

PUBLIC SERVICES COMMITTEE  
MINUTES OF MAY 28, 2019

#1 CALL TO ORDER

Chairman Foster 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 Foster, Vice Chairman Sharon McMahon, Aldermen Brenda Brown, and Steve Nichols. Absent were Aldermen R.J. Davis, Dan Duncheon, and Tom Stone. A quorum was present. Alderman Stone arrived at 6:03 p.m.

Others Present were Mayor Rickey Williams, Jr., Aldermen Sherry Pickering, Mike O'Kane, and Aaron Troglia, City Clerk Lisa Monson, City Comptroller Shelley Scott, Fire Chief Don McMasters, Human Relations Administrator Sandra Finch, Information Technology Administrator Agnel DSilva, Payroll and Personnel Manager Jamie White, Police Chief Chris Yates, 3 audience members and 2 news media were also present.

#2 APPROVAL OF MINUTES

Chairman Foster presented the Minutes of the regular meeting of April 23, 2019. Alderman McMahon 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 Foster presented the agenda and announced the revision of Item 13-A to read the Village of Alvin instead of the Village of Allerton. Alderman Nichols moved for approval as amended, seconded by Alderman Brown. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS

Emily Klose of Champaign expressed concern of the procedure for Human Relations citizens' complaints regarding police officers.

#5 CHAIRMAN'S COMMENTS - None

#6 APPROVAL OF PAYROLLS

Chairman Foster presented Payrolls for May 24, 2019, of \$565,222.51. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. There being no questions, the roll call vote being:

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

Nays: None

Absent: Aldermen Davis, Duncheon

Motion carried 5 to 0 with 2 absent.

#7 APPROVAL OF VOUCHERS PAYABLE

Chairman Foster presented Schedule of Vouchers Payable for May 28, 2019, of \$1,213,681.45. Alderman Brown moved to dispense with the reading and asked for approval as presented, seconded by Alderman McMahon. There being no questions, the roll call vote being:

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

Nays: None

Absent: Aldermen Davis, Duncheon

Motion carried 5 to 0 with 2 absent.

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

#8-A) Items of Information

- Clerk Monson handed out a report of Solicitor's and Transient Merchants, which listed twelve different businesses who received licenses for roof and car damage from the hailstorm that occurred on Thursday, May 16<sup>th</sup>. The companies have a range of staff from one person to ten people who are

getting solicitation permits with most of those being construction companies. The business names will be listed on the City's website as well. Construction companies will be required to register at Public Works for building permits.

- Chief Yates stated his concern is when an out of town contractor performs work for someone and a problem occurs later, then the contractor will be a state or two away. The Police Division is performing a background check and criminal history check on each person who submits a permit, but at what point can the City limit the number of permits issued. Mayor Williams stated the ordinance needs to be revisited looking forward.

#9...FINANCE– Shelley Scott, Comptroller

#9-A) ITEMS OF INFORMATION

#9-A-1) RISK MANAGER MONTHLY REPORT – Kathy Courson, Risk Manager

In Manager Courson's absence, Manager White presented the April 2019 Statistics 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 \$324,041.07, for retirees \$42,725.45, and for Library Employees \$16,001.94; April Worker's Compensation totaled three, and there were eight Liability claims submitted. The total cost of health premiums in April 2019 totaled \$382,768.46 and the total cost of health premiums for April 2018 totaled \$379,876.75.

#9-A-2) PERSONNEL MONTHLY REPORT – Jamie White, Payroll and Personnel Manager

Manager White presented the Personnel Report as of May 28, 2019, stating 224 employees eligible for benefits and 33 part-time/seasonal/temporary/intern employees, with one new hire, two transfers, and five separations. Applications are being accepted for Extra Board Bus Drivers, which are on-going.

#9-A-3) Additional Items of Information

#9-A-3-a) Discussion of Employee Assistance Program (EAP)

Manager White explained the Employee Assistance Program (EAP) with Perspectives Ltd. She stated Perspectives Ltd. is equipped to work with first responders to help them deal with specific issues they deal with, whether it is a one-time episode or a culmination of events. They provide specific training to managers about the program and what to watch for in employees so the managers know when to recommend employees utilize the program as well as provide information on what they offer to all employees. They will even send in teams to work with employees if the City has an event that affected departments, buildings, or employees. Perspectives also specializes and provides help and information with mental and physical health and wellness, child, elder and family care, legal and financial help, emotional well-being, workplace stressors, and substance abuse. Employees call or use an online service to speak with a Perspectives Ltd. employee for an assessment. The employee is then directed to someone who specializes in the services the employee needs. If the employee's problem is extensive, the employee is referred to a treatment facility or provider covered by the City's health insurance provider for long-term help. The City is only notified if an employee is deemed a threat to themselves or other employees. The City would like to enter into a one-year agreement offered to full-time employees and their family members, at a cost to the City of Danville \$1.90 per full-time employee per month for six-sessions per episode or approximately \$5,700.00 per year, an average of 250 full-time employees, for the period of July 1, 2019 to June 30, 2020 as the extended sessions are extremely beneficial and far outweighs the nominal fee difference. Three sessions are \$1.75 per employee per month per episode or approximately \$5,250.00 per year, an average of 250 full-time employees. Manager White asked if the item could be taken directly to the next City Council meeting and it was the consensus of the Committee to take the item directly to City Council on June 4<sup>th</sup>. Mayor Williams stated if the City has employees with any kind of mental health issues or the City has a concern about the employees mental health issues, this program allows the City to provide the service to get assessments. He also appreciates the program has substance abuse and feels the program ought to be considered for the City team. Mayor Williams, Comptroller Scott, and Manager White addressed questions from the Council.

#9-A-3-b) Discussion of an Agreement with Azavar Government Solutions

Comptroller Scott explained Azavar Government Solutions, Inc. (Azavar) provides Franchise Fee Revenue & Contract Compliance Reviews on a contingency-payment model. Comptroller Scott stated the City currently has a ten-year cable television franchise agreement with Comcast, ending November 2, 2020 and she would

like to enter into an agreement with Azavar to act as the City's designee and to conduct a contingency-based review of the Cable Television Franchise Agreement between Comcast and the City. She also included in the packet of information a testimonial from the City of Springfield where they were able to collect \$980,000.00 from Comcast for underpayment of franchise fees after an audit with Azavar. She stated the City's franchise fees received from Comcast have been declining and there is no way we will be receiving \$980,000.00, but it would be nice to at least have an audit performed of the fees to make sure they are being paid to us correctly. The fee is contingent so if they do not find anything, the City pays nothing and if Azavar finds errors, they will receive a percentage of the total. Comptroller Scott stated if Azavar find errors, she would like to have an audit of the telecommunications tax performed as well. She asked if the item could come before the City Council on June 4<sup>th</sup> and it was consensus of the Committee to have the item placed on the Council agenda.

#### #10...FIRE- Don McMasters, Interim Fire Chief

##### #10-A-1) Items of Information

Chief McMasters who presented the Monthly Incident Report for April 1, 2019, through April 30, 2019, stating 225 total incidents were recorded and total estimated loss in fires was \$33,600.00. There were 11 fire incidents, of those, five were building fires, one was fire in structure other than in a building, two were cooking fires, confined to container, one brush or brush-and-grass mixture fire, and one outside equipment fire. There were 135 rescue or EMS incidents, which accounted for 60% of the service. Breaking that down, 73 were EMS calls, two were motor vehicle accidents with injuries, four were motor vehicle accidents with no injuries, five medical assists lifting patients, and there were 51 medical assists. Chief McMaster also reported the new hires per the SAFER Grant all eight of the personnel now are up to speed on their training so they are counting toward the manning to meet the contract manning clause which will save significant amounts of money on our overtime every month. Also, we have gotten 100% pay thru the SAFER Grant to the effect of about \$140,000.00 so far for all of the expenses to cover the new hires. He stated \$77,000.00 per firefighter times six for the first year, they will pay 100% of all expenses up to that number and then the rest of the expenses for the year are on the City until the following calendar year. We are still waiting on an answer on the AFG Grant to see if we will receive that as we have not received a definite yes, but he expects we will get it. The money from that grant will help continue to pay for some of the expenses with the new hires. We have started to get things back up to speed with the new regime of command officers with the Director leaving. Chief McMasters is currently rewriting and going to be reissuing a new set of rules and regulations that has not been updated in 13 years. We are also updating our standard operating guidelines. We are going to be approaching the need for some funds. We have a new person in charge of our hazardous materials team (MABAS HazMat Team) and due to the old regime as well as person/persons in charge of that things were getting left by the wayside that we were not aware of and the new person in charge is finding out there are significant amounts of equipment costing significant amounts of money that MABAS is no longer putting out money towards to take care of us so we are going to be looking at finding funds for that. He has spoken to the Mayor about it and we will also be looking at the County to help offset those expenses as we cover the County as a Hazardous Materials Team too. There will be more coming on that too. Chairman Foster requested an equipment inventory update. Mayor Williams stated he appreciates Chief McMasters and his team for working together as they are problem solving and being proactive.

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

##### #11-A-1) Items of Information

- Administrator Finch reported that for the period of April 16, 2019, through May 20, 2019, the office handled 36 complaints, which consisted of ten police complaints, one complaint against other city employees, 14 employment complaints, nine housing complaints, and two public accommodation complaints.
- Administrator Finch reported some of the police complaints under Director Thomason's tenure were still open and Chief Yates has taken the time to respond to all of those complaints so the number will be greatly reduced by the next month in terms of closing those cases.
- Administrator Finch announced Community Day will take place Sunday, July 14, 2019 at Lincoln Park, from 2:30 p.m. to 4:30 p.m.
- Chairman Foster suggested the City host Ward meetings as there are two new Aldermen on the Council. Administrator Finch stated she will discuss the idea with Mayor Williams.

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

#13-A) Items of Information

Administrator DSilva reported staff has continued work on the records project at the Police department which includes new fiber and Ethernet wiring at the Public Safety Building. He is also doing some research on some security enhancements for the City's network and user computers. Administrator DSilva thanked the Mayor and City Council for approving Aaron Weaver's full time position to Assistant Information Technology Administrator. Mr. Weaver has been doing a fantastic job as every year the IT Division has more and more things to take care of, especially the constant monitoring for security issues. He also reported June 4<sup>th</sup>, he will be completing five years of employment and thanked everyone for their support.

#13...LEGAL – Rickey Williams, Mayor

#13-A) Chairman Foster presented a resolution approving an Intergovernmental Agreement with the Village of Alvin to utilize the City's Administrative Adjudication System for prosecution of their ordinance violations.

Alderman Nichols moved to dispense with the reading and asked for approval, seconded by Alderman Stone. After all questions were addressed, the roll call vote being:

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

Nays: None

Absent: Aldermen Davis, Duncheon

Motion carried 5 to 0 with 2 absent.

#13-B) Chairman Foster presented a resolution authorizing a Lease Extension for Vermilion Advantage for Office Space at the Robert E. Jones Municipal Building, with a monthly rent amount of \$300.00 for a five year period beginning July 1, 2019 and ending June 30, 2024, the first of two five-year extensions provided for in Article II of the Lease. Alderman Brown moved to dispense with the reading and asked for approval, seconded by Alderman McMahon. Mayor Williams stated the lease includes an option for two five-year extensions and Director Haugen sent him a letter that she would like to exercise the first extension and he believes the City should approve it. Mayor Williams stated the budget allocation to Vermilion Advantage for Fiscal Year 2019-2020 was reduced from \$70,000.00 to \$50,000.00 so the recommendation is to keep the monthly rent at \$300.00. After all questions were addressed, the roll call vote being:

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

Nays: None

Absent: Aldermen Davis, Duncheon

Motion carried 5 to 0 with 2 absent.

#13-C) Items of Information

Mayor Williams thanked Payroll and Personnel Manager White for updating position descriptions and stated the position of Planning & Development Manager should be posted this week. He anticipates the position of Corporation Counsel re-posted by the end of this week as well as the posting City Engineer.

#14...POLICE – Chris Yates, Interim Police Chief

#14-A) Items of Information

#14-A-1) Chief Yates presented the Danville Police Division Monthly Report for April 2019. There was a grand total of 3,091 calls for service, domestic disturbances were at 262, civil disturbances at 163, suspicious persons at 118, and 27 shots fired. There were 383 uniformed traffic citations, 183 total adults arrested, and 17 juveniles detained. He stated there is going to be an increase in arrests due to details and hopefully our calls for service will eventually be reduced when we hit a maintenance level. Chief Yates reported he is still waiting to see if the camera grant will be awarded to the Police Division. He also reported staff is being invited to neighborhood meetings, which he feels it is a motivation builder for the officers. The Housing Authority of the City of Danville patrols are still continuing through June and the agreement needs to be revisited. The POP details have been very beneficial. The feedback from the officers as well as some of the information we have received is not being released yet until we have totals from HACD. A traffic detail was done in April. There was a lot of enforcement and the citations were not as high, but there was a 14% decrease in traffic crashes.

Backgrounds are complete for the top tier of candidates as there are a list of 20 on the police hiring list and there is going to be a good final list. He explained a Crisis Intervention Team program similar to the program

Manager White discussed earlier in the meeting that was started by Sergeant O'Brien. The team was started by a group of officers with the purpose of looking out for one another and the officer's families when there is a critical incident. They coordinate making meals for the family to helping with care of their children. The policy is currently in place. He stated 15 of 17 initiatives put out in the first command meeting in April have been completed or in the process of finalization from public relations committees, coalition building, special details to traffic enforcement. Chief Yates also stated one of the 17 initiatives are Aldermen ride-a-longs with the police officers and feels that nothing but good would come out of it, so he invited all Aldermen to ride with a police officer and to contact him if interested.

#15 CLOSED SESSION was not needed.

#16 ITEMS OF INFORMATION

#16-A Discussion of Residency Requirements

Mayor Williams stated several of the bargaining units have the five-mile buffer. The map provided in the packet included five, ten, and 30 mile radius from the City limits. Chief McMasters stated the Fire list of candidates has been getting smaller and smaller. Alderman McMahan would like to see the residency requirement the same for everybody and feels if employees live within five miles, they will still shop in Danville. Alderman Nichols questioned the City property tax contribution for employees living outside of the City that is included in some of the union contracts. Mayor Williams said some have paid it, but we need to do a better job of collecting it. Alderman Nichols stated recruiting potential employees is difficult and he understands why some individuals might not want to relocate. Chief Yates stated several years ago we lost a few officers due to residency as they were not able to sell their homes and they went to another department and stated several officers do not live in the City due to the dynamics. Alderman Pickering would like to see a ten mile across the board with the unions as well as the pool of potential employees is dwindling. After lengthy discussion, Chairman Foster, Aldermen Brown, Stone, Troglia support the five-mile plan. Mayor Williams stated he will take the discussion of the residency requirement to the June Public Works meeting, then City Council after that, but it appears the consensus of the committee agrees with a five-mile residency along with a tax stipend.

#17 COMMITTEE MEMBERS' COMMENTS

Alderman Brown stated there will be a representative from the Police Division speak to the Center City Neighborhood Meeting at Central Christian Church on Thursday, June 6<sup>th</sup>.

#18 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Foster at 7:35 p.m. following a motion by Alderman Nichols and a second by Alderman Brown.



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Lisa K. Monson, City Clerk

Approved: 06/25/19

Posted Publicly: 06/26/19