



CITY MANAGER'S NEWSLETTER



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HAPPY HOLIDAYS

In observance of the Christmas holiday, all non-emergency City offices will be closed on Tuesday, December 24th and Wednesday, December 25th.

Have a safe and happy holiday!



WASTEWATER TREATMENT EMPLOYEE RECEIVES CERTIFICATION

Adam Sheahan, Plant Operator II for the City's Wastewater Treatment Division, recently obtained his Certificate of Competency as a Class 4 Wastewater Treatment Works Operator from the Illinois Environmental Protection Agency (IEPA). This is the first level of wastewater operator certification offered through the IEPA. The IEPA requires that operators have a certain level of education and actual hands-on experience before they allow applicants to take this challenging exam.

Congratulations to Adam for this achievement and we thank him for all the hard work put forth to advance his professional status for the City.



NEXT PAYROLL DATE COMES A DAY EARLY

The next regular scheduled payroll date for City employees is Wednesday, January 1, 2014. Since this is both a Federal and City holiday, paychecks instead will be distributed on Tuesday, December 31, 2013. Direct deposit checks will also be deposited into employee's accounts on this date.

Should you have any questions, please contact the **Finance Department**.

WHAT'S HAPPENING IN WOODSTOCK...

Carriage Rides on the Square:
Friday & Saturday, December 20 & 21, 4 – 8PM
Santa is in his Hut in the Park in the Square:
Saturday, December 21, 2:00-5:00PM
Sunday, December 22, 2:00-5:00PM
Monday December 23, 5:00-7:30PM



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CRIME DOESN'T HIBERNATE

As winter winds begin to blow and temperatures drop, thoughts turn to cups of hot chocolate, warm crackling fireplaces, and home. It's at this time of year, as we head for the warmth of the indoors, we find it easy to let our guard down, and become a potential victim of crime.

Traditionally, the Police Department finds that the crime rates go down during the winter months, however, this does not mean that all crime rates goes into winter hibernation. In fact, during the holidays we typically see an increase in the incidence of theft. In an effort to help remind us of the things we can do to stay safe, the Police Department would like to offer the following to help you make it harder to be the next victim.

Remember not to leave your vehicle running while parked and unattended, despite the temptation to do so during frigid cold snaps. The consequences could result in the theft of your vehicle or even the issuance of a traffic citation, since it is unlawful to leave your vehicle parked and running while unattended.

Never leave valuables or holiday presents in clear view within your vehicle. Either remove them or lock them out of sight in the trunk.

Always remember to take your keys and lock your vehicle when it is unattended. This is smart practice whether you are parking while shopping, while at work, and even while parked in your own driveway and garage.

Keep your exterior doors and windows locked, especially when you are away from home, even if you are to be gone just for a few minutes. This includes your garage doors for both vehicle and pedestrian access.

If you are going to be out of town over the holidays, remember to get an automatic timer for your lights and radio. Ask a neighbor to watch over the house, to shovel snow, to pick up the mail, and to park in the driveway from time to time.

Don't display gifts where they can be readily seen from a window or doorway.

Be alert and aware. Be attentive to your surroundings at all times.

Do not carry more cash or valuables than is necessary. Be discreet so that you do not attract attention.

Keep your purse close to your body or in front of you where you can see it and carry it with the opening flap next to your body.

If you carry a wallet, keep it in your front pocket where it will be difficult for pickpockets to grab it.

Don't overburden yourself with packages that may make it difficult for you to keep track of your purse or wallet.

When using credit cards to make a purchase, keep the card in sight at all times and be aware of the people around you. Someone could be attempting to copy your card number and information.

Have a safe and happy holiday season!

SERVER REPLACEMENTS BEGIN

This week the City's **Information Technology staff** started the process of replacing aging servers throughout the City. The first server up for replacement was the **Recreation Department's** RecTrac server. RecTrac serves as the primary database for all member functions at the Recreation Center and **Woodstock Water Works**, including sales, pass management, and activity registrations both at the facility and online. With this replacement, the IT staff installed a new server and moved it to the City Hall data center, as well as upgraded the RecTrac software to the latest version. All of this was accomplished with limited interruption to the Recreation Department staff and residents.

Additional server upgrades will be occurring over the next several weeks for **Public Works** and the **Opera House**.

BABY NEWS

Adam Sheahan (and his wife Leanna) had a baby girl, **Adley Marie Sheahan** on Tuesday, December 17th at 10:17am. Adley weighed 7 pounds, 13 ounces and was 20 inches long and surprisingly has a head full of beautiful sandy blonde hair!

Adam is a **Wastewater Treatment Operator I** and has been with the City of Woodstock since August 16, 2006. **Tim DeWane**, Adley's proud grandfather, is currently a **Heavy Equipment Operator** in our **Sewer & Water Division** of **Public Works** and has been with the City since June 12, 1980.

RECRUITMENT NEWS

Interviews were held this week with eight candidates for **PT Library Desk Assistant**. An announcement of the interview results will be forthcoming soon.

Interviews with three candidates for **Telecommunicator** at the **Woodstock Police Department** were held this week. Candidates with required qualifications were chosen from previously-submitted applications for this role.

BENEFITS OPEN ENROLLMENT PERIOD NOW OFFICIALLY CLOSED

This past Monday, December 16, 2013 was the final day to submit Benefits Enrollments forms for the forthcoming year 2014.

Anyone who may have missed this deadline should see **Jill May** or **Deb Schober** in **HR** as soon as possible to determine their options for 2014 coverage.

MEETINGS NEXT WEEK...

No Meetings Scheduled for next week



CHRISTMAS TREE COLLECTION

The **Department of Public Works** will again offer free curbside collection of live Christmas trees for residents as a convenient and environmentally-friendly way to recycle your tree following the holidays. The collection of Christmas trees by Public Works staff will take place on the same day as your normal garbage collection. Discarded live Christmas trees should be placed in the parkway (that area between the street and the sidewalk) **by 7:00 AM on your regularly scheduled garbage day.**

The City's curbside Christmas tree collection will take place beginning January 2, 2014 and run through January 24, 2014. All live Christmas trees will be collected at the curb and processed through a brush chipper. Be sure that all ornaments, tinsel, lights, decorations, nails, buckets, bags, and stands are removed from the tree or it will not be picked up. Wreaths, roping, and other greens with wire cannot be picked up by the City, and they should be discarded with normal household waste for pickup by the refuse disposal company.

When placing your tree at the curb, please be sure that it is secure enough that it does not blow into the street creating a traffic hazard. No other trees or branches will be collected during this pickup program. City employees picking up the Christmas trees also participate in the snow and ice-control activities, and as a result, winter storm events may delay tree collection. Please contact the Department of Public Works at 815-338-6118 or pwdept@woodstockil.gov if you have any questions.



UMR/UHC HEALTH INSURANCE CARDS SENT TO HOMES THIS WEEK

ID cards for all employees participating in the new health insurance plan with UnitedHealthcare, administered by UMR, were forwarded to homes this week. Be sure to keep an eye out amidst all those Christmas cards and catalogs for this important letter-sized envelope from UMR.

Two cards were sent to each participant; once accounts are active as of 1/1/14, additional cards may be ordered directly from UMR by calling the customer service number on the card or logging onto the website at www.umar.com. All employees should have also received an “other coverage” survey form from UMR. Those receiving this survey form should complete it and convey the information directly to UMR via one of the response methods indicated. We are aware that some employees did not receive this survey form, thus we are inquiring with UMR to determine how this can be corrected. Any covered employee who has not received his or her cards by 1/1/14 should report this situation to UMR and the **HR Department** for follow-up.

All covered employees are reminded that they will need to present this new ID card to each physician’s office, dental provider and pharmacy they visit, in order for this new account information to be entered into their systems. Also, please note that those participating in the Flex Spending Account (FSA) pre-tax deduction program for medical or dependent care will receive a separate debit card to be used for those expenses, including office co-pays and prescription drug costs. The debit cards will be forwarded to homes in January, dependent upon when employees submitted the FSA request forms to HR.

BREAKFAST WITH SANTA



On Sunday, December 15, 103 participants attended the **Recreation Department’s Breakfast with Santa**. This year’s event was held at the Woodstock Moose Family Center. The children and their families were treated to a breakfast buffet and a visit from Santa. The event was held from 10:00AM – noon.

HEALTH & SAFETY MESSAGE: YOU'RE SWEET ENOUGH ALREADY!

There's nothing that says "Merry Christmas" like those piles of delicious cookies, candies and other tasty treats that magically appear this time of year. But if overeating and excess weight is a personal challenge for you, a new study says the real culprit in your diet is the sugar in these items, not the fat.

Researchers monitored the brain activity of more than 100 teens as they drank chocolate-flavored milkshakes that had the same number of calories but were either high in sugar and low in fat, or the other way around, *The New York Times* reported. Both types of shakes activated pleasure centers in the brain, but those that were high in sugar did so far more effectively and triggered a food reward network involved in compulsive eating, according to the study in *The American Journal of Clinical Nutrition*.

The findings add to a growing body of research that's improving understanding of what causes overeating. "We do a lot of work on the prevention of obesity, and what is really clear not only from this study but from the broader literature over all is that the more sugar you eat, the more you want to consume it," study lead author Eric Stice, a senior research scientist at the Oregon Research Institute, told *The Times*.

Sugar was found to be far more effective than fat in engaging brain reward regions and driving compulsive intake. **The moral here: reduce sugar intake and feel more in control of your food cravings...you'll definitely notice a positive difference!**

QUOTE



Christmas is not a time nor a season, but a state of mind. To cherish peace and goodwill, to be plenteous in mercy, is to have

the real spirit of Christmas.

[Calvin Coolidge](#)

Employee Questionnaire

Employer: City of Woodstock
Group Number: 76-411641

Welcome to UMR!

Your response is required. Failure to provide the information below may delay the processing of your medical claims. We are collecting the following information to verify if you or your dependents have any other medical health coverage. Please respond even if you have no other insurance.

Other Insurance

- 1) Do you or your family members have other medical insurance coverage with another company, or through Medicare?

No

Yes

If you answered 'yes' to the above question please continue with additional questions. If you answered 'no' you may skip questions two and three.

- 2) If you and/or your covered dependent(s) have medical insurance coverage with another company, or through Medicare, please complete the following information.

Name(s) of member with other insurance coverage: _____

Planholder/Insurance Company Name: _____

Medical Plan Number: _____ Coverage Type: Family Single

Medicare HIC Number: _____

- 3) If any of your dependents have court ordered medical coverage please return this form with the medical coverage section of your Court Decree.

Please update the other insurance information by doing one of the following:

- Call the number on your ID card to speak with a representative
- Visit umr.com
- Complete this form and mail to UMR, PO Box 30541, Salt Lake City, UT 84130-0541
- Fax the completed form to (877) 293-4926

**Failure to complete and return this form may delay payment of your claims.
I hereby certify all information given by me is accurate and true.**

Print Employee Name

Employee Signature

Date

Member ID #



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