

PUBLIC SERVICES COMMITTEE
MINUTES OF JUNE 28, 2011

#1 CALL TO ORDER

Chairman Nichols called the Public Services Committee meeting to order at 6:04 p.m.

Roll Call was answered by Chairman Steve Nichols, Aldermen Lois Cooper, Kevin Davis, April Gilbert, Sharon McMahon, and Tom Stone. Absent was Vice Chairman Steve Foster. A quorum was present.

Others Present were Mayor Scott Eisenhauer, Aldermen Bill Black and Mike O'Kane, City Clerk Janet Myers, City Comptroller Gayle Lewis, Corporation Counsel David Wesner, Human Resources Administrator Bill Westphal, Humane Society Director JoAnn Adams, Information Technology Administrator Teresa Winn, Neighborhood Development Manager John Dreher, Public Development Director John Heckler, Public Safety Director Larry Thomason, Rehab Specialist Angie Jestis, Risk Manager Kathy Courson, 8 audience members and 3 news media.

#2 APPROVAL OF MINUTES

Chairman Nichols presented the Minutes of the regular meeting held May 24, 2011. Alderman McMahon moved to dispense with the reading and asked for approval as presented, seconded by Alderman L.Cooper. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA

Chairman Nichols presented the agenda. There being no changes, Alderman L.Cooper moved for approval as presented, seconded by Alderman Davis. On the voice vote, all ayes, no nays; the motion so ordered.

#4-A PUBLIC HEARING

Chairman Nichols opened the Public Hearing for the proposed Amendments to the 2009, 2010, and 2011 Annual Action Plans. Manager John Dreher explained the purposes of the amendments is to provide funding for economic development for the North Vermilion Street Redevelopment Project that will include construction of Kohl's and due to a reduction in allocation for CDBG (Community Development Block Grant) for 2011 in the amount of \$133,816.00. Due to the reduction, Flood Mitigation, E. Voorhees Street and Koehn Creek Project was reduced from \$150,000.00 to \$16,184.00. Since the project is in the design phase, funding will be moved into the 2012 program. To provide an additional \$276,500.00 in funding for the economic development project, the following action is needed: reduce 2009 Plan Year "Purchase, Rehab, and Resale" by \$40,000.00; eliminate 2010 Plan Year "Purchase, Rehab, and Resale" in the amount of \$80,000.00; eliminate 2011 Plan Year "Flood Mitigation, E. Voorhees & Koehn Creek" in the amount of \$16,184.00 and reallocate for 2012; eliminate 2011 Plan Year "Building Rehab Assistance to YFRC & Rescue Mission" in the amount of \$50,000.00 and reallocate for 2012; and reduce "Owner-occupied Housing Rehabilitation-Holiday Hills" by \$90,316.00. It was stated that the Public Development Department will be taking comments and suggestions for the next 30 days. Chairman Nichols opened the floor to questions by Aldermen. Alderman Black questioned if the amendments were within the scope of the federal guidelines and Manager John Dreher stated it was. He also stated that no prior approval from HUD is needed to go from residential to commercial development since the 5-year Consolidated Plan and each of the Annual Action Plans have identified the high priority for economic development and job creation projects. To address Alderman Black's and O'Kane's concern for the impact of reducing funding for owner-occupied housing rehabs, Manager Dreher stated applications are not accepted until funding is available. He also reported that additional home rehab dollars were received through the Federal Home Loan bank participation through Old National Bank currently being used on 13 homes. Additionally, two local banks will assist this year with funding through the Neighborhood Impact Program. To address Alderman McMahon's question, a total of \$600,000.00 in CDBG funding is being allocated and can be used for a variety of items that have not yet taken place, including any further land acquisition, clearance, construction, equipment, tools, etc. Chairman Nichols voiced concern with reduction in any housing rehab funding while supporting the need for economic development to increase

tax base and for creation of jobs for the community. Chairman Nichols asked for audience comments, there being none, the Hearing was closed.

#4 AUDIENCE COMMENTS

Reggie Romine voiced objection to the City closing the WITS recycling center and asked that everything be done to assist the business so that they can reopen and serve the resident's desire to continue recycling. He questioned giving thousands of dollars to a developer, while closing down a current business without sufficient reason. To address the issue of the closure of WITS, Mayor Eisenhower stated there were reports of life, health, and safety code violations, which were found to be true and now must be resolved before allowing WITS employees or the public in or around the building and reported staff is working with the company to resolve the issues.

#5 CHAIRMAN'S COMMENTS – None

#6 HUMANE SOCIETY – JoAnn Adams, Director

- The Court Report for period January 1, 2011, through June 23, 2011, was presented stating 160 cases handled to date, \$13,650.00 in Fines and \$8,580.00 in Court Costs levied, with \$22,230.00 being collected.
- Director Adams announced her retirement on Tuesday, June 29, 2011, and Shawn Miller will take over as Director on Wednesday, June 30, 2011. Alderman L. Cooper thanked Director Adams for continuing to present the Monthly Reports to the Committee. Mayor Eisenhower voiced appreciation for the extreme dedication of Director Adams and stated it was a pleasure working with her over the years. He then asked her to attend the July Committee meeting for a presentation. Chairman Nichols thanked Director Adams for her attendance at the monthly Committee meetings.

#7 CITY CLERK– Janet Myers, City Clerk

- Council Orientation will be Thursday, June 30, 2011, from 6:00 p.m. to 9:30 p.m. at DACC Bremer Center. Food will be provided at 5:30 p.m., compliments of Steve Diveley/Lee's Famous Chicken, Dana Wheeler/Danville Boat Club, and Comptroller Gayle Lewis.
- Liquor License renewals for June 30, 2011, expiration are winding down. Of 62 licensees, three have not yet renewed, one will close on June 30, and one will not renew the license.
- The office is busy with miscellaneous permits for events and activities that happen during the summer months, such as outdoor events, fund solicitation, book and magazine sales, transient vendor sales, distribution of advertising material, as well as temporary liquor licenses and raffle licenses.
- The ordinance establishing prevailing wage, which must be done annually, was handed out for review. The item will need to be approved during Council on Tuesday, July 5, 2011.
- The 98th Annual IML (Illinois Municipal League) Conference will be September 15-17, 2011, in Chicago, and any Alderman wishing to attend should contact Mayor's Office.
- FOIA (Freedom of Information Act) requests are averaging about 10-12 each month.

#8 FINANCE – Gayle Lewis, City Comptroller

Chairman Nichols presented Items A & B for a single vote. There being no objections, Alderman Davis moved to dispense with the readings and asked for approval of both, seconded by Alderman McMahon. Those items being:

- A) Payroll for June 24, 2011, of \$69,450.28; and
- B) Schedule of Vouchers Payable, having been published, posted, and distributed, for June 28, 2011, of \$294,725.15 and a Special Run for June 28, 2011, of \$198,783.82;

During questions, it was explained that payment to Vermilion Hillcrest was for K-9 dogs, Milo and Brett, and payment to Teledyne Isco, Inc. was for an upgrade to the City's software for the flow monitors, which are borrowed from the Sanitary District, in order to collect data specific to the City's GIS system.

Alderman Stone explained that this equipment is critical to monitor flow within the sewers. Comptroller Lewis will report back on the purpose for payment to Bentley Systems, Inc. from page 19. There being no further questions or discussion, the roll call vote being:



Ayes: Aldermen Davis, A.Gilbert, McMahon, Stone, L.Cooper, Nichols

Nays: None

Absent: Alderman Foster

Motion carried 6 to 0 with 1 absent.

C) Items of Information

- Maria Bratton was recently hired as the Finance Office Manager. She just completed training on Payroll and will begin catching up on various reports, some of which will be presented during the Orientation Session on Thursday.
- All were asked to bring Budgets on Thursday as part of the Finance Office presentation.

#9 FIRE – Larry Thomason, Public Safety Director

- The Monthly Incident Report for May 19, 2011, through June 22, 2011, was presented stating 333 incidents for a total estimated loss in property of \$49,122.00, with Emergency Service Calls the highest category at a little over 65%.
- Firefighters and Police Officers are assisting with Breakfast in the Park, sponsored by Quaker Oats, with various educational presentations.

#10 HUMAN RELATIONS – Sandra Houston, Administrator

In the absence of Administrator Houston, Mayor Eisenhauer reported on her behalf.

- The Status Report of Complaints was presented for period May 17, 2011, through June 20, 2011, stating 7 new complaints and the status of 54 previously filed complaints, for a total of 38 Police, 15 Employment, 2 against City Employees, 3 Housing, 1 Public Accommodations, and 2 Employment Case Findings.
- Contract Compliance is a major part of the job in order to make sure the City's EEOC Policy is being met by contractors and businesses.
- Being part of the Vermilion Area Partnership for Unmet Needs Committee is critical in order for various agencies to look at issues of low to moderate income individuals within the City and to coordinate and share resources to meet those needs.
- Community Day will be Sunday, July 10, 2011, from 2:30 p.m. to 5:00 p.m. at Lincoln Park. Volunteers are needed and are asked to be there at 2:00 p.m.

#11 HUMAN RESOURCES – Bill Westphal, Administrator

- The Personnel Report was presented as of June 28, 2011, stating 253 fulltime and 58 part-time employees, with one new hire, one retirement, and one employee on Leave of Absence.
- The process for the next Firefighter and Police Officer Probationary lists is underway. Application deadline is July 1, 2011, with physical and agility testing in July, written testing in September, and oral interviews in November so that the new list will be posted by December 2011. Alderman Davis questioned recruitment of minorities and Administrator Westphal stated information was sent to 60 minority organizations over the past few months and advertisements have been placed on Radio Station 105.7.

#12 INFORMATION TECHNOLOGY – Teresa Winn, Administrator

- A presentation was made to highlight the various duties of the IT Division, which include maintenance and support of all servers used by all offices in City Hall, Public Works, Police, Fire, and Mass Transit, which includes over 200 personal computers and all cell and landline phones 24 hours a day, 7 days a week, as well as being responsible for ordering all equipment. Police Network Administrator Scott Talbot assists at the Police Division and while there used to be personnel who assisted at both Public Works and Fire Division, those positions are currently vacant. A PowerPoint presentation was made to show how to access the City's webmail system, which should be used to retrieve and respond to emails sent to Aldermen by staff and constituents.



- The City's website is under construction again with the assistance of a local company, so all were asked to be patient during the process. Anyone with suggestions as to what should or shouldn't be included is welcome to contact Mayor Eisenhower or Administrator Winn.
- The Barracuda spam filter is doing a good job in filtering out spam. All were asked to contact Administrator Winn if they know of emails from trusted people that are not coming through and she will go into the system and accept those specific email addresses. It was also reported that "gmail" accounts should now be coming through okay.
- Alderman Black suggested utilizing calendars of Danville Area Convention and Visitors Bureau and the Chamber of Commerce when organizing various events and activities for better coordination. It was stated that links are made available to many organizations on the City's website for easy access.
- Alderman Black questioned use of City computers for personal use and it was stated that various sites are blocked from coming in and going out and activity of each computer is monitored, with discipline issued to anyone found to be in violation.
- Mayor Eisenhower advised that the Council should refrain from communicating with a majority of members through "reply all" on emails, or any other form of contemporaneous communication, since it would be a violation of the Open Meetings Act.

#13 POLICE – Larry Thomason, Public Safety Director

- The Monthly Report for May 24, 2011, through June 27, 2011, was presented stating 4,170 Calls for Service, with arrests of 383 adults and 39 juveniles, and a total of 312 Traffic Citations issued. Of the calls received, 109 were for theft under \$500.00. There was a special enforcement detail paid for through a grant program that resulted in 84 arrests.
- With the July 4th celebrations coming up, all were advised that several organizations have been approved for fireworks displays for public viewing. Officers have been ordered to be on the lookout for all others that are not been approved and to issue citations and confiscate remaining product. All were wished a safe holiday.
- Alderman Black thanked the Police Division for the work they do and for their hard work on solving many difficult cases.
- In response to Alderman A.Gilbert's request, Director Thomason will work with staff to create a larger, more easily read map of the Patrol Area Grids for use with the Monthly Report.

#14 PUBLIC DEVELOPMENT – John Heckler, Director

A) Presentation of the CAPER for Program Year 2010

Neighborhood Development Manager Dreher explained that this report highlights the various programs that were accomplished during the year as part of the CDBG (Community Development Block Grant) Annual Action Plan. Pages 3-6 includes a Summary, with pages 7-31 having expanded information and dialogue that explains how the City tracks performance measurements and justification for actions taken. Once the City accepts the report, it will be submitted to H.U.D. (U.S. Department of Housing and Urban Development). Alderman Davis questioned the impact on programs with the reduction of funding for this year. Manager Dreher stated two local banks that are members of the Federal Home Loan Bank have expressed a desire to partner with the City for additional funding for the Neighborhood Impact Program, which will help fill the gap, and that the City has dedicated \$30,000.00 for leverage dollars.

B) Chairman Nichols presented a resolution approving the CAPER (Consolidated Annual Performance and Evaluation Report) for Program Year 2010 and authorizing the submission of the report to H.U.D. Alderman L.Cooper moved for approval, seconded by Alderman Davis. There being no questions or discussion, the roll call vote being:

Ayes: Aldermen A.Gilbert, McMahan, Stone, L.Cooper, Davis, Nichols

Nays: None

Absent: Alderman Foster

Motion carried 6 to 0 with 1 absent.

C) Items of Information

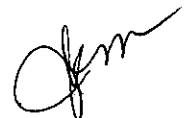
- Director Heckler explained the closure of the WITS facility on Bowman Avenue by the Inspections Division and Fire Division was due to health and safety issues, including inoperable sprinkler system and insufficient number of exit lights and fire extinguishers. He clarified that the absence of hot water and the fact that the facility is not zoned properly were not factors in the closure. Staff is working with the business on alternate plans. It was stated that Bryant's and Advantage Recycling are available to the public but that neither accept glass or TVs.
- Chairman Nichols thanked the Department for the Open House held recently at the Days Inn Hotel regarding the West Downtown Plan. Director Heckler stated that 40-45 people attended the Open House and staff members Christopher Milliken and Angie Stenson were thanked for their work. It was clarified that the Plan was created by the West Downtown residents. Chairman Nichols voiced support for the prior Renaissance Program and is delighted to see another program take over to assist with this vital area of the City.

#15 RISK MANAGEMENT - Kathy Courson, Risk Manager

May 2011 Statistics were presented stating Personal Care Health Insurance costs for carry over from 2010 claims totaled \$10,678.33 for the month and \$416,437.42 for the year; Worker's Compensation Injury Claims totaled 8 for the month and 42 for the year; and Liability Claims totaled 11 for the month and 49 for the year. It was stated that June will be the last month that the City will be working with Personal Care.

#16 LEGAL – Dave Wesner, Corporation Counsel

- A proposal was presented to amend Chapter 33.27 through 33.34 to allow for Lateral Transfer Eligibility List for both Police and Fire Probationary Officers for discussion and possible action during Council on July 5, 2011. The Board of Fire & Police Commissioners has discussed the issue at length and is recommending the change to the Council. It was explained that current Firefighters and Police Officers of another municipality desiring to locate to Danville and who meet the State certification requirements would be exempt from taking the written examination. However, these applicants would still have to go through the remaining steps, including physical agility, psychological, and oral interviews, in order to be placed on the new list. Director Thomason stated the normal probationary process from start to actual active duty can take up to a year and this proposal could speed the process when it is known that a large number of Officers will retire and immediate hires with experience are desired. Mayor Eisenhower clarified that the Probationary List will remain but that in cases of emergency or when a specific need arises, such as diversity, the new list would be an option for the Board to consider. To address Chairman Nichols question on seniority, Director Thomason stated that the Officer would come in on entry level at the same rate of pay as all other Probationary Officers. Alderman McMahon questioned the effective date and it was stated immediately upon passage by the Council. Alderman Black voiced support of the new list but voiced concern with taking experienced Police Officers off regular patrol and placing into the schools when the City needs to maintain its current level and with the amount School District #118 was willing to pay. It was clarified that negotiations were still ongoing regarding the cost to the District and which specific Police Officers would be assigned. To address questions by Chairman Nichols on the process of compiling the list, Corporation Counsel Wesner stated that once the ordinance is approved, advertisements would be placed to solicit interest and the Board will decide if eligible and place on the list, which will have no expiration date. However, applicants will be removed if out of profession for more than one year or on their 41st birthday. Alderman Davis questioned the economic benefit to choosing from this list and Mayor Eisenhower stated savings would include reduced costs of training, food, and mileage while attending certified training sessions. There being no further discussion, it was announced that a Special Public Services Committee meeting will be held to discuss this issue further on Tuesday, July 5, 2011, prior to Council meeting.
- Corporation Counsel Wesner asked for guidance as to how often the Committee desires to review the report of cases generated from the Municipal Court database, which currently is only periodically and at the end of the fiscal year. Suggestions are welcomed.



#17 CLOSED SESSION was not needed. Chairman Nichols announced it was time for Semi-Annual Review of Closed Session Minutes; however, there are none to review.

#18 COMMITTEE MEMBERS' COMMENTS

Alderman Davis suggested the City look at options for providing recycling services to residents. Mayor Eisenhower stated that options were investigated and proposals were suggested to the Council in the past, but due to cost, they were not accepted. Documentation regarding those options will be forwarded to new Aldermen for information.

#19 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 8:05 p.m. following a motion by Alderman A. Gilbert and a second by Alderman Davis.

Approved: 07/27/11
Posted Publicly: 07/28/11


City Clerk