

POST COUNCIL REPORT

For the meeting of 07/25/2016

Council Comments/Questions/Concerns

- ❖ Councilman Golden: The Parkway Sidewalk project engineer was Midwest Engineering at a cost of \$9,803; even though the agreement stated it could be \$13,000, the amount stated in the previous post council report was correct.

The Mall Road home was demolished per specs set forth at the time of the demolition order.

Mr. Wuellner provided the information about the curb ramps through HUD to Mr. Golden previously.

There are currently 1,491 curb ramps in the City of Pekin compared to the 800 in 1992 referenced by Mr. Golden.

Below is the section of the proposal with GovHR stating the procedure for the City Manager search. The proposal was agreed to in full. Also, below is the recruitment timeline. We are currently in Phase III of the search process.

Adding a timestamp to the council meeting replays reduces the video quality even further, so we have chosen not to do it at this time.

- ❖ Councilman Luft: asked about spraying the brick streets for weeds and was told per the EPA guidelines for storm water runoff, the City cannot do that. The City will look for organic or alternate options.

Public Comments/Questions

- ❖ Mrs. Witzig asked about the Peoria Pekin Urban Area Transit System (PPUATS) and the request for council action alternative of General funding. Those responses are also listed below.
- ❖ Mr. Jenke stated he did not know anything about the electronic payment system; however the "Green-pay" option has been noted in the message center of the bills since an initial message on the March 2013 utility bills saying green pay was "coming soon". Then the bills beginning in June 2013 showed at the very top in the message center "Automatic Debit is here!" At least 2 other times, separate inserts were included in the utility bills. Again beginning in August 2015 the reminder was added again in the message section of the utility bills. It has been on the website since 2013.

The \$12.00 garbage fee does actually go into the solid waste fund. Those funds are restricted to solid waste and are deposited in solid waste and spent on solid waste. See the revenue for the month of June 2016 as an example.

Mr. Jenke stated he wouldn't mind if a storm water fee went to storm water, but it won't. The storm water funding would also be restricted like solid waste and waste water are per GFOA regulations. The fees or other funding source would go into a separate fund with each individual payment. Those funds would only

be used for storm water maintenance. Storm water maintenance includes repairs to storm inlets, culverts, curbs, gutters, ditches as well as storm water piping underground and larger projects such as the one planned for the Derby St. retention pond for the Cambridge area drainage. Funding storm water separately would also allow for more scheduled maintenance rather than reactive maintenance.

- ❖ Mr. McNish asked how we gauge energy savings through Standard Heating and Air Conditioning service. That is done several ways; through keeping the equipment clean and maintained; updating older equipment to more efficient units and repairing malfunctioning equipment as quickly as possible and with the most efficient components as possible.
The garbage cans stored on Derby St will be moved in the next couple of weeks.

Respectfully,

Sarah Newcomb
Interim City Manager

Portions of GovHR agreement for City Manager Search:

City of Pekin, Illinois

page 5

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.
- Candidates will be interviewed by Skype or Facetime to fully grasp their qualifications and experience as well as their interpersonal skills. This is an hour long interview, asking specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.
- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR USA, ensuring Pekin's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR USA will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. You will advise us of the number of reports you will need for the individuals involved in this phase of the recruitment and selection process. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR USA will provide you with a log of all candidates who applied. You may also review all of the résumés should you so desire. We would recommend creating an electronic dropbox for Council Members to review all résumés as a cost-effective alternative to binders, if so desired.
- GovHR USA will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.

Phase V –Interviewing Process

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

On-site interviews of Pekin officials and staff, development and approval of recruitment brochure Deliverable: recruitment brochure	weeks 1-2
Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant	weeks 3-8
Consultant recommendation to Council of qualified candidates Deliverable: recruitment report	week 9
Selection of candidate finalists by Council; additional background and reference checks, report preparation and presentation Deliverable: interview reports including suggested questions and evaluation sheets	week 10
Interviews of selected finalist candidates; Council selection of final candidate; negotiation, offer, acceptance and appointment	weeks 11-12

PPUATS Answers requested at Council Meeting

What does the study consist of? This is Federal dollars to be utilized for transportation planning in Metropolitan Planning Organizations (MPO). Due to the size of the population of the Peoria metro area, Pekin is included in the Peoria Pekin Urbanized Area Transportation Study or PPUATS which is the planning agent for the MPO. Planning projects selected from a competitive submittal process.

What will it benefit? The benefit is for a Comprehensive Transportation Plan for the entire PPUATS planning area which incorporates most of the Tri-County area.

How will money be used? The money is used for selected planning projects as decided by the PPUATS Policy Committee.

Where will it be deposited, general fund? Pekin does not receive the money. The money goes directly to and utilized by PPUATS.

Is it earmarked for its use? Yes, per regulation with the Federal FAST-ACT, there are restrictions to its use.

Does Pekin need or want a port? The consensus is that a port would be beneficial for Pekin area. Therefore the study that was awarded to Pekin will determine what is needed for a port along with the most desirable location.

What is the non-motorized wayward funding study? The non-motorized wayward study is to determine how current and future users can move safely and efficiently on the existing system, identify potential new routes and creates a brand that can be used throughout the region. This will create a unified experience for any non-motorized user of the systems in Pekin, East Peoria, Morton and Washington.

Can it be used for street repairs? No.

Is there documentation showing what the money has been used for the last 2 years?

PPUATS is required to document the use of the money which is reviewed and approved by the PPUATS policy Committee on an operational level. Then since federal money is being utilized, IDOT audits the use of the money.

General Ledger Report showing Solid Waste fees going into Solid Waste Fund # 223

The detail shows over 40 batches of receipts going into the solid waste fund in the month of June 2016 for utility bills as well as cash register batches for sale of recycle and garbage totes.

General Ledger

Revenue Analysis

User: sjnewcomb
 Printed: 8/1/2016 - 3:47 PM
 Period: 02, 2017
 Fiscal Year: 2017
 JE Number: 0



City Of Pekin
 111 S. Capitol
 Pekin, IL 61554

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected	% Received
223	Solid Waste					
	Report Totals:	1,765,710.76	144,697.06	566,773.52	1,198,937.24	32.10