

CITY OF URBANA
COMMITTEE ON ADMINISTRATION & FINANCE - FEBRUARY 12, 1996
CITY COUNCIL CHAMBERS - 400 S. VINE STREET, URBANA, IL

COMMITTEE MEMBERS PRESENT: Michael Pollock, Chairman; James Hayes, Jr.; Carolyn Kearns; Esther Patt; Marya Ryan; John Taylor; Joseph Whelan, Jr.

COMMITTEE MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Tod Satterthwaite, Mayor; Phyllis Clark, City Clerk; Bruce Walden, Chief Administrative Officer; Jack Waaler, City Attorney; Ron Eldridge, Comptroller; Eddie Adair, Chief of Police; William Pessemier, Fire Chief; April Getchius, Community Development Director; William Gray, Public Works Director; Matt Weber, Division Officer/UFD

OTHERS PRESENT: Tony Caputo; James Moll; Media

Chairman Pollock called the meeting to order at 7:32 p.m.

1. **Additions to the Agenda and Staff Report**

Mayor Satterthwaite updated the Committee on the application for the bikepath between Deerfield Trails and Windsor, which was previously denied under the ISTEPA Grant. Mayor Satterthwaite stated that staff would like to make application for this project again. However, it will be through the Illinois Department of Natural Resources, which is a different funding agent through the State. If there are no objections by Council, staff will use the same resolution passed approximately a year ago in order to apply again this time.

There were no objections from members of the Committee.

2. **Minutes of Previous Meeting**

Ms Patt made a motion to approve the minutes of January 8, 1996. Ms Ryan seconded. The motion carried by voice vote.

3. **Public Input**

There was none.

4. **Fire Station Relocation Presentation (PyroTech)**

Chief Pessemier gave a brief overview of the presentation.

On January 18, 1995, the RFP for the Fire Station Location Study went out to the consultants. On March 7, 1995, the contract was signed with PyroTech Consultants, Inc. of Massachusetts to conduct the study. The goal of the study was to try to officially locate fire stations to provide a cost-effective, optimal, emergency service delivery both locally and regionally. The objectives of the study were to identify existing deficiencies for fire stations coverage on a regional and local basis, and to evaluate alternatives for fire station locations on both a regional and local basis. As instructed in the RFP, the consultant was required to establish fire EMS response goals, conduct computerized fire station location study, conduct a resource allocation study, and give preliminary and final reports to each jurisdiction and to the councils. Chief Pessemier stated that staff would continue to look in more detail at both local and regional options. At present, there is no council action required. Tonight's presentation is an informational report to the Council. Chief Pessemier introduced Mr. Tony Caputo to the Committee.

Mr. Caputo, a representative from PyroTech, made a presentation to the Committee outlining the need for relocation and studies taken concerning response time of each station and the efficiency of services.

5. Olympian Drive Location Study

Mr. Gray gave a brief introduction of the study. Hanson Engineers, Inc. began the study last spring with the assignment of finding the best alignment or route between I-57 and US-45 (Cunningham Avenue). This area is north of I-74. Hanson initially looked at eight potential alignments. The number of alignments were narrowed down to four, and then a public information meeting was held. Following the public information meeting the alignments were narrowed down to two. After a public information meeting held on December 7, 1995, Hanson Engineers made a recommendation for one alignment: Alignment #1. Staff concurs with this recommendation.

With regard to how soon this could be constructed, Mr. Gray stated that funding is a critical component to this project. Once the various ISTEA Federal funding commitments have been completed for Windsor Road, then future Federal dollars would be focused toward Olympian Drive. Mr. Gray believed the earliest that these funds would be available for a phased project such as this (3-4 phases), would probably be during the 1999 construction season. The cost of the project for Alignment #1 is \$16.2 million.

Mr. James Moll, Associate Partner for Hanson Engineers, Inc. of Springfield, IL, stated that another newsletter would be mailed to citizens of Urbana in approximately a month or so updating them on the study, and a public hearing will also be held this summer.

Because of his interest about previous construction oversights on Windsor Road, and with this project being a divided median highway, Chairman Pollock expressed concern that there be turn lanes onto the various roadways that intersect. Mr. Gray stated that there would be turn lanes. The consultant will be doing what is called "intersection design studies" for the major north/south routes that would intersect with this roadway system. Mr. Gray stated that the cost includes intersection lighting only at this time. Later this year staff plans to do a similar location assessment/study for Lincoln Avenue, since it is not the best alignment to have with the intersection of Olympian Drive.

With no further discussion on this issue, Chairman Pollock stated that a Committee motion approving Alignment #1 would be appropriate in order to give staff what they need to proceed with the project.

Mrs. Kearns made a motion to approve alignment selection #1. Ms Ryan seconded. The motion carried by voice vote.

6. An Ordinance Revising The Annual Budget Ordinance (Fire/Police)

Chief Pessemier gave a summary of his report that was sent to the Chief Administrative Officer (Bruce Walden). Basically, overtime is a function of the number of people on shift, as well as a number of positions proposed to be filled on shift. Chief Pessemier stated that overtime is used to maintain staffing needs. Pessemier stated that what happened this year, particularly to contribute to the overtime situation, is the steadily increase of overtime due to the Fair Labor Standards Act that became effective in 1991 applying to fire fighters. The impact of the Act is that it takes approximately \$13,000 per year or 19% of the Overtime Budget to just pay the Fair Labor Standards Act overtime amounts that are required to be paid by law. With the reorganization of the Fire Department that went into effect at the beginning of this fiscal year, two people were removed from the shift staffing when the Division Officer/Shift Commander position was created. Other reasons for the use of overtime have been as a result of the loss of a full-time position, long-term disabilities, and the creation of new

positions. Chief Pessemier stated that the only reason for using overtime in his department is for maintaining staffing levels, Fire Prevention Week (Prevention/Education Overtime), and joint exercises with the City of Champaign and University of Illinois Fire fighters at the Fire Service Institute (Training Overtime).

Mr. Walden noted the budget ordinance and reviewed line items from which the funds would be taken. Chairman Pollock stated he was impressed to see other departments contributing funds in order to provide these services, and then inquired how staffing levels were being projected in the long-term. Mr. Walden stated that the long-term depended on how we organize and what the service area would be. As for next year, Mr. Walden stated that Chief Pessemier had made a couple of short-term recommendations in terms of filling vacancies, hiring a fire fighter, and also some other positions that will be filled next year which should help to eliminate some of the overtime.

Chairman Pollock inquired about the number of vacancies at present. Chief Pessemier responded three.

Mr. Whelan asked if the reduction in staff was the primary reason for the need in overtime? Chief Pessemier stated that when the Fire Department was reorganized, they took one person who was normally on the Engine Company off and made him a shift commander. With regard to increasing staff, Chief Pessemier stated that this would be one of the options they would be looking at; the cost of increasing staff vs. the cost of filling the positions with overtime.

Mr. Taylor made a motion to send the ordinance to Council for approval in its entirety. Mr. Whelan seconded. The motion carried by voice vote.

7. An Ordinance Revising The Annual Budget Ordinance (City Clerk)

Ms Clark presented her report to the Committee stating that the information presented in the packet material explained the overages in the Overtime, Training & Education, and Travel & Conference budget line items. Ms Clark stated that she has initiated a plan for the Overtime line item in the Clerk's budget that will resolve the overtime issue. She plans to monitor the overtime accrual more closely to make sure there are no further overages. Ms Clark explained that the overtime overages resulted due to a policy that was initiated in April, 1995 whereby accrual of compensatory time beyond the 52-hour cap had to be paid out to the employee automatically. At the time the policy was

initiated, both the Secretary and Deputy Clerk had accrued more than 52 hours of comp time. This is primarily due to the length of time involved with Committee and Council meetings.

With regard to the overages in the Training & Education and Travel & Conference budget line items, Ms Clark stated that she had agreed to cancel paid registrations for a future conference that she, the Department Secretary and the Deputy Clerk planned to attend. With this cancellation, reimbursement could be made to these line items in the amount of \$267, thereby leaving an adjustment amount of \$233. Ms Clark then explained the training that she and the Deputy Clerk receive from the Municipal Clerks of Illinois Institute is required in order to receive certification as a municipal clerk. The Institute is a series of classes that is formulated to provide methods of maintaining the services of the municipal clerks at a level consistent with the needs of the municipality and the public. Some of the subjects studied are comprised from the Illinois Municipal Codes and parliamentary procedures which include office management, preparation of agendas, minutes, maintenance of records, updates on the Freedom of Information Act (FOIA), and reviews the laws and the actions of the municipal clerks with representatives from legal firms. Ms Clark stated that the Deputy Clerk is included in this training because she needs to be abreast of the laws that govern the City, as she performs her duties in the absence of the City Clerk. Previously, these training sessions were held in Urbana, however, they have since been moved to Springfield. Because of this move, funds from these line items had to be used to cover registration fees and hotel expenses. While in Urbana, expenditures were only used to cover the registration fees.

Chairman Pollock clarified that after the reimbursement of \$267 for cancellation of registration fees mentioned by Ms Clark, the total budget transfer would be \$666.

Regarding the shortages that occurred in the Overtime budget line item, Mr. Whelan inquired of Ms Clark if she knew at the time she would be overdrawn and if she received notice of such. Ms Clark responded that she did not know about the overages at the time and had not received any notification from the Finance Department. She did not receive notification until the line item was already overdrawn \$400. Mr. Whelan referred to a statement Ms Clark had made in her report where it states that she has advised her staff to use their comp time after 47 hours. When asked why she had not done this before, Ms Clark stated that there was not a problem with it before. She had been advised by her predecessor that the City Clerk's office was permitted to carry more than the 52-hour cap because of the way the time was accumulated. There was no problem with this procedure until

April, 1995. Mr. Whelan inquired when the 52-hour cap took place. Mr. Walden stated that in 1988 or 1989, the City developed an internal policy that employees would be paid beyond 52 hours. In the 1993-94 audit, the auditors expressed some concern about accruals of comp time with no records. In April, 1995 it was decided to include the City Clerk's office and keep better track of what the City's potential liability could be in terms of comp time. Mr. Walden stated that this does not mean that the administration has any control of how comp time is accrued or how it is spent, but there are records now of what the potential liability would be. Mr. Walden stated that financial reports are distributed. Debate ensued.

Mr. Whelan referred to another statement in Ms Clark's report where she mentioned a municipal clerks' conference to be held in May, 1995. If she planned to attend this conference, Ms Clark indicated in her report that she would pay for the expenses out of her own pocket, because there are no funds available in her budget for travel and conference.

Ms Clark stated that she was trying to keep the budget transfer down to as small an amount possible. She would not ask the Council for any more funds than what was needed to balance the account.

Mr. Hayes stated that he was very impressed that other departments were willing to "chip in" to alleviate the shortfall of \$30,000 in the Fire Department, however, there was no support from staff to assist in covering the \$600+ in the City Clerk's office. Chairman Pollock clarified that the funds would be coming from the Executive Department to cover the expenditures in the Clerk's budget line items. There is also a difference in the City Clerk's department, which is headed by an elected official and is not under the auspices of the CAO as the other departments are.

Mr. Whelan inquired if there was any way to make a transfer from another line item in the Clerk's budget. Ms Clark responded that there were no funds in which to make a transfer. Mr. Walden explained that any transfers, in terms of personnel-related expenses (i.e., overtime, salaries), that would be from another department to the Clerk's department would require, by ordinance, Council approval to do so. The CAO and Comptroller can approve shifts of 200 and 300 line items within the same department, however, the problem here is that there are no funds to transfer.

Ms Ryan asked Ms Clark what the budgeting process was like in the City Clerk's office, how it was put together compared to some of the other departments, and does she exercise any more or

less control over how it is put together? Ms Clark responded that her budget is given to her already prepared.

Mr. Hayes made a motion to send the \$666 budget amendment to Council and requested the administration to put together a new line item transfer that reflects those changes. The motion was seconded by Ms Ryan.

Mayor Satterthwaite contradicted an earlier statement made by Mr. Hayes related to no staff support to the City Clerk. Mayor Satterthwaite stated that he and Mr. Walden have met with Ms Clark several times to provide information to her on how she can not only control the overtime in her budget, but how she can reduce the amount of overtime. The Mayor stated that he and Mr. Walden have offered their support continually and it is only on occasion that Ms Clark avails herself of that advice. He further stated that the Finance Department provides, on a weekly basis, a computer printout of the Clerk's budget and delivers it to her office.

Following further debate, Mayor Satterthwaite stated that he would support the transfer of funds from the Executive Department for the Overtime line item. With regard to the Training & Education and Travel & Conference line items, the Mayor stated that he supports Ms Clark's decision to not attend the prepaid upcoming conference and seek reimbursement to pay back these accounts, however, he believes the remaining overage amount (\$267) should be paid by Ms Clark out of her own pocket. Therefore, he does not support the transfer of funds from the Executive Department to these line items. Mr. Whelan concurred.

Mr. Taylor made a motion to amend the budget ordinance to reduce the total amount of \$933 by the amount of \$267. The \$267 then to be a new line item to come from the City Council's Training & Education account. Mr. Taylor stated that the basis of his motion is because Ms Clark had stated that she is willing to cancel a planned conference that had been prepaid for the Department Secretary, Deputy Clerk and herself. This will reduce the amount she will need by \$267. Since there is a balance of approximately \$4,000 in the Council's Travel & Conference not being used at this time, Mr. Taylor indicated that he believed it appropriate to make this transfer to the Clerk's budget. The motion was seconded by Ms Patt.

For clarity, Chairman Pollock stated that the \$401 for Overtime would stay as is out of the Executive Department, and the \$534 for Training & Education and Travel & Conference would be reduced by \$267 to come out of the Executive Department and \$267 from the Council's budget.

Mayor Satterthwaite requested that the two issues be separated. Mr. Taylor stated that he had no objection to sending this to Council with two questions for approval.

Following debate, the motion to send to Council for approval as two separate issues carried by voice vote.

8. **An Ordinance Declaring The Necessity Of Transferring Certain Real Property From The Urbana-Champaign Sanitary District To The City of Urbana**

Mr. Waaler stated that it was discovered that the parcel of ground that was believed to be a sewer easement was actually a transferrable fee to the Sanitary District. The Sanitary District is willing to transfer this property to the City, while retaining an easement for sewer maintenance purposes. Mr. Waaler explained the easiest way to do this is to transfer the property first to the City and then the City can transfer it to Schnuck's in order for the development to proceed. In order to accomplish this transfer to the City, the Council must pass an ordinance stating that the City of Urbana needs the property.

Ms Ryan made a motion to send this item to Council for approval and was seconded by Ms Patt. The motion carried by voice vote.

9. **An Ordinance Enacting Section 4-47 To The Urbana City Code (Removal Of Dog Excrement)**

Mayor Satterthwaite stated that this item was put on the agenda at the request of Ms Patt who had some constituents address her about this issue.

Ms Patt made a motion to send to Council for approval and was seconded by Ms Ryan. The motion carried by voice vote.

10. **Pending Litigation (Hauler's Agreement)**

Ms Patt made a motion to go into closed session for the purpose of discussing pending litigation. Ms Ryan seconded. The motion carried by roll call vote (5:2) as follows:

Mr. Hayes - Aye
Ms Kearns - Aye
Ms Patt - Aye

Ms Ryan - Aye
Mr. Taylor - Aye
Mr. Whelan - Nay

Committee on Administration & Finance
February 12, 1996
Page 9

Mr. Pollock - Nay

The Committee went into closed session at 9:25 p.m.

Committee on Administration & Finance
February 12, 1996
Page 10

ADJOURNMENT

[TAKEN FROM THE NOTES OF THE CITY CLERK] The Committee on Administration & Finance resumed its regular session at 10:10 p.m. With no further business to come before the Committee, Chairman Pollock adjourned the meeting at 10:10 p.m.

Respectfully submitted,

Deborah J. Roberts
Recording Secretary

*This meeting was broadcast on cable television.