



# CITY OF WASHINGTON COUNCIL REPORT

December 1, 2023

## CITY ADMINISTRATION – Jim Snider

- **Strand Engineering Presentation – December 11, 2023, COW Meeting**

Below is an outline of Strand Engineering's Mike Waldron will follow for his presentation at the December COW based on the feedback from council:

Review of alternatives analyses performed and Route B recommendation

- This will revisit all 5 of the routes Strand reviewed and the 2 primary GST routes
- This will revisit the issues with Route A
- This will revisit the physical differences (metric) between Route B and the 2 GST routes
- This will clarify the opinions of cost presented since 2021 and up to date

Review of flow metering data supporting sewer and PS sizing

- This will show the flow balances performed
- This will explain the peak flows measured
- This will indicate the measured 24-hour flow at each flow meter for the heaviest rainfall measured

Consideration of an excess flow lagoon and focused conveyance improvements

- This will explain what we can determine "today" with the information we have
- This will explain our recommended deeper investigation before making a final decision on feasibility

Please let me know if you have any additional questions to pass along to Engineer Waldron to consider prior to this upcoming presentation.

- **City Council Meeting for Monday, December 4, 2023 – Executive Session**

We have scheduled an executive session for Monday's Council meeting to provide an update on our contract negotiations with the police union.

## ENGINEERING – Dennis Carr/Ross Fuller

- Three years of Hilldale reconstruction is nearing completion. Stark and Prairie view started working on punch list items. This is the finality of the Hilldale Project. This was another successful project for all parties involved and we are extremely happy to have another capital improvement project completed.
- Work resumed for the Nofsinger realignment project this week after sitting vacant for the past couple of weeks. Gensini has begun the installation of sanitary sewer. With everything thawing and raining, it will be quite a mess. There has been a section of the rec trail that has been removed so that pipe can be installed. It will be poured back as soon as possible.
- Work on the Freedom Pkwy extension has likely been halted for the year. We had high hopes of getting asphalt binder down to protect the sub-base over the winter, but this doesn't look possible with the freezing temperatures and snow that we had this week. UCM is still considering paving, but at the moment it's looking like winter shutdown has begun.
- Met with TWM to discuss the status of Catherine Street. Splitting Catherine into 3 sections will keep the general fund spending in line with the Hilldale Project series. The first section will be brick from Main to High and asphalt from High to Elm.
- Beginning to assemble an RFQ for Construction Engineering in 2024. Some firms have been reaching out to discuss construction inspection needs as they begin to look at where their employees are working in 2024.

## **FINANCE – Joanie Baxter**

- Participated in implementation discussions and training webinars for DebtBook and ClearGov operations and personnel budgeting. I continued the setup for personnel by extracting information from Tyler.
- Updated vehicle and equipment listings, compared to Enterprise and confirmed to insurance schedules.
- Followed up with Mesirow on questions regarding the tax abatement schedule and prepared Ordinance for the tax levy and abatement of the GO bond for stormwater management.
- Discussed grants for the Evidence Building with Chief and Deputy Chief.
- Jill processed and I reviewed payroll for November 22, 2023.
- Utility Billing (November 18 – December 1, 2023)
  - A total of 27 accounts were cutoff for October billing and 16 door knockers were distributed and 39 payment arrangements made
  - A total of four accounts were sent to Collections for November disconnects
  - New accounts and account closings processed:
    - 16 ins
    - 18 outs
  - Leak detection through RNI and Sensus Analytics software – 31 leaks were caught and residents/businesses notified

## **HUMAN RESOURCES – Maureen Chambers**

- Finalizing Open Enrollment for 2023. Have approximately 23 employees making changes and/or creating a 2024 Consociate account.
- Currently recruiting for a Public Works Laborer in the Distribution and Collections department.
- Attended a "Leadership for Social Change" webinar hosted by DePaul University.
- Anti-Harassment Training is in process with an end date of December 20. This is an annual training required for all state of Illinois employees. About half of the employees have completed the training thus far.
- Met with Eric Potter from "Lead from Center," a local pastor and enneagram expert. He hosts training sessions that discuss how self-awareness leads to social awareness and how an increase in social awareness increases interpersonal communication and high-value interactions with others.
- Met with Kristan Creek from ICC to become a mentor for the GPEAK program and to incorporate GPEAK training at the City of Washington!!! This is a fantastic curriculum highlighting 10 core competencies created by leaders in Peoria in 2019/2020. Training in Teamwork & Conflict Resolution, Adaptability & Flexibility, and Decision Making are just a few competencies highlighted. With the curriculum in hand, I will be able to provide training to employees that will provide value professionally but personally, as well.
- Working on a robust 2024 Washington Wellness Program. Trying to incorporate holistic programming that features physical, emotional, financial, social connectedness and job satisfaction components. Have a Lunch and Learn scheduled for January 25. In discussions with Washington Fire Department to host a CPR/AED training in March.
- Created December Newsletter. Will distribute on Monday, December 4.
- Processed retirement for Mike Rogers. While his last day at work was in early November, his final date with the City was November 30. Mike has been an employee since 2009.
- 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: Week of December 25.

## **PLANNING & DEVELOPMENT – Jon Oliphant/Joe Boyer**

- We have received a petition for annexation from the current property owners of two parcels near the intersection of Centennial and McClugage. A first reading ordinance will tentatively be on the Council's agenda as soon as the December 18 meeting. An application has also been received to rezone those parcels to C-2 (General Retail). That will be scheduled for a public hearing at the January 3 PZC meeting, assuming the annexation is approved by the Council on January 2 prior to that meeting.

- A first reading ordinance for the 119 Walnut TIF redevelopment agreement has been temporarily put on hold at the request of the property/business owner.
- The annual TIF Joint Review Board meeting was held on Monday.
- The December PZC meeting is cancelled due to a lack of agenda items.
- The Tri-County RPC and Greater Peoria EDC will be partnering on a grant application to help identify Level Three EV charging stations in the region and to pay for 80% of their cost. This would be a great opportunity that could provide some economic benefits and I plan on assisting with this initially by reaching out to some businesses to gauge their interest in housing charging stations.
- Staff has done several footing inspections and site visits at the Square brewpub site. The construction is progressing smoothly so far and staff is also trying to ensure that the impact of the construction is kept as minimal as possible.
- This month's PPUATS Technical meeting included updates on TCRPC's bicycle/pedestrian projects and the 2050 Long-Range Transportation Plan Update. A recommendation was made to the TCRPC Commission for IDOT's FY 2024 safety performance targets, which must be done annually.
- Staff continues to work with the City Attorney's office and the property owner on the handling of the 501 Walnut building. We anticipate an item coming to the Council soon.

### **PUBLIC SAFETY – Chief McCoy/Deputy Chief Stevens**

- The use of federal funds for the evidence building requires extensive environmental review which can take several months. We started that process by confirming the proposed site to The Clark Group, a contractor for the Department of Justice, which will complete the review at no cost to the City.
- Shop with the Men and Women in Blue will be December 16. Our goal again this year is to serve 100 children with \$100 shopping trips.
- WPD will host crisis negotiation training for CIERT in December.
- We have two additional uncertified applicants and an additional lateral applicant tested and awaiting Police Commission interviews.
- In light of malware affecting Tazewell County government networks and ETSB's separate network, we have asked IT360 to examine this threat environment and implement specific safeguards. Our work is dependent on ETSB systems, so shutting those off without an imminent threat was impractical. *"Freedom, Security, Convenience: Choose Two."*
- WPD's new Durango squads have a revamped lighting system and brighter, overt markings like our canine cars. They also have prisoner transport partitions that use only half of the rear seat, allowing more flexibility for driver seating.



## **PUBLIC WORKS – Brian Rittenhouse**

- Hoerr has started the CIPP Lining projects for this fiscal year. They 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 and Spruce Street.
- The Wastewater Treatment Plant generator install project continues. The generator was set on the pad. Setting the automatic transfer switch and electrical work will be ongoing over the next several weeks.
- The repairs to the Public Works Storage/Evidence Building have started and will be ongoing until completed. Once the repairs are completed staff will contact Sunrise Roofing to let them know they can move forward with the roof replacement. Depending on the weather, this may happen in the spring.
- Staff had their first Snow event of the year. A crew was called in at 4:30 Sunday morning to spread salt. The temperatures rose steadily, so the salt was very effective in melting the snow and keeping the roads clear.
- The Water Treatment Plant #1 PLC and the Central SCADA System improvements are still ongoing.
- Public Work's staff will start reviewing and working on next year's fiscal budget over the next several months.

## **CITY CLERK – Valeri Brod**

We have been informed through the State Index Department of the Office of the Illinois Secretary of State that there has been an uptick in notary fraud. For this reason, we are making a few adjustments to our notary services to help minimize fraud risk. The following is information that will be shared with the public regarding notary services provided by the City. Effective January 1, 2024, the City will have three notaries, with two of them providing services to the public and one remaining certified for internal documents only. The City Clerk and Deputy Clerk will continue to provide notary services for the public with the following stipulations:

- ✓ Legal documents must clearly display the standard notary language and signature information.
- ✓ Notary language and signature information must be ON/WITHIN the document.
- ✓ Notary services will not be provided on a separate page that is attached to the document.
- ✓ Documents requiring more than one notarization will require an appointment to ensure a notary is available.
- ✓ The Notary and requestor will be required to fulfill all State mandated requirements pertaining to the act of notarization.
- ✓ Any City of Washington Notary Public reserves the right to decline notary services should a document appear to be unclear or unusual.

It is important to note that many municipalities have chosen to provide notary services for internally initiated documents only. We, however, would like to be able to continue to be a resource for our community so long as we put into place safeguards that will help protect our seal and signatures from malicious forgeries.

FOIA Requests for October/ November (non-police related)

7 Commercial Requests

13 Standard Requests