

PUBLIC SERVICES COMMITTEE
MINUTES OF MARCH 22, 2016

#1 CALL TO ORDER

Vice Chairman Foster called the Public Services Committee meeting to order at 6:02 p.m. in the absence of Chairman Nichols at the Robert E. Jones Municipal Building, 17 W. Main St., Danville, Illinois.

Roll Call was answered by Vice Chairman Steve Foster, Aldermen Brenda Brown, R.J. Davis, Sharon McMahon, and Tom Stone with a Vacancy in Ward 2. Absent was Chairman Steve Nichols. A quorum was present.

Others Present were Mayor Scott Eisenhauer, Aldermen Mike O'Kane and Sherry Pickering, Assistant Corporation Counsel Bethany Nystrom, City Clerk Lisa Monson, City Comptroller Gayle Lewis, Corporation Counsel David Wesner, Human Relations Administrator Sandra Finch, Human Resources Administrator Bill Westphal, Information Technology Administrator Agnel DSilva, Neighborhood Services Secretary Samantha McCoy, Planning & Urban Services Manager Christopher Milliken, Public Safety Director Larry Thomason, Public Transportation Director Lisa Beith, Risk Manager Kathy Courson, 5 audience members and 2 news media.

#2 APPROVAL OF MINUTES

Vice Chairman Foster presented the Minutes of the regular meetings of January 26, 2016 and February 23, 2016. Alderman McMahon moved to dispense with the readings and asked for approval as presented, seconded by Alderman Stone. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA

Vice Chairman Foster presented the agenda. There being no changes, Alderman Brown moved for approval as presented, seconded by Alderman Stone. 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

Vice Chairman Foster presented Payrolls for March 18, 2016 of \$504,824.82. Alderman Stone moved to dispense with the readings and asked for approval, seconded by Alderman McMahon. There being no questions, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

#7 APPROVAL OF VOUCHERS PAYABLE

Vice Chairman Foster presented Schedule of Vouchers Payable for regular run for March 22, 2016 of \$135,631.96. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Brown. There being no questions, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

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

- Business License Renewal Notices have been mailed.
- Statement of Economic Interest forms have been distributed and will be due May 1.

#9 FINANCE– Gayle Lewis, Comptroller

#9-A) Vice Chairman Foster presented a resolution authorizing Auditing Services with CliftonLarsonAllen LLP, for an amount not to exceed \$52,500.00 for the City's Audit, which includes Data Compliance Form SF-SAC and creating the single audits for up to three major programs for GASB A-133 compliance; \$5,000.00 for the Danville Public Library, for the year ended April 30, 2016; and \$9,000.00 for the Danville Mass Transit, for the year ended June 30, 2016. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. After discussion and questions, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

#9-B) Vice Chairman Foster presented a resolution awarding Purchase of Optional Equipment for Four Super Medium-Duty Buses in the amount of \$30,696.00, with funds for the purchase to come from Danville Mass Transit-Other Capital Equipment in the amount of \$30,000.00 and \$696.00 to come from Danville Mass Transit-Material to Maintain Vehicles. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Brown. Director Beith informed the Committee four buses were given to DMT by the State and optional equipment is needed for the bus. The cost is around \$7,600.00 per bus from federal funding. After discussion and questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

#9-C) Vice Chairman Foster presented a resolution authorizing a Budget Amendment in the Streets Division (031) budget to increase Expenditures-Maintenance of Storm Sewers by \$185,000.00 and Materials to Maintain Storm Sewers by \$110,000.00, to come from the General Fund Reserve. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Brown. After discussion and questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

#9-D) Vice Chairman Foster presented a resolution authorizing Budget Amendment in Parking & Central Services Division (053) budget to increase Revenue-Sponsorships/Donations by \$10,000.00 and Increase Expenditures-Horticultural Supplies by \$10,000.00, to come from the Keep America Beautiful Grant and Lowes Grant. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Brown. After discussion and questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

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

The Personnel Report was presented as of March 22, 2016, stating 242 fulltime and 18 part-time/seasonal employees, with no new hires and one separation. Applications are being accepted for Accountant/Auditor, Engineer, Electrical & Zoning Inspector, Code Enforcement Inspector, and Extra Board Bus Drivers are ongoing. Administrator Westphal reported Fire promotion is currently in the testing process with oral interviews scheduled to take place May 3 and May 4 and the written exam to take place May 17. Four Probationary Police Officers will be sworn in on Monday, March 28, 2016 at 9:00 a.m.

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

January 2016 Statistics were presented stating Blue Cross/Blue Shield and Health Alliance Insurance Premiums for employees totaled \$317,540.00, for retirees \$43,193.00, and for Library employees \$13,512.00;

January claims for Worker's Compensation totaled three, and there was one Liability claim submitted. February 2016 Statistics were presented stating Blue Cross/Blue Shield and Health Alliance Insurance Premiums for employees totaled \$321,624.00, for retirees \$42,636.60, and for Library employees \$12,827.00; February claims for Worker's Compensation totaled five, and there were three Liability claims submitted. She informed Committee members her reports include figures from the total cost of premiums paid in January and February, 2015. In January 2015, the total cost of premiums was \$384,440.60 with the total cost of premiums for January 2016 at \$374,245.00. In February 2015, the total cost of premiums was \$408,080.00 with the total cost of premiums for February 2016 at \$377,087.60. Manager Courson reported there has been some difficulty with the transition to Blue Cross/Blue Shield in the processing of claims and she hopes it will be resolved by the end of the month.

#9-E-3) Additional Items of Information

Gayle Lewis, City Comptroller reported the Finance staff has gone live on the ERP (Enterprise Resource Planning) new financial system and there are a few bugs. She thanked Administrator DSilva and the staff at Public Works for their assistance with the conversion process. The Business Analytics module needed to be moved up due to end of the fiscal year reporting. Payroll will go live in July and Business Licensing will go live in August. She stated journal entries are being processed through the old system as well as the new system.

#10 FIRE- Larry Thomason, Public Safety Director

#10-A) Vice Chairman Foster presented a resolution awarding Bid for Heavy Rescue Pumper Loan to First Financial Bank at an interest rate of 2.10% for a period of 60 months. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman Brown. After discussion and questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

#10-B) Monthly Incident Report for March 1, 2016, through March 20, 2016, was presented, stating 144 total incidents recorded and total estimated loss in fires was \$50,350.00. There were seven fire incidents, of those, one was a structure fire. 98 were rescue or EMS incidents which accounted for 68% of the service. Breaking that down, 51 were EMS calls and 47 medical assists.

#11 HUMAN RELATIONS – Sandra Finch, Administrator

Administrator Finch reported that for the period of February 16, 2016 through March 21, 2016 the office handled 35 complaints, which consisted of 14 police complaints, 17 employment complaints, 1 City employee complaint, and 3 housing complaints.

#12 INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

- Administrator DSilva reported the ERP Go-Live was very successful and staff is working through issues.
- Administrator DSilva is working with the State of Illinois Techology department on fiber network infrastructure and announced a meeting will take place soon regarding funding.
- The Go-Live date for Urban Services Accela software is April 1.

#13 LEGAL – Dave Wesner, Corporation Counsel

#13-A) Vice Chairman Foster presented an ordinance amending Chapter 101 Pertaining to Noise and Nuisances. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman Stone. After discussion and questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

[Alderman Davis left the meeting at 7:07 p.m. during presentation of the next item.]

#13-B) Vice Chairman Foster presented an ordinance amending Chapter 120 Pertaining to Bed and Breakfasts, to include Vacation Rentals. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. After discussion and questions were addressed, the roll call vote being:

Ayes: Aldermen McMahon, Stone, Foster, Brown

Nays: None

Absent: Alderman Nichols, Davis

Motion carried 4 to 0 with 2 absent and 1 vacancy.

[Alderman Davis returned to the meeting at 7:15 p.m. during presentation of the next item.]

#13-C) Vice Chairman Foster presented an ordinance amending Chapter 166 Pertaining to Enforcement and Penalties for Specified Code Violations. Alderman McMahon moved to dispense with the reading and asked for approval, seconded by Alderman Stone. After lengthy discussion and all questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

#13-D) Items of Information - None

#14 POLICE - Larry Thomason, Public Safety Director

#14-A) Vice Chairman Foster presented a resolution approving Purchase of 80 Portable Two-Way Radio and Back-up Batteries from Supreme Radio Communications, Inc., in the amount of \$72,877.84, with funds coming from the Capital Improvements Fund-Capital Equipment budget. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman Stone. After discussion and questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Nichols

Motion carried 5 to 0 with 1 absent and 1 vacancy.

[Alderman Davis left the meeting at 7:58 p.m. during presentation of the next item.]

#14-B) Vice Chairman Foster presented a resolution waiving formal bid process and approving Purchase of a K-9 Vehicle from Morrow Brothers Ford, Inc. for a 2016 Ford Police Interceptor Utility AWD, in the amount of \$28,690.00 available at the Illinois Government Price, with funds to come from the Capital Improvement Fund-Vehicles budget. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. After discussion and questions were addressed, the roll call vote being:

Ayes: Aldermen Foster, Brown, McMahon, Stone

Nays: None

Absent: Alderman Nichols, Davis

Motion carried 4 to 0 with 2 absent and 1 vacancy.

[Alderman Davis returned to the meeting at 7:59 p.m. during presentation of the next item.]

#14-C) Danville Police Division Monthly Report from February 20, 2016 to March 20, 2016 was included in the agenda packet. There were 3,144 calls for service by grid. Among those grids, the actual calls of service that could be classified as an offense were 3,078. There were 121 adults arrested and 35 juveniles detained and/or arrested. There were 175 traffic citations issued and 772 actual recorded offenses that were taken through the system.

#15 URBAN SERVICES – David Schnelle, Director

#15-A) Items of Information

- Manager Milliken announced the Housing Task Force public meeting will take place at Harrison Park Clubhouse at March 29 at 6:00 p.m.
- Manager Milliken announced the Wayfinding/Signage Study public meeting will be held March 31 at 5:30 p.m. at Harrison Park Clubhouse.
- Manager Milliken reported Accela software will Go-Live on April 1. The new software will improve communication and coordination.

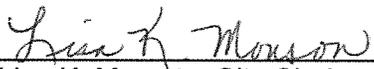
#16 CLOSED SESSION was not needed.

#17 COMMITTEE MEMBERS' COMMENTS

Mayor Eisenhower thanked everyone who participated in the NJCAA Division II men's basketball tournament at DACC and stated he will be in Colorado Springs, Colorado next week to present the bid to host the tournament for another three years.

#18 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Vice Chairman Foster at 8:05 p.m. following a motion by Alderman McMahon and a second by Alderman Brown.



Lisa K. Monson, City Clerk

Approved: 04/27/16

Posted Publicly: 04/28/16