

PUBLIC SERVICES COMMITTEE
MINUTES OF NOVEMBER 26, 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, Dan Duncheon, and Tom Stone with a vacancy in Ward 1. Alderman R.J. Davis was absent. A quorum was present.

Others Present were Mayor Rickey Williams, Jr., Aldermen Bob Iverson, Mike O'Kane, and Sherry Pickering, City Clerk Lisa Monson, City Engineer Sam Cole, Community Development Specialist Christina Turner, Corporation Counsel Charles Mockbee, IV, Assistant Systems Administrator Aaron Weaver, GIS Coordinator Adam Aull, Grants & Planning Manager Logan Cronk, Interim Fire Chief Don McMasters, Human Relations Administrator Sandra Finch, Police Chief Chris Yates, Risk Manager Kathy Courson, no audience members and one news media were also present.

#2 APPROVAL OF MINUTES

Chairman Foster presented the Minutes of the regular meetings of August 27, 2019 and September 24, 2019. Alderman Duncheon moved to dispense with the readings 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, Vice Chairman McMahon moved for approval as presented, seconded by Alderman Duncheon. On the voice vote, all ayes, no nays; the motion so ordered.

#4 AUDIENCE COMMENTS

#4-A Public Hearing on Amendment of CDBG Annual Action Plan for Program Year 2014; and

#4-B Public Hearing on Amendment of CDBG Annual Action Plan for Program Year 2017

Chairman Foster opened the PUBLIC HEARINGS for the Amendments of CDBG Annual Action Plan for Program Year 2014 and 2017 at 6:03 p.m. Grants & Planning Manager Logan Cronk introduced the plan amendments concerning the transfer of \$65,345.48 titled Neighborhood Revitalization Plan and the \$100,000 from Revolving Loan Fund activity to Neighborhood Revitalization, which would allow for general improvements including, but not limited to; demolition, rehabilitation, and public infrastructure improvements to CDBG income-qualified areas. Cronk noted that the planned use for these funds is for the demolition of the old Harwal Hotel and for downtown parking for residents. Alderman Duncheon questioned what the price of the demolition would be. Cronk stated that Tracy Craft the Demolition Specialist estimates, on the high-end, \$120,000. Alderman Duncheon questioned if there were remaining funds in Grant Year 15 & 16 and Manager Cronk responded that GY 15 and 16 were closed. Alderman Duncheon asked if this would totally drain the 2014 grant year and Cronk stated that will move it to zero dollars. There were no comments from the audience. There being no further comments, the Public Hearings were closed at 6:06 p.m.

#5 CHAIRMAN'S COMMENTS - None

#6 APPROVAL OF PAYROLLS

Chairman Foster presented Payrolls for November 22, 2019, of \$546,427.32. Vice Chairman McMahon 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 McMahon, Brown, Duncheon, Stone, Foster

Nays: None

Absent: Alderman Davis

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

#7 APPROVAL OF VOUCHERS PAYABLE

Chairman Foster presented Schedule of Vouchers Payable for November 26, 2019, of \$804,035.12. Alderman Stone moved to dispense with the reading and asked for approval as presented, seconded by Alderman Duncheon. There being no questions, the roll call vote being:
Ayes: Aldermen McMahan, Brown, Duncheon, Stone, Foster
Nays: None
Absent: Alderman Davis
Motion carried 5 to 0 with 1 absent and 1 vacancy.

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

#8-A) Items of Information

Clerk Monson reported the office sent out semi-annual liquor license renewals and she is getting caught up after her absence in the office.

#9...FINANCE– Rickey Williams, Jr., Mayor

#9-A) ITEMS OF INFORMATION

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

Manager Courson presented the October 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 \$325,686.04, for retirees \$43,507.94, for COBRA \$3,129.96 and for Library Employees \$15,892.39; October Worker's Compensation totaled five, and there were three Liability claims submitted. The total cost of health premiums in October 2019 totaled \$388,216.33 and the total cost of health premiums for October 2018 totaled \$373,265.37. She is looking forward to the total cost for 2020 health insurance premiums due to the 10% decrease.

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

In Manager White's absence, Manager Courson presented the Personnel Report as of November 26, 2019, stating 236 employees eligible for benefits and 24 part-time/seasonal/temporary/intern employees, with four new hires, one transfer, and two separations. Applications are being accepted for Engineer I, Engineer II, Engineer III, Code Enforcement Inspector, Evidence Manager, Technical Services Manager, and Extra Board Bus Drivers, which are on-going.

#9-A-3) Additional Items of Information

Mayor Williams reported the new City Comptroller's name will be made public tomorrow.

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

#10-A-1) Items of Information

Chief McMasters presented the Monthly Incident Report for October 1, 2019, through October 31, 2019, stating 293 total incidents were recorded and total estimated loss in fires was \$83,547.00. There were 12 fire incidents, of those, four were building fires, two were cooking fires, three were vehicle fires, one was trash or rubbish fire, contained, one was dumpster or other outside trash receptacle, and one was outside rubbish, trash or waste fire. There were 195 rescue or EMS incidents, which accounted for 67% of the service. Breaking that down, 93 were EMS calls, seven were motor vehicle accidents with injuries, four were motor vehicle accidents with no injuries, four motor vehicle accidents with no injuries, two were motor vehicle/pedestrian accidents, two medical assists lifting patients, one extrication of victim from vehicle, and there were 86 medical assists. Chief McMasters also reported on the following items:

- The new training officer has been put in place and getting his feet wet. He has been busy the last couple of weeks getting things put together for the eight probationary firefighters who are finalizing their training.
- Bid is out for 16 new sets of bunker gear that will cost approximately \$43,000.00 with six sets reimbursed from the AFG grant and another five sets reimbursed from FFIF (Foreign Fire Insurance Tax Fund) so approximately \$15,000.00 will be the City's responsibility.
- New procedures for the new forms filled out for company officers to complete business inspections is being handled by the new training officer as well.

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

#11-A-1) Items of Information

Administrator Finch reported that for the period of October 22, 2019, through November 18, 2019, the office handled 20 complaints, which consisted of three police complaints, no complaints against other city employees, no public accommodation complaints, 10 employment complaints, and seven housing complaints. She also reported the MLK event is approaching and the deadline for scholarship applications is December 6th.

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

#12-A) Presentation on Cyber Security

Agnel DSilva, Information Technology Administrator, gave a PowerPoint presentation and highlighted the following information:

- Cyber Security is “Protection of information systems against unauthorized access to or modification of information, whether in storage, processing or transit, and against the denial of service to authorized users, including those measures necessary to detect, document, and counter such threats.”
- The average cost of a data breach is seven million dollars and it is estimated that at least 60% of government agencies in the U.S. are affected every year. The faster a data breach can be identified and contained, the lower the costs. Cybercriminals can evade traditional defenses, compromising an infrastructure within hours or even minutes.
- Only 14% of government agencies consider themselves to be well protected against threats with 75% of government entities said their organizations lacked training and dedicated information security personnel. Over 60% of IT professionals say that end users are the most significant risk.
- There are certain things that can be done to reduce the risks such as the following: 1) Identify, 2) Protect, 3) Detect, 4) Respond, and 5) Recover
- There are prevention strategies for future attacks such as Cyber Threat Intelligence and Gap Analysis. A well-designed action plan and security monitoring are crucial to ensuring the proper measures are taken against a threat.
- City of Danville Infrastructure includes over 200 computers, 50 virtual servers, 240 users, WiFi Network, and many other software programs, hardware, e-mail, and data systems. The IT Division has a staff of two and an IT Budget of \$296,360.00 and the Division needs help to upgrade cyber security.
- Phase I Cyber Security Upgrades include: 1) Upgrade costs if fully outsourced - \$147,000.00, 2) Upgrade costs with some in-house work - \$103,000.00, 3) Cost Savings - \$44,000.00 (use of in-house expertise), and 4) Annual maintenance costs - \$44,000.00. The ultimate goals are to secure our computer systems and network, effectively reduce the risk of cyber attacks to acceptable level, and be more proactive.
- Phase II Next Steps/Backup and Disaster Recovery Upgrades include 1) Offsite/Air Gapped Backup Servers, 2) Generator for City Hall, 3) Phase 2 Approximate cost \$95,000.00 with Phase 2 budgeted for FY 2020-2021.

Administrator DSilva addressed questions from the Aldermen.

#12-B) Chairman Foster presented a resolution authorizing Budget Amendment in Information Technology Division Fund (020) for computer and network systems, which need security upgrades in order to meet the PCI (Payment Card Industry) compliance and effectively reducing cyber security threats. The FY 2019-20 Information Technology Division budget be amended to increase line item 001-020-00-52009 Computer Service and Support budget by \$102,982.00, with the funds for this budget amendment to come from the General Fund Reserve. Alderman Duncheon moved to dispense with the reading and asked for approval, seconded by Alderman Brown. After all questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Davis

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

#12-C) Items of Information

GIS Coordinator Adam Aull reported the Public Staff “Our Danville” application replacement software is on target for the testing period and plan to release the application to the public in January.

#13...LEGAL – Charles Mockbee, IV, Corporation Counsel

#13-A) Items of Information

Corporation Counsel Mockbee stated he began his employment with the City on October 23rd and has been going through the office looking at everything. The first full week he went on some ride-a-longs with the code environment inspectors so he could see their areas and learn their job duties. He is looking forward to working with everyone and the employees have been very helpful to him as he has a lot of things to take in. The City has a great team here and he is proud to be a part of it.

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

Chairman Foster presented Items A to C for a single vote. There being no objections, Alderman Stone moved to dispense with the readings and asked for approval, seconded by Vice Chairman McMahon.

#14-A) a resolution approving an Intergovernmental Agreement with Danville Community Consolidated School District 118 for School Resource Officers as the Board desires to have the services of one of the City's police officers to perform the duties of a School Resource Officer at North Ridge Middle School, one of the City's police officers to serve as School Resource Officer at Danville High School, and an additional one of the City's police officers to perform the duties of a School Resource Officer shared between Danville High School and Kenneth D. Bailey Academy;

#14-B) a resolution approving an Intergovernmental Agreement with Danville Community Consolidated School District 118 for Reciprocal Reporting of criminal offenses committed by students; and

#14-C) a resolution approving an Intergovernmental Agreement with Danville Community Consolidated School District 118 authorizing the City's Police and Fire Divisions access to District 118's school security video feeds and radio frequencies.

After all questions were addressed, the roll call vote being:

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

Nays: None

Absent: Alderman Davis

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

#14-D) Items of Information

#14-D-1) Chief Yates reported on the following:

- Police Division went to the LERMS system (Law Enforcement Records Management System) which includes a lot of data, but the challenge has been retrieving the data from the system.
- November calls for service thru 11/26/19 is right at 2,300.
- Police Division is working on community cameras and has a list of locations. He feels it is going to be very helpful for the community.
- Chief Yates is working on multiple programs such as community outreach activities with the Police Division and multiple agency initiatives.
- Grant resources are in place and ordinance discussions are upcoming.

Mayor Williams stated the City had their first murder in more than six months a little more than two weeks ago and the first one under Chief Yates watch and he is very proud that our guys and gals worked together and we got the guy that we are nearly certain that committed the act in custody. Also, there was a situation with a shootout with another vehicle and someone said something so the Police Division got those folks in custody as well. He thanked the Police force for the good work they are doing. He knows we have a long way to go, but is proud of the work that is being done and also in building relationships with the community.

#15...PUBLIC WORKS – Carl Carpenter, Director

Chairman Foster presented Items A and B for a single vote. There being no objections, Alderman Stone moved to dispense with the readings and asked for approval, seconded by Alderman Duncheon.

#15-A) a resolution authorizing Amendment of CDBG Annual Action Plan for Program Year 2014 as the original 2014 Action Plan has \$65,345.68 as a remainder of funds and the funding needs to be reallocated to get expended. The 2014 CDBG Annual Action Plan be amended to increase the new activity titled Neighborhood Revitalization from \$0.00 to \$65,345.68; and

#15-B) a resolution authorizing Amendment of CDBG Annual Action Plan for Program Year 2017 to reduce the amount dedicated to the Small Business Revolving Loan Fund activity from \$100,000.00 to \$0.00 and the 2017 CDBG Annual Action Plan be amended to increase the new activity titled Neighborhood Revitalization from \$0.00 to \$100,000.00.

There being no questions or discussion, the roll call vote being:

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

Nays: None

Absent: Alderman Davis

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

#15-C) Items of Information

Manager Cronk clarified GY 15 is closed and GY16 is still open with \$160,000.00 allocated to public infrastructure and that will be tied in with the projects the City had with the six resolutions passed last week.

#16 REVIEW OF 2019 TAX LEVY

Mayor Williams asked if there were any questions about the 2019 Tax Levy. There were no questions. Mayor Williams stated the Tax Levy will be coming for a vote next Tuesday.

#17 CLOSED SESSION was not needed.

#18 ITEMS OF INFORMATION - None

#19 COMMITTEE MEMBERS' COMMENTS

- Mayor Williams wished everyone a "Happy Thanksgiving". He is very thankful for the way we are all working as a team and have the best intention of the City and most importantly our people at heart to get where we need to be.
- Chief McMasters stated Aldermen Brown and Pickering attended the FireOps 101 class and did very well and learned a lot.
- Vice Chairman McMahon announced Illini Skateland will be hosting the Land of Lincoln Speed Skating Invitational this weekend.

#20 ADJOURNMENT

There being no further business to discuss, the meeting was adjourned by Chairman Foster at 7:50 p.m. following a motion by Alderman Duncheon and a second by Vice Chairman McMahon.



Lisa K. Monson, City Clerk

Approved: 01/28/20

Posted Publicly: 01/29/20