

PUBLIC SERVICES COMMITTEE
MINUTES OF JANUARY 26, 2016

#1 CALL TO ORDER

Chairman Nichols called the Public Services Committee meeting to order at 6:03 p.m.

Roll Call was answered by Chairman Steve Nichols, Vice Chairman Steve Foster, Aldermen Brenda Brown, R.J. Davis, Frank Hoskins, Sharon McMahon, and Tom Stone. A quorum was present.

Others Present were Mayor Scott Eisenhauer, Alderman Sherry Pickering, City Clerk Lisa Monson, City Comptroller Gayle Lewis, Corporation Counsel David Wesner, Director of Engineering & Urban Services David Schnelle, Human Relations Administrator Sandra Finch, Human Resources Administrator Bill Westphal, Planning & Urban Services Manager Christopher Milliken, Public Safety Director Larry Thomason, Risk Manager Kathy Courson, 2 audience members and 2 news media.

#2 APPROVAL OF MINUTES

Chairman Nichols presented the Minutes of the regular meeting of November 24, 2015. Alderman Brown moved to dispense with the reading and asked for approval as presented, seconded by Alderman Hoskins. 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 Stone moved for approval as presented, seconded by Alderman Brown. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS - None

#5 CHAIRMAN'S COMMENTS - None

#6 APPROVAL OF PAYROLLS

Chairman Nichols presented Payrolls for January 22, 2016 of \$595,194.01. Alderman Hoskins moved to dispense with the readings and asked for approval, seconded by Alderman Stone. There being no questions, the roll call vote being:

Ayes: Aldermen McMahon, Stone, Foster, Brown, Hoskins, Davis, Nichols

Nays: None

Motion carried 7 to 0.

#7 APPROVAL OF VOUCHERS PAYABLE

Chairman Nichols presented Schedule of Vouchers Payable for regular run for January 26, 2016 of \$123,075.98. Alderman Brown moved to dispense with the readings and asked for approval, seconded by Alderman Stone. Staff addressed questions of various vouchers, as follows:

There being no further questions, the roll call vote being:

Ayes: Aldermen Stone, Foster, Brown, Hoskins, Davis, McMahon, Nichols

Nays: None

Motion carried 7 to 0.

#8 CITY CLERK'S REPORT – Lisa Monson, City Clerk

- In the process of gathering Statement of Economic Interest information to submit to the Vermillion County Clerk.
- Several of the applications used in the Clerk's office for various licenses and permits are now on the City's website in a fillable format.
- The FOIA request form is also available on the City's website as well.

#9 FINANCE– Gayle Lewis, Comptroller

#9-A-1) Human Resources Monthly Report – Bill Westphal, Human Resources Administrator

The Personnel Report was presented as of January 26, 2016, stating 242 fulltime and 13 part-time/seasonal employees, with 2 new hires and 3 separations. Applications are being accepted for Engineer, Electrical & Zoning Inspector, Code Enforcement Inspector, and Extra Board Bus Drivers are on-going. Administrator Westphal reported Fire promotion is currently in the testing process which takes around six months and should be finished in June. As we establish the eligibility list for Probationary Fire & Police, the same is done for Assistant Chiefs, Captains and Lieutenants in the Fire Department. Study guides and written exam have been prepared and next week a meeting will take place with the organization to discuss oral interview questions.

#9-A-2) Risk Management Monthly Report – Kathy Courson, Risk Manager

December 2015 Statistics were presented stating Health Alliance Insurance Premiums for employees totaled \$333,997.00, for retirees \$41,850.60, and for Library employees \$11,359.00; December claims for Worker's Compensation totaled four, and there were three Liability claims submitted. Manager Courson reported that open enrollment took up most of her time in December and January because 48 people who qualified signed up their spouse/dependent for the benefits incentive program. Manager Courson reported that we paid out \$101,000.00 for the incentive to employees, but we would be saving \$392,416.00 in premiums. There were 10 enrollment changes to life insurance benefits, 33 enrollments or changes to the dental benefits, now totaling 190 employees and retirees on the City dental insurance plan. There were 37 enrollment or changes to vision benefits, with a current count of 220 enrolled in vision out of 352 City employees, library employees & retirees that are eligible for vision benefits. Manager Courson reported that there have been some bumps in the road regarding the transition to Blue Cross Blue Shield Insurance, right now it is getting people used to the new plan, and reminding the participants that some of the approvals they had previously with Health Alliance have to be started new again with Blue Cross Blue Shield. Manager Courson is working on educating everyone and getting them up to speed with the new insurance. Alderman McMahon asked if anyone will have trouble with pre-existing conditions switching over to Blue Cross Blue Shield and Manager Courson explained that they would not because with the Affordable Care Act, insurance companies can no longer hold existing conditions against anyone. Manager Courson also stated the City has never had that clause; therefore, it never has been an issue.

#9-A-3) Additional Items of Information

Gayle Lewis, City Comptroller reported staff has started working on the ERP (Enterprise Resource Planning) new financial system. Training has begun and staff is working through the conversion process. She hopes to have the budget and cash flow reports available for everyone next Tuesday. Comptroller Lewis reported she is working on budget amendments and plans to have those done by the end of March. She also reported interviews for the CPA & Auditor position have taken place with more information forthcoming next Tuesday.

#10 FIRE- Larry Thomason, Public Safety Director

#10-A) Monthly Incident Report for January 1, 2016, through January 22, 2016, was presented, stating 139 total incidents recorded and total estimated loss in fires was \$62,752.00. There were 12 fire incidents, of those, 6 were structure fires. 78 were rescue or EMS incidents which accounted for 56% of the service. Breaking that down, 33 were EMS calls and 40 medical assists. Director Thomason reported a team has been sent to Louisiana to visit the production site of the new engine and have made final plans with that and it is progressing.

#11 HUMAN RELATIONS – Sandra Finch, Administrator

- Administrator Finch reported that for the period of December 22, 2015 through January 19, 2016 the office handled 32 complaints, which consisted of 13 police complaints, 16 employment complaints and 3 housing complaints.
- Administrator Finch thanked everyone for their support of the MLK celebration and it was a success. The scholarship recipient is Damon Burnett and he will present his essay at a February City Council meeting.

#12 INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

Mayor Eisenhauer is filling in for Administrator DSilva because he has been extremely busy working on the ERP project as well as working at the Police Division due to the retirement of Officer Scott Talbott who was the Information Technology person within the Public Safety Building. Administrator DSilva has been picking up

those duties as well as his own. Mayor Eisenhower stated meetings and discussions have taken place on what options are available in filling those responsibilities and tasks; however, as of right now Mr. DSilva is handling those.

#13 LEGAL – Dave Wesner, Corporation Counsel

#13-A) Corporation Counsel Dave Wesner reported that periodically he they will bring a report out of the system geared toward the fiscal year and he has not had time to do that yet, but he is going to process the report and put a copy in the Committee member's mailboxes prior to the City Council meeting next week.

- Corporation Counsel Wesner wanted to address the recent media attention to the FOIA (Freedom of Information Act) issue the City is acting on with an individual in town who has made a request. He did not get the chance to see the Channel 3 television interview and see how much of his comments were put out there during the television segment on this FOIA request. Mr. Wesner stated this individual feels that the City is hiding something from him within the documents, which is not the case. Counsel Wesner explained that what ended up occurring was, the Attorney General's office issued a binding opinion, which is a little more than an advisory opinion, and it's what the Attorney General believes to be the law, which is not what Mr. Wesner believes it to be. Because of the way they worded their opinion, I felt they made it a bigger issue than we felt it needed to be. Because of that, we felt it would be appropriate to appeal that opinion in the Circuit Court of Sangamon County. We feel that if we did not challenge the opinion, that it could potentially broaden the scope of what FOIA was really intended for. The concern would be how that would impact other things that the City may have going on or what City employees on their own may get involved in. Mr. Wesner stated that if anyone had questions or if anyone wanted him to submit anything in writing, he could do that.
- Mayor Eisenhower added that the opinion of the Attorney General is almost contradictory to what we believe the Freedom of Information Act and The Open Meetings Act have been designed to accomplish and that is, transparency and public involvement. What this case basically centers around is whether or not staff has the ability to meet with individuals in the community and gain research on an item or issue prior to bringing that to me, and then me subsequently bringing that to you. If there is an issue that the City is working on that involves different elements in the community, we bring in people with affiliation to the issue and let them weigh in on the changes that we are considering making. We have always done that and continue to do that as well as asking staff to involve community members in research. Those staff members do not have final say on particular issues. Mayor Eisenhower cleared up that it was not a lawsuit as referenced in the WCIA interview. It was merely an appeal to the City's denial. The City is going to court in hopes of having the Attorney General's opinion overturned. The City is objecting to the Attorney General's broad overreaching interpretation of the definition of the public body. Mayor Eisenhower also stated that the individual who made the request already has the document that he requested as it is a public document and has been available to the public as a whole for two months. Mayor Eisenhower praised Mr. Wesner on his outstanding job and mentioned that they would both be more than happy to answer any questions.
- Alderman Davis stated there is a pattern going down in our country with so many individuals committing crimes just getting a slap on the hands and the investigators hands are tied.
- Alderman Hoskins stated he was at a public meeting where the document was made available and the individual who requested the FOIA was not present at that meeting.
- Vice Chairman Foster agreed that the City should pursue the appealing on behalf of everyone.

#14 POLICE - Larry Thomason, Public Safety Director

#14-A) Director Thomason presented the Danville Police Division Monthly Report from January 1, 2016 to January 24, 2016. There were 2,143 calls for service by grid. Among those grids, the actual calls of service that could be classified as an offense were 2,107. There were 131 adults arrested and 23 juveniles detained and/or arrested. There were 45 traffic citations issued and 535 actual recorded offenses that were taken through the system. Director Thomason stated that, as noted by Mayor Eisenhower, Officer Scott Talbott retired after 26 years of service, and the Police Division has taken on two new candidates who are currently in PTI (Police Training Institute) for the third week and are doing okay.

#15 URBAN SERVICES – David Schnelle, Director

#15-A) Chairman Nichols presented an ordinance amending Chapter 151 Pertaining to Building Permits and Fees to effectively incorporate the permit fee schedule into the new permitting and code enforcement software and simplify the fee schedule. Alderman Hoskins moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. Planning and Urban Services Manager Chris Milliken referenced that this ordinance was last amended two years ago. Over the last year we've looked at the code, some new inspectors have joined us and we've been looking at what we require permits for and how it pertains to the code. In doing so, we came across some items that we didn't see the justification for continuing to require permits for, examples being; exterior siding, drywall installation, and finishing, other finishing work within an interior of a home, replacing carpeting, and tiling. One aspect of this ordinance would be the removal of these items, the other aspect that ties into the new permitting is the Code Enforcement software that simplifies the fee schedule. The abilities will be there for customers and citizens to view the issued permits over the internet. The fee schedule today is very cumbersome and complicated especially as it relates to the mechanical fees. A hundred or so of the permits that were issued last year, would not be issued this year which would increase revenue a little but we are still low compared to neighboring permit fees in comparable communities. The effective date, if approved, would be March 1, 2016 which is also the same date the new software will be activated. Vice Chairman Foster asked if records were kept of interactions between Inspectors and home owners and Manager Milliken responded yes, any documenting interactions are documented and that the new system will allow for even better documentation. After all questions were addressed, the roll call vote being:

Ayes: Aldermen Foster, Brown, Hoskins, Davis, McMahon, Stone, Nichols

Nays: None

Motion carried 7 to 0.

#15-B) Items of Information

- Manager Milliken presented the 2015 Permit Activity Report and stated the permit numbers are the highest they have been in the past as far as the number of permits issued. The report includes number of permits, number of inspections, and revenue generated by permit type. The City is making sure the right people are getting permits and doing the work correctly.
- The Revolving Loan Fund was originally seed money from HUD through the State that established our revolving loan program several decades ago. There is not a lot of funding left so we are looking at making some revisions to program policies with suggestions made from a State representative affiliated with the program.
- CDBG (Community Development Block Grant) Annual Action Plan is being worked on and the Public Hearing will be held at the February Public Services Committee meeting. A lot of good feedback has been received and it will be brought to the Committee next month for consideration.
- Urban Services is working on a Neighborhood Wellness Effort which involves tackling the City's problems neighborhood by neighborhood. There are problems in each individual neighborhood that require certain focus and attention so staff broke the City into 41 planning neighborhoods for this effort. There is a lot of different data being collected on each neighborhood; foreclosures, crime, property values, housing conditions, vacancies, and age of housing stock. This will help create a level neighborhood analysis and rating for them.
- Manager Milliken handed out results of a Housing Conditions Survey from 2014-2015 performed by the inspectors which included the condition of the structures exterior, roof, foundation, accessory structure, landscaping, and driveway. A map was also handed out showing the housing structure conditions average rating by neighborhood.

Chairman Nichols feels the reports submitted contain good data and voiced his appreciation to the Urban Services Division for their focus on economic development. Alderman Davis asked when the structure next to Mt. Olive Baptist Church at Washington and Cherry Streets will be demolished and Mayor Eisenhower responded some CDBG funds have been used for demolitions, but those are in specifically targeted areas that fit within other CDBG programs. The Administration will be talking to the Council about finding a dedicated revenue source to put towards community wide demolitions.

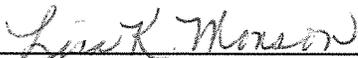
#16 CLOSED SESSION was not needed.

#17 COMMITTEE MEMBERS' COMMENTS

Mayor Eisenhower announced a new hot air balloon event called Balloons Over Vermilion County will be held at the Vermilion County Regional Airport on July 15th and 16th. There will be bands and a children's activity area throughout the event. Mayor Eisenhower thanked Pat O'Shaughnessy and Jim Anderson who are co-chairs of the event as well as the large volunteer staff, many of which are City employees and stated he is very proud of the volunteers for stepping up and taking a leadership role in the event. The Julius W. Hegeler II Foundation is the title sponsor of the event which has committed \$10,000.00 a year for the next five years to help offset costs. Vice Chairman Foster stated there will be a Splash and Dash event over Lake Vermilion sponsored by the Danville Boat Club on July 14.

#18 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 7:10 p.m. following a motion by Alderman Hoskins and a second by Alderman Brown.



Lisa K. Monson, City Clerk

Approved: 03/22/16
Posted Publicly: 03/23/16