

**CITY OF WASHINGTON
COMMITTEE OF THE WHOLE
MONDAY, OCTOBER 10, 2016
6:30 P.M.**

**LIBRARY MEETING ROOM
380 N. WILMOR ROAD**

AGENDA

- 1. ALDERMAN WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES – September 12, 2016 regular meeting**
- 4. BUSINESS ITEMS**
 - A. CMT – Expanded Scope of Services, Water Treatment Plant No. 1
 - B. Nofsinger/Dallas Update
 - C. Personnel Policy – Part-time Holiday Compensation
 - D. Personal Protection Equipment Police – Public Works
- 5. OTHER BUSINESS**
- 6. EXECUTIVE SESSION – for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body per 5 ILCS 120/2(c)(1), for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired per 5 ILCS 120/2(c)(5), and for probable or imminent litigation per 5 ILCS 120/2(c)(11) of the Illinois Open Meetings Act.**
- 7. ADJOURNMENT**

**COMMITTEE OF THE WHOLE
MONDAY – SEPTEMBER 12, 2016
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD
WASHINGTON, ILLINOIS**

DRAFT

Mayor Manier called the Committee of the Whole meeting of September 12, 2016 to order at 6:49 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Brownfield, Brucks, T. Gee, Butler, Dingledine, J. Gee, and Moehle.

Absent: Alderman Moss

Also present: City Administrator Culotta, Public Works Director Andrews, Controller Baxter, P & D Director Oliphant, and Police Chief Papis.

MINUTES

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – Steve Hullcranz shared that five more pedestrian/crosswalk signs came in today and they will coordinate with Public Works and Police Department in getting them out for use. He shared that he has been gone for several weeks and when he got back he witnessed the signs working well for pedestrians who were crossing Wilmor Road.
3. Approval of Minutes: Alderman Dingledine moved and Alderman Brownfield seconded to approve the minutes of the August 3, 2016 Committee of the Whole meeting. Motion carried unanimously by voice vote.

4. **BUSINESS ITEMS**

- A. Code of Ordinances Amendment: Closing Process for Water/Sewer Accounts – Controller Baxter shared that the proposed amendment has been talked about for quite some time and now with the changing to monthly billing and AMR it is a good time to introduce this for consideration. She shared they currently do not shut water off in between owners/tenants which can create problems with the biggest being residents moving in and using water without us knowing they are there. She shared that in some cases a resident could move in and use water and move out before we are aware making it difficult to bill and collect for the water usage. She went over several benefits that would occur if the water shutoff procedure was implemented at the time of final billing on a water account. She indicated that the amendment will also include a policy that we currently use for multi-family units where if a tenant leaves and usage occurs, the usage amount is billed to the owner of the property. Alderman Dingledine commented that it should be easier to know when a property is using water with the new automated meter reading and Controller Baxter shared that when the analytic software is in place it will generate reports that showing usage and will be beneficial in tracking those properties. A brief discussion ensued on how multi-family unit meters are accessed and shut off now and could potentially be in the future. Alderman Dingledine asked why consideration isn't being given to the implementation of a fee for remediation and Controller Baxter shared that they did consider this but felt it would be a challenge to consistently apply due to the number of situations that could occur. Alderman Brucks asked what percentage we would be resolving of our semi-annual water account write-offs if this shut off procedure were implemented and Controller Baxter shared that the percentage would be close to 30 to 40%. Alderman Dingledine asked if something could be done with rental properties that would make it the responsibility of the either the owner or management team to contact us when a unit becomes vacant. Controller Baxter shared that we do work with some now that are pretty good at keeping us in the loop when a unit is vacant but we also have some that are more difficult to work with. She shared the solution that is working the best at this time is requiring the meter to be read and billing the owner for the usage. It was the consensus of the Committee to move the proposed amendment forward to City Council for consideration.

- B. Purchase of Police Department Squad Cars – Police Chief Papis brought forward for consideration the bid results for the purchase of two 2017 Ford Police Interceptor Explorer squad cars. He shared that the Public Safety Committee reviewed the bids at their August 15th meeting and directed that they be forwarded to Committee of Whole for further guidance. He shared that four bids were received as follows per vehicle: Mangold Ford (Eureka), \$29,175; Uftring (Washington), \$29,535; Currie Motors (Frankfurt), \$28,473; and Morrow Brothers Ford (Greenfield), \$30,284. Following a brief discussion on local vs. low bids, it was the consensus of the Committee to move the proposed bid award forward to City Council for consideration.
- C. Actuarial Proposals: Police Pension Fund & Retiree Health Fund – Controller Baxter shared that a request for actuarial services was sent out recently for both funds. She shared the Police Pension Board has met and reviewed the proposals and will narrow to the top two proposals following phone interviews that will be conducted on September 15th. She shared that in order to meet deadlines in the RFP the City Council will need to award a contract at their September 19th meeting. She went on to provide a brief history of the City's use of actuary services. It was the consensus of the Committee to move the Pension Board's final two proposals forward for City Council consideration.
- D. Right-of-Way Vacation: Park Boulevard – P & D Director Oliphant shared the following in regards to the ROW vacation request: the Park District would like to replace their existing maintenance building located at the end of the Park Boulevard right-of-way off of Lincoln Street just north of the School District 52 property; they would like to build something similar on the same footprint as the existing building; after a review using the City's GIS, the existing building is 13-14' into the Park Boulevard right-of-way as well as a row of parking spaces; the ROW was established as part of Heyl's 1st Addition Subdivision which included many platted residential lots on both sides of the Park Boulevard which were never built; there is no record of the ROW being vacated; and there are no known city utilities within the ROW and the City does not maintain it. He indicated that he has shared with the Park District our reluctance in issuing a building permit for another building that infringes upon the ROW. After looking into the original construction of the building in 1974 the site plan did not indicate any ROW and City records do not show any vacation of the ROW so we would be hesitant to issue a permit without a vacation of the Park Boulevard ROW. If vacated, the owner to the north (Park District) and owner to the south (District 52) would have rights to half the adjacent ROW. Following discussion on several topics from the amount of ROW that is vacated, the historic maintenance, and potential utilities it was the consensus of the Committee to move the proposed vacation request forward for City Council consideration.
- E. Terra Engineering – W. Cruger Road Phase 2 Multi-Use Path – Public Works Director Andrews provided a recap of the TAP funding commitment that was received for the project. He shared that Public Works Committee has discussed and is favorable with the proposed contract with Terra Engineering for engineering services and asked that it be advanced to Committee of the Whole for further consideration. He shared that IDOT's standard agreement for Consultant services, prepared by Terra Engineering using cost plus fixed fee of the estimated project cost for a time and materials, not to exceed fee of \$57,007.99. He shared that this compares favorably to the standard percentage estimate of \$70,000 used for the grant application and it is felt that Terra's ongoing services to the City on the Nofsinger Road intersection have helped to leverage this level of competitiveness. Following a brief discussion on timing of the project and how it relates to the Nofsinger Road intersection realignment it was the consensus of the Committee to move the proposed contract forward to City Council for consideration.
- F. Ameren Progressive City Grant: Potential Projects Discussion – City Administrator Culotta shared that the City has been selected as one of Ameren's Progressive Cities for 2016 in recognition of the city's efforts to make Washington a great place for both residents and businesses. He shared that as part of the selection, a \$2,500 grant is being awarded to the City to be used toward a community project that would improve services or enhance the quality of life for our residents and businesses. He shared that Ameren is excited about how the City will use the grant and would like to do a presentation late October or early November. Following a brief discussion, the consensus was to use the grant for lighting in the new N. Main Street parking lot.

5. Other Business – Mayor Manier shared that he has asked Police Chief Papis and Public Safety Chairman Butler to have discussions with the Public Safety Committee on the possibility of lowering the speed limit on Boyd Parkway (Bypass). He shared that he met with Representative Sommer this morning who talked with Senator Brady last week and IDOT does not dictate the speed limit along the roadway and if the City want to lower it they can by resolution. He indicated that Representative Sommer threw out the speed limit boundary change from Diebel Road to Grange Road. He shared that some communities with state federal highways through them have a speed limit of 45 mph and with the amount of residential development on both sides of the roadway it is something we should take into consideration. Alderman Butler shared that it is dangerous driving with the amount of speed vehicles are travelling. Mayor Manier indicated that both Representative Sommer and Senator Brady shared that if we are being proactive in creating a safety zone through there we may get Nofsinger quicker so we really need to be taking a look at it. Police Chief Papis asked if any funding would be available to help with traffic enforcement and Mayor Manier replied that Representative Sommer and Senator Brady will be taking this up when they are back in session and taking it to Committee adding that they would need a resolution from the City to get their work done on this. Alderman Dingleline shared that he would not be in favor of reducing the speed limit along the roadway as we can't change the way people drive but he is in agreement with Alderman Butler that it is dangerous travelling. He indicated that he would like to see more consideration given to monitoring the speeds with radar. Mayor Manier indicated that this has been done in the past but as Council we have asked that officers not be out there taking radar. Alderman Dingleline shared that he would rather spend the resources doing radar to control the speeds rather than reducing the speed limit as it is more about the habits of the drivers that cause accidents. Mayor Manier shared that State Troopers have been out there as well and report that the thing about speed is if we reduce from 55 to 50 drivers will drive 65 compared to 75. Alderman T. Gee shared that he is in favor of having more state and county speed enforcement of the roadway as well. Alderman J. Gee shared that he is in agreement with Alderman Dingleline and a reduction in the speed limit will cause more problems than solve. He asked if we have looked at options such as permanent signs that tell you what speed you are travelling as those work and get people to slow down. Alderman Butler shared that we could do both, more enforcement and lowering the speed limit. Alderman Brucks shared that his feeling was that we don't want to increase our patrol on the roadway and Mayor Manier shared that there was a time where we were seeing 2-3 patrol cars out there all the time taking away from time spent within the community, which is something that Public Safety will have to talk about as well. Police Chief Papis shared that the optimum way of enforcement will be working jointly with the state and county and that if we had funding earmarked for overtime we could do enforcement without interrupting the needs of our neighborhoods as well.
6. At 7:35 p.m. Alderman J. Gee moved and Alderman Brucks seconded to adjourn. Motion carried unanimously by voice vote.



Patricia S. Brown, City Clerk



Memo

TO: Committee of the Whole
FROM: Ed Andrews, Public Works Director
SUBJECT: Water Treatment Plant #1 Items w/ CMT
DATE: October 7, 2016

At the October 3rd Public Works Committee (PWC) meeting, a discussion was held in follow up to the recently completed plant evaluation study, specifically the consideration of a larger project for both brine tank(s) (2 instead of 1) and new chlorine room (rather than short term separating the existing room into two smaller ones). The PWC asked that this discussion be presented to the Committee of the Whole.

A summary of the main scope changes for these two items follows below:

- Through the planning process (which has been completed) the need for a stilling well was analyzed and added to the project. Also, the need for two tanks was verified by the 10 state standards. The construction phasing will and the stilling well will require the two tanks to be constructed as separate tanks with no adjoining walls.
- Building expansion versus dividing the existing room in half. The building expansion creates additional effort for the Architectural and Structural design. This also created the need for additional field surveying in the expansion area.
- Geotechnical Investigation was added to the project scope.

This has translated into a scope increase with an updated overall fee of \$39,000, however we will look to de-scope / apply \$19,000 of unused budget - \$13,000 from the original chlorine/Fluoride project and \$6,000 from the original brine tank, for a net increase of **\$20,000**, see attached for additional detail. Please note that both of these projects are driven by the Agency to maintain regulatory compliance.

Additionally, a preliminary scope of a flood protection levee for the plant has also been prepared and is also attached herewith. There may be funding opportunities with the Corp of Engineers under their Section 205 program for this pursuit. Scott Desplinter of CMT is scheduled to be in attendance to further discuss with the Committee.

This matter is being presented to the Committee of the Whole on October 10th for review and discussion.

cc: File

EXHIBIT A
City of Washington, Illinois
Water Treatment Plant #1 Improvement Project

SCOPE OF SERVICES

The **Scope of the Improvements** for the **Water Treatment Plant #1 Improvement Project** includes the following items:

- The construction of a new 8-foot by 15-foot fluoride storage/feed room. Room will be located adjacent to the existing chlorine storage/feed room on the east side of the Water Treatment Plant #1.
- The construction of two new brine tanks (to provide approximately 30 days of storage per 10 state standards). Brine tanks will be located on the west side of the existing Water Treatment Plant #1.

The **Scope of Services** for **Design Phase** shall consist of the following tasks:

1. Field Survey of the building expansions area
2. Download field survey data and update the existing Brine Tank survey data (from 2014)
3. Geotechnical Investigation
4. Complete detailed design
 - a. Site Piping (Brine Tank)
 - b. Architectural (Building Expansion)
 - c. Structural (Brine Tank & Building Expansion Foundation)
 - d. HVAC (Building Expansion)
 - e. Mechanical (Fluoride Equipment Selection and Layout)
 - f. Electrical (Building Expansion)
5. Construction Plans
 - a. Cover Sheet
 - b. General Notes
 - c. Site Plan/Site Piping Plan
 - d. Grading Plan
 - e. Architectural Plan Sheets
 - f. Structural Plan Sheets
 - g. HVAC Plan Sheet
 - h. Mechanical Plan Sheets
 - i. Electrical Plan Sheets
 - j. Misc. Details
6. Bidding Documents, Contracting Documents, and Technical Specifications
7. IEPA Construction Permit Application
8. Develop a Preliminary Opinion of Project Costs
9. QA/QC Review

EXHIBIT A
City of Washington, Illinois
Water Treatment Plant #1 Improvement Project

SCOPE OF SERVICES

10. Project Management

- a. One Meeting with Public Works Supervisor and the Sewer Committee
- b. Project Management

Budgeted Cost and Estimated Schedule

The estimated completion for the construction plans and specifications is approximately 4 months after receipt of a signed Agreement for Engineering Services authorizing CMT to proceed on a time and expense basis for an amount not to exceed Thirty-Nine Thousand Dollars and No Cents (\$39,000.00).

Additional Services not included in the Upper Limit of Compensation

- Geotechnical Engineering Services (The City will contract with a Geotechnical Engineering Firm to complete two structural bores on the project site)
- Bidding phase services
- Construction phase services
- Easements Documents

CRAWFORD, MURPHY & TILLY, INC.
 CONTRACT ATTACHMENT - EXHIBIT A - 2016 PROFESSIONAL SERVICES COST ESTIMATE

CLIENT Washington, IL
 PROJECT NAME WTP #1 Improvement Project
 CMT JOB NO. _____

Prep By SLD
 DATE 09/30/16

Apprvd PROJ PNCL
 DATE 09/30/16

TASK NO.	TASKS \ CLASSIFICATIONS	PRINCIPAL	SENIOR PROJECT ENGINEER / MANAGER	PROJECT ARCHITECT	PROJECT MANAGER	SENIOR ENGINEER	SENIOR ARCHITECT	SENIOR ENGINEER MANAGER	SENIOR TECHNICAL GIS SPECIALIST	SENIOR PLANNER ARCHITECT	ENGINEER	SENIOR TECHNICIAN	TECHNICAL MGR	TECHNICIAN II	TECHNICIAN I	ADMIN ASSISTANT ACCOUNTANT	MAN HOURS & LABOR SUMMARY
	CURRENT YEAR 2016 HOURLY RATES	\$195	\$185	\$155	\$130	\$120	\$110	\$110	\$115	\$80	\$95	\$75	\$50				TOTAL
1	Survey																
	Pickup Field Survey for building Expansion				1									8	8		17
	Update Brine Tank Topo Dwg with new survey data																
	Geotechnical Investigation								2								2
	Detailed Design																
	Site Piping			4						4							8
	Architectural				8												8
	Structural				16												16
	HVAC			4													4
	Mechanical (Fluoride Equipment)			4						8							12
	Electrical				8												8
	Construction Plans																
	Cover													1			1
	General Notes													4			6
	Site Plan/ Site Piping			2						8				4			14
	Grading Plan			4						8				4			16
	Architectural				8									8			16
	Structural				8									4			12
	HVAC			8										4			12
	Mechanical			4						8				8			20
	Electrical				8									8			16
	Misc Details									4				2			6
	Bidding Docs, Contract Docs, & Tech Specifications			16	16					8							40
	Opinion of Probable Construction Costs			4	4					4							12
	IEPA Permit Application									2							2
	Project Management/Coordination			8													8
	QA/QC Review			8													8
	TOTAL MAN HOURS			66	77					56	2			55	8		264
	SUBTOTAL - BASE LABOR EFFORT			\$10,230	\$10,010					\$6,160	\$230			\$5,225	\$600		\$32,455

TASKS (CONTINUED)	TOTAL LABOR EFFORT	DIRECT EXPENSE & REIMBURSABLES											TOTAL EXPENSE	TOTAL FEE
		TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP- MENT	MISC	SURVEY MTL	SUBS	SUBS ADMIN	OTHER EXP	OTHER EXP			
1 Survey														
Pickup Field Survey for building Expansion	\$1,490	\$150												
Update Brine Tank Topo Dwg with new survey data	\$230											\$150	\$1,640	
Geotechnical Investigation												\$230	\$230	
Detailed Design								\$2,350	\$235			\$2,585	\$2,585	
Site Piping	\$1,060												\$1,060	
Architectural	\$1,040												\$1,040	
Structural	\$2,080												\$2,080	
HVAC	\$620												\$620	
Mechanical (Fluoride Equipment)	\$1,500												\$1,500	
Electrical	\$1,040												\$1,040	
Construction Plans														
Cover	\$95												\$95	
General Notes	\$600												\$600	
Site Plan/ Site Piping	\$1,570												\$1,570	
Grading Plan	\$1,880												\$1,880	
Architectural	\$1,800												\$1,800	
Structural	\$1,420												\$1,420	
HVAC	\$1,620												\$1,620	
Mechanical	\$2,260												\$2,260	
Electrical	\$1,800												\$1,800	
Misc Details	\$630												\$630	
Bidding Docs, Contract Docs, & Tech Specifications	\$5,440												\$5,440	
Opinion of Probable Construction Costs	\$1,580												\$1,580	
IEPA Permit Application	\$220												\$220	
Project Management/Coordination	\$1,240	\$50										\$50	\$1,290	
QA/QC Review	\$1,240												\$1,240	
TOTALS	\$32,455	\$200						\$2,350	\$235			\$2,785	\$35,240	
TIME PERIOD OF PROJECT	2016	2017	2018	2019	TOTAL	EST % OF OT HRS INCLUDED ABOVE						5%	MULTI-YEAR + OT	
PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	100%				100%	AVERAGE OVERTIME RATE PREMIUM						15%	MLTPLR & AMT	
WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	1.0000				1.0000	OT ADJUSTMENT FACTOR						0.0075	1.0075	
ESTIMATED CONTINGENCY												10%	\$245	
ROUNDING													\$3,550	
TOTAL FEE	MATH CROSS CHECK IS OK													(\$35)
													\$39,000	

EXHIBIT A
City of Washington, Illinois

Water Treatment Plant #1 – Flood Protection

SCOPE OF SERVICES

The Scope of the Services for the Water Treatment Plant #1 – Flood Protection Project, Phase 1 includes the following items:

1. Field Surveys
 - a. Topographic surveys of the area between the creek and the buildings, focusing on tie in points on the east side and SW side of the property.
 - b. Staking of geotechnical boring locations
 - c. Pickup of sanitary sewers, manholes, drainage structures, and any structures not already surveyed, including FFE's
2. Geotech
 - a. Coordinate with geotech firm to define scope and limits of soil borings and analysis to determine design values.
3. Alternatives Analysis
 - a. Conceptual plan for earthen embankment vs sheet pile cutoff wall to look at footprint and impacts to facilities and operations
 - b. Preliminary OPC for both alternatives
 - c. Preliminary design of storm and sanitary sewer modifications
 - d. Preliminary Coordination with IDNR to discuss the project and determine permit requirements. This task also includes discussions with the US Army corps of Engineers, Rock Island District about participation in the Section 205 program.
4. Project Management
 - a. Meetings, coordination, and QA/QC

CRAWFORD, MURPHY & TILLY, INC.
 CONTRACT ATTACHMENT - EXHIBIT A - 2016 PROFESSIONAL SERVICES COST ESTIMATE

CLIENT City of Washington, IL
 PROJECT NAME Flood Protection - Phase 1
 CMT JOB NO. _____

Prep By PROJ MGR
 DATE 09/30/16
 Apprvd PROJ PNCL
 DATE 09/30/16

TASK NO.	TASKS \ CLASSIFICATIONS	PRINCIPAL	SENIOR PROJECT ENGINEER / MANAGER	ARCHITECT	PROJECT MANAGER	SENIOR ENGINEER / LAND SURVEYOR	SENIOR ARCHITECT	SENIOR ENGINEER MANAGER	SENIOR TECHNICAL GIS SPECIALIST	ENGINEER ARCHITECT	SENIOR TECHNICIAN	TECHNICAL MGR PLANNER	TECHNICIAN II	TECHNICIAN I	ADMIN ASSISTANT ACCOUNTANT	MAN HOURS & LABOR SUMMARY
	CURRENT YEAR 2016 HOURLY RATES	\$195	\$185	\$155	\$130	\$120	\$110	\$110	\$115	\$80	\$95	\$75	\$50	TOTAL		
1	Surveys			4	2								10	10		30
2	Geotech			8												12
3	Alternatives Analysis			40				4								100
4	Project Management			8				60								8
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
	TOTAL MAN HOURS			60	2			64	4				10	10		
	SUBTOTAL - BASE LABOR EFFORT			\$9,300	\$260			\$7,040	\$460				\$950	\$750		150
																\$18,760
	TASKS (CONTINUED)	TOTAL LABOR EFFORT	DIRECT EXPENSE & REIMBURSABLES											TOTAL FEE		
			TRAVEL MILEAGE	MEALS & LODGING	PRINTING	EQUIP- MENT	MISC	SURVEY MTL	SUBS	SUBS ADMIN	OTHER EXP	OTHER EXP	TOTAL EXPENSE			
1	Surveys	\$3,040					\$350						\$350	\$3,390		
2	Geotech	\$1,680							\$5,300	\$530			\$5,830	\$7,510		
3	Alternatives Analysis	\$12,800	\$100										\$100	\$12,900		
4	Project Management	\$1,240												\$1,240		
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
	TOTALS	\$18,760	\$100				\$350		\$5,300	\$530			\$6,280	\$25,040		
	TIME PERIOD OF PROJECT	2016	2017	2018	2019	TOTAL	EST % OF OT HRS INCLUDED ABOVE AVERAGE OVERTIME RATE PREMIUM					10%	MULTI-YEAR + OT			
	PERCENTAGE OF WORK TO BE PERFORMED BY YEAR	100%				100%	OT ADJUSTMENT FACTOR					15%	MLTPLR & AMT			
	WEIGHTING FACTOR FOR 5% ANNUAL ADJUSTMENT	1.0000				1.0000						0.0150	1.0150	\$280		
	ESTIMATED CONTINGENCY															
	ROUNDING												10%	\$2,530		
	TOTAL FEE		MATH CROSS CHECK IS OK											\$27,850		



Committee of the Whole Memorandum

To: Mayor Manier & City Council
From: Jim Culotta, City Administrator
Date: 10-10-16
Re: Discussion on Holiday Pay for Part-Time Telecommunicators

BACKGROUND

A part-time telecommunicator recently brought to the attention of Chief Papis that part-time telecommunicators are only paid straight time when they work on a paid holiday. When a full-time telecommunicator works the same holiday, that person receives regular pay for the holiday plus double time pay, per the Collective Bargaining Agreement. Part-time telecommunicators are not represented by a union.

If inclined to do so, the City Council could approve an amendment to the City's Personnel Manual to address this issue.

At their September 19th meeting, the Finance & Personnel Committee suggested a discussion by the Committee of the Whole.

REQUESTED ACTION

Staff requests Committee consideration of this issue.



Committee of the Whole Memorandum

To: Mayor Manier & City Council
From: Jim Culotta, City Administrator
Date: 10-10-16
Re: Discussion on Protective Footwear for Public Works

BACKGROUND

The City of Washington is subject to Occupational Safety and Health (OSHA) regulations. According to OSHA Standard 1910.136, employers shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries. At my request, Public Works Supervisor Schone completed a workplace hazard assessment. I then consulted with the Illinois Department of Labor (IDOL), which is responsible for OSHA implementation. IDOL confirmed the City's public works crew should wear protective footwear. Historically, the City has not required protective footwear but some do currently.

The Collective Bargaining Agreement (CBA) between the City and the Laborers' International Union of North America, Local 231, states, among other things, the following:

- The City and Union agree to ... comply with the provisions of OSHA
- The City has the complete and sole right to determine and enforce the reasonable rules, policies and practices, and operational standards of the City; to establish, modify reasonable work standards; to determine the methods, means, processes, standards, facilities, equipment and material for providing services.
- The City "shall pay all costs associated with the provision of uniform services for each full time employee consisting of the following uniform items: eleven (11) pair of pants, eleven (11) short sleeve shirts, eleven (11) long sleeve shirts and two (2) jackets."
- The City "will supply employees with rain gear, rubber boots, and winter and summer gloves to be worn while on duty. The City will also supply employees with proper identification to show that the worker is employed by the City."

RECOMMENDATION

I recommend the City require the use of protective footwear that meets OSHA Standard 1910.136. An online search of such footwear found costs ranging from \$115 to \$200/pair. While the City is not required by OHSA or the CBA to provide or subsidize protective footwear, it is not uncommon for local governments to do so. An amendment to the Personnel Handbook is recommended if the Council wishes to implement this requirement.

FINANCE & PERSONNEL COMMITTEE RECOMMENDATION

At their September 19th meeting, the Finance & Personnel Committee recommended requiring the use of protective footwear that meets OSHA Standard 1910.136. The Committee also recommended the City pay for 50% of this type of footwear but not to exceed \$100 per pair. The Committee did not wish to limit the number of purchases the City would reimburse in a year because replacement should be based on need. The Committee also felt the employee's supervisor must approve the purchase based on the condition of the footwear and that payment should be in the form of a reimbursement to the employee upon submittal of a receipt.

REQUESTED ACTION

I request Committee consideration of this issue and direction.