



CITY MANAGER'S NEWSLETTER



Volume XXIII, Issue 1

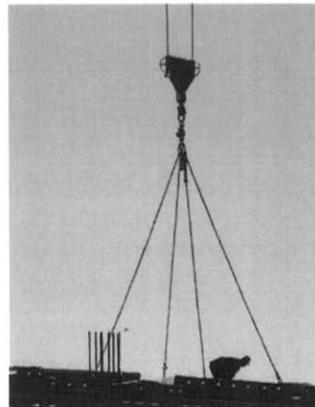
January 4, 2013

NARROWBANDING PROJECT COMPLETED

The Federal Communications Commission (FCC) mandated that all public service radio channels reduce the band width (narrowbanding) of their respective radio frequencies by January 1, 2013. **Woodstock Police Department Sergeant Charles "Chip" Amati** spearheaded the effort, along with assistance from **Public Works Personnel** and Chicago Communications, Inc., to complete the narrowbanding project. All base stations, mobile and portable radios were narrowbanded in the process. Significant work had to be performed on the radio repeater sites, antennas and on outdoor warning sirens which are radio controlled. The narrow banding project was completed *prior* to the FCC deadline. A job well done by all of the City employees involved in this project!

THEATRE EXPANSION MOVES FORWARD

Delivery of steel framing and support beams occurred at the theatre expansion project on Main Street earlier this week. Once the steel has been installed, the four remaining wall panels at the northeast corner of the building addition will be brought to the site and erected. After this has been completed, the majority of the remaining work, with the exception of final facade improvements and the setting of central air conditioning and circulation units on the roof, will take place.



RICHMOND INSPECTION REVENUES

During the 2012 calendar year, **City inspection personnel** conducted over 100 hours of plan review and building inspection services for the Village of Richmond. This included time spent on individual site inspections, meetings with local contractors and business operators regarding building projects, and the review of detailed construction plans and specifications. In accordance with the intergovernmental agreement between Woodstock and Richmond, over \$7,200 in compensation for these services was received by the City.



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WINTERIZATION TIPS

The **Department of Public Works** wants to share some important WINTERIZATION TIPS with the City of Woodstock's employees and residents. Should you have any questions, don't hesitate to call Public Works at 815-338-6118.

FROZEN PIPES: Take steps to prevent frozen water pipes:

- Locate and insulate the pipes most susceptible to freezing; typically those near outer walls, in crawl spaces or in attics.
- Heat tape or thermostatically controlled heat cables can be used to wrap pipes. Be sure to use products approved by an independent testing organization, such as Underwriters Laboratories Inc., and only for the use intended (exterior or interior). Closely follow all manufacturers' installation and operation instructions.
- Seal any leaks that allow cold air inside where pipes are located.
- Disconnect garden hoses and shut off and drain water from pipes leading to outside faucets.
- Make sure you know how to shut off the water, in case pipes burst.
 - Shut off water at the main source. This can minimize the damage to your home.
 - Call a plumber and contact your insurance agent.
 - Never try to thaw a frozen pipe with an open flame or torch.
 - Always be aware of the potential for electric shock in and around standing water.

WINTERIZE YOUR HOME: Winterize your home to extend your fuel supply:

- Insulate walls and attics.
- Caulk and weatherize doors and windows.
- Install storm windows or cover windows with plastic.

LIBRARY NEWS

Whatever your New Year's Resolutions are, the **Woodstock Public Library** can help you achieve them:

Resolve to exercise more: The library has a wide selection of exercise DVDs to keep you moving and motivated.

Resolve to save money: Free ebook & audiobook downloads from the library are great ways to save money. Sign up for email library notices and receive a reminder two days before your items are due back can save on library overdue fines. Still buying books? Shop the Friends Used Bookstore for great bargains.

Resolve to learn a new skill or craft: The library's collection of over 120,000 books, dvds, cds, and more can help you achieve this goal.

Storytime Registration Begins January 14

Online registration for the upcoming session of children storytime programs begins on Monday, January 7. The storytime sessions will run from January 28 - February 28. For a complete listing of storytime programs and times visit the library's website (www.woodstockpubliclibrary.org) and click on "Calendar." Due to the popularity of these programs, registration is limited to Woodstock Public Library cardholders.



RECRUITMENT NEWS

With the mailing of the Winter *City Scene* this week, the Seasonal **Recreation** and **Public Works** summer positions are now posted and available for application.

The **Recreation Department** will be considering candidates for **certified Lifeguards** and **WSI Swim Instructors** for **Woodstock WaterWorks** pool. Candidates should attach copies of certification to applications, or must show proof of certification by program orientation date in late Spring. Applications will also be accepted for **Pool Cashiers** and **Playground Program Counselors**. Minimum age requirement is 16 for all seasonal Recreation positions.

The City's **Public Works Department** may also have a limited number of positions for **general Seasonal Maintenance Workers**, \$8.25 per hour. Minimum requirements are age 18, with a valid Illinois driver's license and good driving record.

Actual availability of these positions is based on budgetary considerations yet to be determined. Applications for 2013 summer positions will be accepted through **Thursday, February 28th**. Resumes without applications attached will not be accepted and applications submitted after the above date will not be considered.

To request an application please do so at: humanresources@woodstockil.gov, or call or visit Woodstock City Hall **HR Department**, 815-338-1172.

SHOW ME THE MONEY: 2013 BENEFIT DEDUCTIONS REFLECTED IN CURRENT PAYCHECKS

Employees are encouraged to spend a few minutes reviewing this week's pay stubs to be sure their desired modifications for the upcoming year's benefit programs have been made as intended.

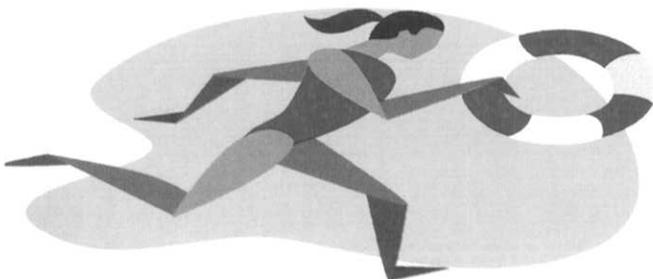
These changes are made in tandem between the **HR** and **Finance Departments**, based on the Open Enrollment Benefit Forms completed by employees last fall. Be sure to contact either Department with questions or concerns.

In addition to any requested changes in benefit deductions, this paycheck reflects the recent expiration of the 2% payroll tax reduction that was previously in force at the Federal level. Therefore, Social Security tax rates required to be deducted from paychecks have now been restored to previous levels and increased from 4.2% to 6.2%, effective with this payroll. As fiscal negotiations continue at the Federal level, additional changes may be forthcoming in the months ahead.

quote

There is only one success—to be able to spend your life in your own way.

Christopher Morley



WELLNESS DAYS ARE GREAT SUCCESS!

The City's annual Wellness Days health assessment opportunity commenced this week with outstanding participation. Over 50 covered employees and dependents took part during the first day of testing, with another 60 signed up to participate next Tuesday, 1/8/13.

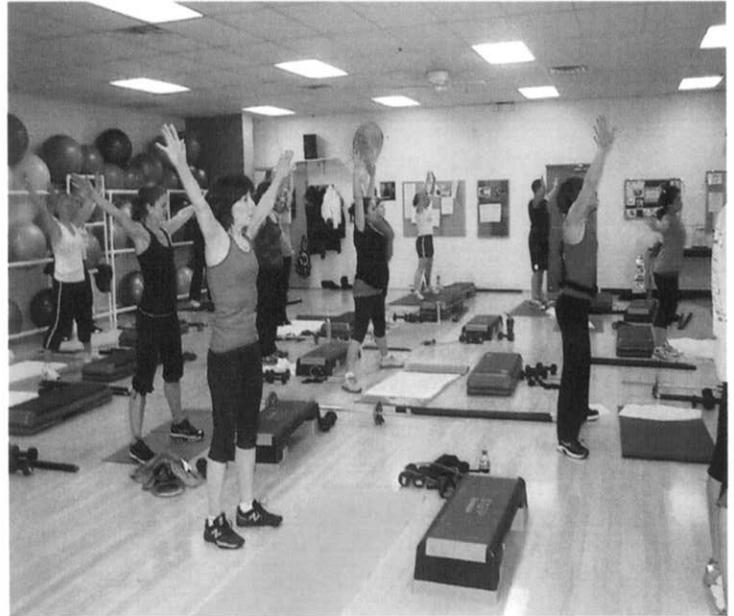
It's not too late to sign up and make this timely investment in your health for the New Year! If you forget to sign up, you may still participate by stopping by City Hall next Tuesday, preferably after 10:30AM. Remember, this is a fasting blood draw, so no food or drink except water for at least 8 hours prior.

Following participation, individuals will receive their comprehensive health status summary at their homes within a week or 10 days. These results may then be shared with personal physicians for follow-up and possibly recommended medicinal, dietary or lifestyle modifications.

UNITED WAY CAMPAIGN SHOWS EMPLOYEE GENEROSITY

The area's ongoing economic doldrums have left many McHenry County families greatly in need of support and assistance. In response to this ongoing need, City of Woodstock employees have demonstrated their strong desire to help those around them by increasing participation in the annual United Way campaign by 60% over last year's participation level. Overall, donations increased 7% over previous totals.

Many thanks to all employees who contributed to this very worthwhile organization, and congratulations to those employees whose names were drawn to earn the following 2012 campaign rewards: Additional Floating Holiday/**Chad Peterson**; Family Pass to Woodstock WaterWorks/**Tim Clifton**; 2 Tickets to a Woodstock Opera House Show/**Mary Sugden**; and \$25 Chamber of Commerce Gift Cards/**Chief Robert Lowen** and **Terry Willcockson**.



REC CENTER BUSY PLACE DURING HOLIDAYS

Pictured is a packed house of participants on the aerobics floor for the *Barbell Strength Class* at the Rec Center this week.

Fifty-three temporary memberships, primarily high school and college students were sold during December along with **76 full-time memberships**.

MEETINGS NEXT WEEK...

No Meetings Scheduled



You are cordially invited to join Chief Robert Lowen at the Woodstock Police Department for coffee, conversation, and an informative program.

WPD Detective Sergeant Jeff Parsons and Patrol Sergeant Dan Wesolek will discuss Active Shooter Scenarios and how to recognize the potential for work place violence.

Coffee with the Chief



Monday, January 14, 2013
7:00 p.m. – 8:30 p.m.
Woodstock Police Department
656 Lake Avenue

For further information, please call
Tamara Reed at 815-338-6787.

expect amazing

new
Weightwatchers 360°
because it works



Join us for an information session.

**Weight Watchers can help you
achieve your weight-loss goals.
Come learn how.**

Join us for an information session hosted
by a Weight Watchers Leader who has
lost weight with Weight Watchers. Learn
about the proven Weight Watchers approach
and how you can attend At Work meetings.*

**Purchase an At Work meeting
series and get Weight Watchers
eTools, our Internet weight-loss
companion, FREE.****

Registration will be available. Most major credit cards and personal checks are accepted.

DATE **Tuesday, January 15**
TIME **7:00 pm**
LOCATION **Woodstock Rec Center Multi Purpose Room**
CONTACT **Becky Vidales, 815-338-4363**

* Available only in participating areas. Pre-payment required and further restrictions may apply. Minimum enrollment required to start an At Work meeting.

** Available in participating areas only. Minimum enrollment required. Total payment required in advance. Must purchase at the start of a 12-week series to get 14 weeks of free eTools. Must purchase at the start of a 17-week series to get 19 weeks of free eTools. Offer not valid for local Weight Watchers meetings or Online subscriptions. Your eTools subscription will automatically renew each month at \$14.95 per month, unless you cancel before the end of 14 weeks or 19 weeks of eTools. Visit www.weightwatchers.com/cancel for instructions on how to cancel. Offer not transferable and price is subject to change.

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AWMS



SAFETY TIPS

Children should NEVER play in snow drifts, windrows of snow, or snow piles close to any street or driveway. An accident may be unavoidable if a vehicle can't stop.

If sidewalks are not cleared by the adjoining property owner, school children and pedestrians may occasionally walk along the edge of the street. Motorists are reminded to watch for pedestrians walking in the street, give them the right of way, and slow down when nearing any pedestrian or school children. Pedestrians are reminded to walk in the opposite direction of traffic.

Allow additional space and time when approaching stop signs and cross walks. Please be aware of the road conditions, and **slow down**.

Always take the time to completely clear snow and ice from all vehicle windows. Remember to include your headlights and brake/taillights so other drivers are aware when you approach or slow down. By not doing so, you risk not only yourself, but the lives of your passengers, fellow motorists, and unwary pedestrians.



Woodstock is proud to have been recognized as a 2007 Distinctive Destination by the National Trust for Historic Preservation

Parking will be prohibited on the following streets after 11 p.m. after every 3" or more snowfall, and vehicles may be towed:

<u>Street</u>	<u>From</u>	<u>To</u>
Benton	Van Buren	Church
Calhoun	Tryon	Madison
Cass	Throop	Benton
Church	Main	Madison
Clay	Church	Newell
Dean	South	Van Buren
East Jackson	Benton	Jefferson
East Judd	Benton	Madison
Jefferson	South	Church
Johnson	Calhoun	Cass
Main	Cass	Church
South	Tryon	Dean
Throop	South	Washington
Van Buren	Johnson	Benton
Washington	Wheeler	Main
West Jackson	Tryon	Johnson
West Judd	Tryon	Throop

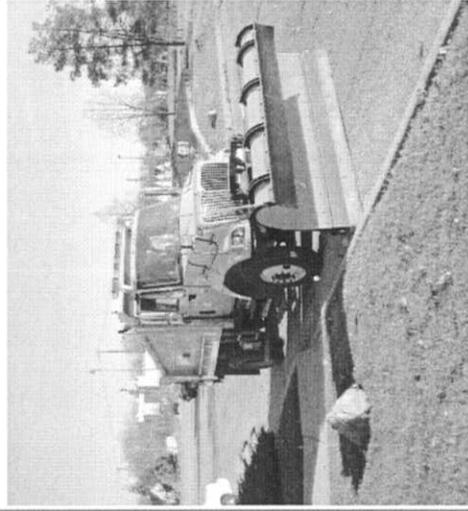
Eight in a series of brochures as part of the "Being a Good Neighbor" program designed to inform and educate the residents of Woodstock, Illinois.

10/2008



8 Snow Removal

Help Yourself/Help Your Neighbor



Being a Good Neighbor

Department of Public Works
326 Washington Street
Woodstock, Illinois 60098
(815) 338-6118
pwdept@woodstockil.gov

On Street Parking Prohibited

Please assist our employees during snow removal, and avoid being ticketed or towed, by obeying the no parking restrictions when it snows.

Woodstock's parking ordinances limit parking to 30 minutes on any City street between 2 a.m. and 6 a.m.

In the event the City receives a snowfall of 3 inches or more:

- on-street parking is prohibited for residents until such time that streets are adequately cleared of the snow.
- parking is prohibited in the downtown after 11 p.m. on certain streets (see list on back page).

Your compliance with these regulations will significantly benefit the efforts of snowplow drivers. In addition, you will avoid the risk of receiving a ticket or your vehicle being towed.

Please note that during an average snowfall, City trucks need to make more than one pass down the street in order to clear snow all the way to the curb. Even though the snow has stopped falling and the plow has been down the street, please refrain from parking on the street until a reasonable period of time after the storm has passed.

Sidewalk Snow Removal

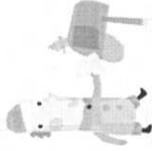
The City encourages all residents to remove snow and ice from public sidewalks adjacent to their homes and property.

The cleaning of snow from the sidewalks makes it possible for school children and all residents to move safely around the neighborhood and community.

City ordinances prohibit blowing or pushing snow from private property into the street or onto a neighboring property.

Winter

Clearing Snow For Mail



Clearing snow from the area in front of your mailbox is difficult for the City's large plow trucks. Residents are asked to help by shoveling out the remaining snow so that mail deliveries can continue.

If a mailbox is inadvertently damaged by the City's snowplowing efforts, the City will replace the mailbox with a standard box as soon as snowplowing efforts for that storm are completed. If a post has been broken, a temporary mailbox will be installed in late April (or when a permanent post can be installed). Please report broken mailboxes and/or posts to Public Works immediately.



How To Clear Your Driveway

Please do not push or blow snow into the street. This practice leaves windrows or piles of snow in a travel lane which is a hazardous.

Do not push snow across the street to the parkway in front of your neighbor's residence. ***Please respect your neighbor and put your snow into the parkway in front of your own home.***

When removing snow from your driveway approach, place the snow so that it is downstream (with the flow of traffic) of your driveway when the plow passes.

If you hire a contractor to assist with snow removal, please tell them to avoid leaving snow in the street or pushing snow across the street.

FIRE HYDRANTS

Please assist the Fire Dept by clearing snow from any fire hydrant near your home to maintain access to the water supply in case of a fire.

Do you
want to help
change lives?

Volunteer!

Make a difference in the community...
*on your own time, on your own schedule,
doing what you like to do.*

Hospice Patient & Family Care Volunteer Training

Day 1 - February 2, 2013 *from 8:30 to 4:00 (Lunch Provided)*
&

Day 2 - February 9, 2013 *from 8:30 to 1:00*

The Woodstock Hospice Home, 527 W. South Street, Woodstock, IL 60098

This two day training teaches you what you need to know for providing companionship, emotional support, respite for caregivers, and above all, offering a presence, an ear to listen to stories and an understanding smile for hospice patients and their families.

*Become a Hospice
Volunteer Today!*

To RSVP for volunteer training call Jan at 224-770-2477
or e-mail: volunteer@hospiceanswers.org



HOSPICE & PALLIATIVE CARE
OF NORTHEASTERN ILLINOIS

Making Every
Moment
Count

For more hospice volunteer opportunities, visit www.hospiceanswers.org/ways-to-volunteer/