 119 Walnut TIF redevelopment agreement will be scheduled for the December 4 Council meeting.
- The bid opening for the 2024 farm lease on the 223 property was held. A resolution approving the lease along with two one-year options will be on Monday's Council meeting for approval.
- We are tentatively anticipating receiving a request soon to annex a portion or all of the property near the intersection of Centennial and McCluggage.
- The HPC met on Wednesday to approve the minutes from the last meeting in March.
- The annual TIF Joint Review Board meeting will be scheduled for November 27 at the Police Station.
- Progress continues on the brewpub project and the developer has been approved for both the footing/foundation and building skeleton.
- The Culver's project is moving along smoothly thus far and is on track to be completed in the spring.
- Staff is working with the City Attorney's office on the handling of the 501 Walnut building.

PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens

No Report

PUBLIC WORKS – Brian Rittenhouse

- As a reminder, CIPP lining projects include sewers between BR 24 to East Adams from North High to Harvey, sewers on Madison and Lincoln Street, and a segment on Catherine Street east of Spruce Street. This originally was going to take place in October but has been pushed back until the end of November due to scheduling issues.
- Staff scouted and created access to the Georgetown and Westlake trunk sewers that feed the Farm Creek Trunk Main to make sure there is access to the manholes. Hoerr will televise these two mains in December or January if the schedule allows.
- The Wastewater Treatment Plant generator installation project continues. The generator pad was poured and the generator is scheduled to be delivered on Friday, November 17. Setting the automatic transfer switch and electrical work will begin and be ongoing over the next several weeks.
- The repairs to the Public Works Storage/Evidence Building will take place this month. Staff worked with Ameren to get the incoming power to the building covered for the contractor's protection. They should be working on it this week.
- The Street Department and snowplow crews are ready for winter and the first winter event.

- Staff will work on the street sweeper replacement program. Once we have all the information, staff will bring the information before Council for review.
- The Water Treatment Plant #1 PLC and the Central SCADA System improvements are still ongoing.

BUDGET REVIEW SCHEDULE FY24-25

The initials behind each fund/account indicates which staff person(s) is responsible to compile the draft budget paper work for submittal to Jim

<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>	<u>GROUP 5</u>
Audit--JB Liability--JB IMRF--JB Soc. Security--JB WACC Debt Serv.--JB	Police--MM/DCS Fire--MM/DCS EMA--MM/DCS Police Spec Proj--MM/DCS Pol. Pen.--JB Tourism/Econ Dev--JO Planning/Zoning--JO TIF No. 2--JO DCS=Deputy Chief Stevens JS=Jim Snider	Streets--BR/BV L/A--JB City Hall--JB Telecom Tax Fund--JS/JB GF Summary--JB Storm Water--DC/BR/JS Freedom Pkwy--DC/JS/JO Safe Routes to Schools--DC/JO Recreation Trail Ext.--DC/JO Cemetery--BR/BV MFT--DC/BR/JS Hilldale Ave. Impr.--DC/JS Catherine St. Impr.--DC/JS Nofsinger Realignment--DC/JS Personnel-JB/JS	Water Fund--BR/TR/DC Water Sub. Dev.--DC/BR Water Connection--DC/BR Water Tower Res. Fund--BR/DC Sewer Fund--BR/BP/DC Sewer Sub. Dev.--DC/BR Sewer Connect Fee--DC/BR Sewer Bond P&I: 2009--JB Sewer Bond Res.: 2009--JB Sewer Bond Dep.: 2009--JB STP No. 2 Phase 2B Project--DC/JS/BR	MERF--DC/JS/JB/MM/BR Capital Replacement--JB/JS Building Fund--JS/DC/JB Final Review of All Funds

Deadline to CA/FD:	31-Jan	14-Feb	21-Feb	28-Feb	6-Mar
Packet date:	9-Feb	1-Mar	1-Mar	8-Mar	15-Mar
Meeting date:	12-Feb	4-Mar	4-Mar	11-Mar	18-Mar

1/29/2024	Special Committee of the Whole	<i>Strategic Planning Meeting</i>
2/12/2024	Committee of the Whole	<i>Group 1</i>
3/4/2024	City Council	<i>Group 2</i>
3/4/2024	City Council	<i>Group 3</i>
3/11/2024	Committee of the Whole	<i>Group 4</i>
3/18/2024	City Council	<i>Group 5</i>
4/1/2024	City Council	<i>1st Reading - Budget Ordinance</i>
4/1/2024	Committee of the Whole	<i>Public Hearing</i>
4/15/2024	City Council	<i>2nd Reading and Adoption</i>