

PUBLIC SERVICES COMMITTEE
MINUTES OF MARCH 26, 2019

#1 CALL TO ORDER

Chairman Nichols called the Public Services Committee meeting to order at 6:00 p.m. at the Robert E. Jones Municipal Building, 17 W. Main St., Danville, Illinois.

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

Others Present were Mayor Rickey Williams, Jr., Aldermen Sherry Pickering and Mike O’Kane, City Clerk Lisa Monson, City Comptroller Shelley Scott, Human Relations Administrator Sandra Finch, Information Technology Administrator Agnel DSilva, Payroll and Personnel Manager Jamie White, Public Safety Director Larry Thomason, Risk Manager Kathy Courson, 6 audience members and 1 news media were also present.

#2 APPROVAL OF MINUTES

Chairman Nichols presented the Minutes of the regular meeting of February 26, 2019. Vice Chairman Foster moved to dispense with the reading and asked for approval as presented, seconded by Alderman Brown. On the voice vote, all ayes, no nays; the motion so ordered.

#3 APPROVAL OF AGENDA

Chairman Nichols presented the agenda and removed Item 14-A Ordinance: Amending Chapter 118 of City Code Pertaining to Licensing. Alderman Duncheon moved for approval as amended, seconded by Alderman Stone. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS

Jerry Hawker of Danville thanked Chairman Nichols for the removal of the business license ordinance as he feels there is little support in the Community for it.

#5 CHAIRMAN’S COMMENTS - None

#6 APPROVAL OF PAYROLLS

Chairman Nichols presented Payrolls for March 22, 2019, of \$64,352.78. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman Stone. There being no questions, the roll call vote being:

Ayes: Aldermen McMahan, Stone, Foster, Brown, Duncheon, Davis, Nichols

Nays: None

Motion carried 7 to 0.

#7 APPROVAL OF VOUCHERS PAYABLE

Chairman Nichols presented Schedule of Vouchers Payable for March 26, 2019, of \$360,812.98. Alderman Stone moved to dispense with the reading and asked for approval as presented, seconded by Alderman Brown. There being no questions, the roll call vote being:

Ayes: Aldermen Stone, Foster, Brown, Duncheon, Davis, McMahan, Nichols

Nays: None

Motion carried 7 to 0.

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

#8-A) Items of Information

- Clerk Monson reminded everyone to turn in their Statement of Economic Interest forms as they are due to the Vermilion County Clerk’s office by May 1st.
- Clerk Monson reported most of the annual business license renewals have been mailed, but staff encountered a problem with the software while generating the renewals. Administrator DSilva is assisting the office with the issue.

#9...COMMUNITY DEVELOPMENT – David Schnelle, Director

#9-A) Chairman Nichols presented a resolution awarding Contract to National Construction Services, LLC for CDBG Housing Rehabilitation Project at 1016 Franklin St., in the amount of \$25,500.00 for roof replacement with the homeowner contributing \$2,000.00 towards the cost of the project with the remaining \$23,500.00 to be paid from the CDBG Community Projects line item 106-106-17-54090. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. Mayor Williams explained the owner of the property Mrs. Parrish, came before the City Council last week, and the project was left hanging for almost two years so it is time to rectify that is get her situation resolved. She has agreed to contribute \$2,000.00 to the project. Chairman Nichols asked if this project affects other projects and Mayor Williams responded it does not. Alderman Stone stated there has been a transformation in this neighborhood due to CDBG funding. Chairman Nichols stated he is glad the Council has went more the direction of job creation with CDBG as there is a lot of money for these types of projects for a small return. Alderman Brown stated is proud to see an owner occupied individual trying to upkeep her property and she needed some assistance plus it is restoring the City's neighborhoods. After all questions were addressed, the roll call vote being:

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

Nays: None

Motion carried 7 to 0.

#9-B) Items of Information – None

#10...FINANCE– Shelley Scott, Comptroller

#10-A) Chairman Nichols presented a resolution awarding Auditing Services with CliftonLarsonAllen LLP, for a fee of \$53,100.00 which includes auditing the financial statements of the City, performing a single audit of the City, GATA CYEFR Audit, and implementation of GASB 75, \$5,500.00 for the Danville Public Library for Fiscal Year ending 04/30/19, and \$8,500.00 for the Danville Mass Transit for period ending June 30, 2019 for a total amount of \$67,100.00 and authorization to accept the lowest bid from Bid 621 for five-year auditing services to CliftonLarsonAllen LLP for a fee in FY2020 of \$64,100.00, FY2021 of \$65,400.00, FY2022 of \$66,500.00, and FY2023 of \$67,900.00. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. Comptroller Scott stated the resolution covers five-year auditing services including services covering fiscal year ending April 30, 2019. An RFP (Request for Proposal) was sent out and four responses were received which are summarized on the attachment to the resolution. CliftonLarsonAllen LLP was the lowest for each of the five years and she recommends accepting CliftonLarsonAllen's proposal. Sandy Cook, Auditor from CliftonLarsonAllen LLP was in attendance to answer any questions. Mayor Williams stated for years the City has taken a lot of heat about this because it had not been bid out and we always want to do everything we can to stay local, but it was also important to the public that we make sure that we secure bids to make sure they are getting the best bid for their investment, so in doing so, we have now secured something that we can budget for the next five years with a reasonable price and with someone that we already trust and have a great relationship with. There being no questions or further discussion, the roll call vote being:

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

Nays: None

Motion carried 7 to 0.

#10-B) Chairman Nichols presented a resolution approving Products and Services Agreement for Merchant Services with BridgePay Network Solutions, LLC, preferred provider of the necessary technology to integrate Tyler Cashiering and the merchant service providers/credit cards. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. Comptroller Scott stated the City is transferring the receivables to Tyler Cashiering and BridgePay is the piece that links Tyler Cashiering with merchants services with the bank so there will be another piece coming which should be at the next Public Services or Public Works Committee meeting where a new bank account will need to be set up. After all questions were addressed, the roll call vote being:

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

Nays: None

Motion carried 7 to 0.

#10-C) ITEMS OF INFORMATION

#10-C-1) RISK MANAGER MONTHLY REPORT – Kathy Courson, Risk Manager

February 2019 Statistics were presented stating Blue Cross/Blue Shield of Illinois and Health Alliance Insurance Premiums for employees, firefighter duty disabilities and police duty disabilities, and incentives which totaled \$308,591.87, for retirees \$41,215.24, and for Library Employees \$16,001.94; February for Worker's Compensation totaled four, and there were seven Liability claims submitted. The total cost of health premiums in February 2019 totaled \$365,809.05 and the total cost of health premiums for February 2018 totaled \$381,368.98. Manager Courson stated she does not have all of the new firefighters insurance on the February report. She also reported she is working on getting the annual safety training, including CPR and sexual harassment training updated with all full-time employees as well as auxiliary employees as they are hired. The Public Works and Mass Transit workers need to get their certification on forklift. She reported the City is revamping the emergency evacuation plan that we have in place and making sure that we are updating it to more modern active shooter type of training. Commander Yates has been working with us to go over that and finding things that we need to change and how we need to adjust that particular that we now have to make it more up to date.

#10-C-2) PERSONNEL MONTHLY REPORT – Jamie White, Payroll and Personnel Manager

Manager White presented the Personnel Report as of March 26, 2019, stating 227 employees eligible for benefits and 19 part-time/seasonal/temporary/intern employees, with no new hires, five transfers, and one separation. Applications are being accepted for Extra Board Bus Drivers which are on-going.

#10-C-3) Additional Items of Information

Comptroller Scott stated she had no additional items of information.

#11...FIRE- Larry Thomason, Public Safety Director

#11-A-1) Items of Information

- Monthly Incident Report for February 1, 2019, through February 28, 2019, was presented, stating 235 total incidents were recorded and total estimated loss in fires was \$261,825.00. There were 18 fire incidents, of those, eight were building fires, six were cooking fires, confined to container, one brush or brush-and-grass mixture fire, one passenger vehicle fire, and one outside rubbish, trash or waste fire. There were 151 rescue or EMS incidents, which accounted for 64% of the service. Breaking that down, 85 were EMS calls, five were motor vehicle accidents with injuries, three were motor vehicle accidents with no injuries, one was assist EMS crew lifting a patient, and there were 57 medical assists.
- Director Thomason recently had a discussion with the Communications Director and we have had a problem in getting some of the second alarms back for Fire in getting personnel to respond. The Mayor asked him to take a look at some type of other procedure that would best suit our needs in the community and how it would might affect the budget overall. He went through and checked various programs and what he found a program called "I Am Responding" which is being formulated currently. The CAD system is being coded and there are some other issues to be added to it, but we will be receiving a 60-day free trial of the program to make sure it works and he expects that it should be operational by April 1st. The cost of the program is \$810.00 per year, but it includes unlimited devices. The Communications persons pushes a button from the time a fire call comes in and the incident commander asks for a second alarm, which goes to every firefighter's cell phone or home phone and they will be able to confirm from their phone back to the incident commander showing up. The cost would be \$660.00 per year for a five-year contract. Mayor Williams thanked Director Thomason for his work on the program and a lot of other fire departments use it already. Mayor Williams also stated the City was told by the Call Center they were going to quit issuing second alarms on our behalf up to a certain point so he asked the Director to be creative so he worked with Agnel and they came up with something great.

#12...HUMAN RELATIONS – Sandra Finch, Administrator

#12-A-1) Items of Information

- Administrator Finch reported that for the period of February 19, 2019, through March 18, 2019, the office handled 22 complaints, which consisted of 9 police complaints, two complaints against other city

employees, 9 employment complaints, one housing complaint, and one public accommodation complaint.

- Alderman Duncheon asked Administrator Finch for a 2018 breakdown of each month on each type of complaint as he would like to see if there is a rise and fall to the complaints or anything seasonal. Administrator Finch stated she would get the breakdown and with the complaints, investigations have to be done which is based on the number of complaints that we have and a case cannot be closed until the investigation has been completed.

#13...INFORMATION TECHNOLOGY – Agnel DSilva, Administrator

#13-A) Items of Information

Administrator DSilva reported staff has been researching and getting pricing on putting security controls in place at City Hall during emergency situations as we currently do not have a broadcasting system in place or an automatic door lock system if there was an active shooter incident, so we are working on those types of things as well as security cameras.

#14...LEGAL – Rickey Williams, Mayor

#14-A) [*previously removed*] Ordinance: Amending Chapter 118 of City Code Pertaining to Licensing

Alderman Duncheon asked regardless of whether the licensing of businesses is approved or not, he thought one of the overriding points of creating a business license was to have some oversight on business not cooperating or being in violation of certain statutes so he does not want it to go away if it is a non-budget issue. He thinks it is still important to have some type of business license even at no fee or a nominal fee. He wants to make sure the business license discussion is not dropped. Mayor Williams stated Comptroller Scott has been looking at different options and we think we have found another way to recoup losses and make people come into compliance without enacting this, so that is why we have chosen to withdraw it for this time. If we are not able to utilize the other solution as we think we are, then we will be back before the Council.

#14-B) Items of Information - None

#15...POLICE - Larry Thomason, Public Safety Director

#15-A) Chairman Nichols presented a resolution approving Trade-In of Tangible Personal Property to dispose of the following three vehicles as trade-in value for replacement of vehicles purchased through the Capital Fund: 2007 Cadillac Escalade, VIN: 1GYFK63887R165903, 2008 Dodge Caliber, VIN: 1B3HB48B18D671211, 2002 Chevrolet Pickup, VIN: 1GCEK19T52E301999, with funds to be returned to Capital Fund-Sale of City Property budget. Alderman Stone moved to dispense with the reading and asked for approval, seconded by Alderman McMahan. Director Thomason explained the conditions of the vehicles are not suitable for use within the City and we are asking the vehicles to be disposed of as part of the trade-in agreement. The total amount of disposition is \$10,300.00 to be used for fair trade-in. There being no questions or further discussion, the roll call vote being:

Ayes: Aldermen Davis, McMahan, Stone, Foster, Brown, Duncheon, Nichols

Nays: None

Motion carried 7 to 0.

#15-B) Items of Information

#15-B-1) Director Thomason presented the Danville Police Division Monthly Report for February 2019. There was a grand total of 2,111 calls for service, and noted domestic disturbances were at 202, civil disturbances at 126, four gunshot victims, suspicious persons at 82, and 31 shots fired. There were 274 traffic stops made during the month of February by the Danville Police Division. There were 170 uniformed traffic citations, 110 total adults arrested, and 42 total juveniles detained.

Director Thomason thanked each and everyone on the Committee as it has been a privilege to work with you because he feels we have worked together well. Chairman Nichols thanked him for his many years of service. Mayor Williams announced the retirement party for Director Thomason will be held Friday, March 29th at 3:00 p.m. in the lower level at City Hall.

#15-B-2) Anticipated Fiscal Year 2018-2019 PSB Rebate

Mayor Williams stated the City is anticipating approximately a \$140,000.00 rebate from our payment from the Public Safety Building Commission. He stated the Capital fund is very low and we are in desperate need of police cars and once we know the final amount he would like to recommend the purchase of three new police vehicles.

#16 DISCUSSION AND REVIEW OF PROPOSED FISCAL YEAR 2019-2020 BUDGET

Mayor Williams stated Council had a productive Budget Study Session on Saturday [March 23rd] and appreciated the creativity and feedback. The Administration will make the recommended adjustments to the proposed budget and pass out draft budgets at the April 2, 2019 City Council meeting. Mayor Williams stated there will be two different budget drafts.

#17 CLOSED SESSION was not needed.

#18 COMMITTEE MEMBERS' COMMENTS

Alderman Duncheon announced the Habitat for Humanity Restore grand opening at their new location will be Wednesday, April 3, 2019.

#19 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Nichols at 7:00 p.m. following a motion by Alderman Duncheon and a second by Alderman McMahon.



Lisa K. Monson, City Clerk

Approved: 04/23/19

Posted Publicly: 04/24/19