MEETING MINUTES
Administration & Public Works
Monday, September 26, 2011
5:45 P. M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Council Chambers


Members Absent: Ald. Burrus

Staff Present: Wally Bobkiewicz, Godwin Chen, Hitesh Desai, Robert Dorneker, Chief Eddington, Grant Farrar, Sarah Flax, Doug Gaynor, Stephen Griffin, Curtis Hanawalt, Catherine Hurly, Jewell Jackson, Lonnie Jeschke, Chief Klaiber, Marty Lyons, Joe McRae, Jeff Murphy, Sat Nagar, Suzette Robinson, Paul Schneider, Dave Stoneback, Rickey Voss

Others Present: Sharon Feigon – CEO of I-GO Car Sharing
Jason Coyle – Partner – Baker Tilly - Auditors

Presiding Member: Delores Holmes

I. DECLARATION OF QUORUM
With a quorum present, Chairman Holmes called the meeting to order at 5:55 P. M.

II. APPROVAL OF MINUTES OF REGULAR MEETING of September 12, 2011
It was moved by Ald. Grover and seconded by Ald. Braithwaite that the minutes of the September 12, 2011 meeting be approved. A voice vote was taken and the minutes were approved.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 09/11/11 $2,595,718.06
It was moved by Ald. Grover and seconded by Ald. Braithwaite that the payroll of 09/11/11 be approved. A voice vote was taken and the payroll was approved 4 – 0.

(A2) City of Evanston Bills FY2011 through 09/27/11 $4,125,553.02
*Ald. Holmes asked how the $12,160 was used from the Lead Abatement Grant, noting it is such an odd amount. Jeff Murphy (Assistant Director Building & Inspection Services) said it covered the lead abatement costs in a single family home. This is the cap for such a structure. Ald. Rainey asked if this was the highest amount ever used and J. Murphy replied that it was not. This dwelling
was about 1800 square feet and 100 years old. Many components in the
dwelling had lead based paint. There are two children, ages 4 and 6, living there.
They are at a high risk at that age for lead poisoning.

*Ald. Braithwaite asked what were the $5,500 payments for to Stephen Laser
Association. Chief Eddington (Police Department) said they are used to test for
open positions. Currently there are three such positions, police officer, and in
telecommunications and 311. He said he would get specifics together and
email the council.

*Referring to the $5,000 payment to the Interfaith Housing Center, Ald. Rainey
noted that they are the most competent organization to handle resident landlord
relations. However, she said, she did not know the City had a contract with
them. Steven Griffin (Director Community & Economic Development) said the
Interfaith has been handling the region, rough cases. The decision was made for
them to handle all tenant landlord relations. Ald. Holmes asked if our agreement
included foreclosure counseling. S. Griffin said yes it does. He mentioned that
they are here two half days a week doing the rest of their work over the phone.
Ald. Holmes asked for a memo about this and who to contact.

*Ald. Rainey asked why when a water bill account is closed the rebate only
comes from the water fund. Marty Lyons (Assistant City Manager) stated that
presently they are combined. When a payment is over the amount due, the
overpayment goes into a liability account. It is neither revenue or expense. He
stated that he did not know why at a closing the amount was not credited back to
water or sewer accounts. Ald. Rainey asked why it is different today from a year
ago and M. Lyons replied the billing software was changed. He said he would
get answers to her.

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included foreclosure counseling. S. Griffin said yes it does. He mentioned that
they are here two half days a week doing the rest of their work over the phone.
Ald. Holmes asked for a memo about this and who to contact.

It was moved by Ald. Grover and seconded by Ald. Rainey that the bills list of
09/27/11 be approved. A voice vote was taken and it was approved 4 – 0.

(A3) Approval of Sole Source Purchase of Davit Arm Street Light Replacement
Fixtures from American Induction Technologies

Staff recommends that the City Council authorize the City Manager to
execute a sole source contract with American Induction Technologies
(AITI) (1620 S. Sunkist St. Anaheim, CA) in the amount of $128,000 to
purchase 200 replacement street light fixtures for the following areas: West
Evanston TIF District; Church Street from McDaniel Avenue to Darrow
Avenue; and Chicago Avenue from Howard Street to Sheridan Road.
Funding will be provided by the Capital Improvement Fund (CIP)
“Streetlight Upgrade Program – Luminaries Replacement” (415868) in the
amount of $80,640, by the Economic Development Fund (5300.65522) in the
amount of $10,240, and by the West Evanston TIF Fund (5870.62605) in the
amount of $37,120.

Ald. Rainey asked if Chicago Avenue wasn’t in the Washington National TIF
District. Paul Schneider (City Engineer) said that a one-block section is. Ald.
Rainey said that the reason she asked is that there are enough sources for
funding as not to dig into Economic Development funds. Using TIF monies
would help. P. Schneider replied that this project was developed out of the West
Evanston TIF area. Some dollars could be substituted but it would not be a
complete wash. Suzette Robinson (Director Public Works) said it would be
looked into. If funds can be found to be moved, they will be. Ald. Grover asked if
these light fixtures receive superior energy savings due to the new bulbs, the fixtures themselves or both. P. Schneider said the technology is induction lighting. Replacement of 400 watt mercury vapor luminaries with 200 watt induction luminaries itself will show a big savings. In addition, he added, the light is superior. Ald. Grover asked if the cost of $128,000 included maintenance and P. Schneider said it did not. The City will install and maintain the new product.

It was moved by Ald. Grover and seconded by Ald. Braithwaite that A3 be approved. A voice vote was taken and it was approved 4 – 0.

(A4) **Approval of Change Order #1 to the 2011 50/50 Sidewalk & Curb Replacement Program (Bid 12-25)**

Staff recommends that the City Council authorize the City Manager to approve Change Order #1 to the 2011 50/50 Sidewalk & Curb Replacement Contract (Bid 12-25) to the lowest responsive and responsible bidder, Schroeder & Schroeder Inc. (7307 Central Park Avenue, Skokie, IL) in the amount of $32,750. The change order will allow an additional forty-two homeowners to participate in this year’s Program. Funding will be from the Special Assessment Fund with a total budget of $200,000 (6365.65515) and the Resident’s Share.

Ald. Rainey noted that a change order of this size raises concerns about the original bid. If these costs were in the original bid would it have changed the approval she asked. S. Robinson stated that the bid is based on resident’s requests. At the last moment, residents want in and that causes a change order. She added, we have the best prices around.

It was moved by Ald. Grover and seconded by Ald. Braithwaite that A4 be approved. A voice vote was taken and it was approved 4 – 0.

(A5) **Accept and Place on File the FY2010-11 Audited Annual Financial Report**

Staff recommends that the City Council accept and place on file the City of Evanston FY2010-11 Audited Annual Financial Report. The full report is available at: [http://www.cityofevanston.org/transparency/budget-financial-reports/](http://www.cityofevanston.org/transparency/budget-financial-reports/). This item was held in Committee on September 12, 2011.

Marty Lyons introduced Jason Coyle, Partner with Baker Tilly, who worked on the audit. Jason Coyle referred to page three of the audit “Material Weaknesses” of which there are few he said. There needs to be a minor change in the processing of journal entries. There is no review and approval of journal entries initiated and recorded by the Accounting Manager. It was noted by the City that adequate safeguards are in place. He also noted that the City prepares it’s CAFR, an achievement most cities do no accomplish. Ald. Rainey asked how the ERI comment in the audit affects the City. J. Coyle said that the auditors had to record it as a long-term liability but to a budget perspective, there is little impact.

Ald. Rainey asked if it would have affected the Moody’s and Fitch ratings. J. Coyle stated that it is a rather small debt, it shouldn’t have hurt. J. Coyle went on to “Significant Deficiencies” which are not as serious. It is desirable to use longer passwords but it is noted that the software limits what can be done. M. Lyons said the City’s system is maintained by our IT Department and every four months one needs to change their password. J. Coyle stated that a segregation of duties needs to be reviewed in the cash receipt area. Basically, there is no risk to State
payments being recorded/deposited in error. This comment only replies to city-
received cash payments. The rest of the information in the audit is only
informative. Ald. Rainey asked to talk a little more about the Collector's Office.
She asked Mr. Coyle if he had any suggestions about this office being connected
to something else. She said she believed that State records and the city sticker
program are not connected. J. Coyle said his firm looked at controls in place, not
at potential changes in procedures/programs. They have many controls in place
to monitor what is in, where it went and how it matched the budgeted revenue
plan. M. Lyons noted that the automated license plate program will give an
updated listing of who bought a sticker as well as State information.
It was moved by Ald. Rainey and seconded by Ald. Braithwaite that A5 be
approved. A voice vote was taken and it was approved 4 – 0.

(A6.1) Resolution 55-R-11 to Accept Grant Awards for the Maximum Award
Amount of $42,528.50 from Age Options in Order to Award a Contract to
Help Fund a Senior Meal Congregate Program at the Levy Senior Center
and Fleetwood-Jourdain Community Center
Staff recommends City Council approval of Resolution 55-R-11 authorizing
the City Manager to sign notification of grant awards to fund and operate a
congregate senior meal program at the Levy Senior Center and Fleetwood-
Jourdain Community Center. See agenda item A6.2 below.
It was moved by Ald. Rainey and seconded by Ald. Grover that A6.1 be
approved. A voice vote was taken and it was approved 4 – 0.

(A6.2) Approval of Contract Award to Catholic Charities Lunch-n-More for Senior
Meal Food Programs
Staff recommends City Council approval of the contract between the City of
Evanston and Catholic Charities Lunch-n-More to provide a senior meal
congregate program at the Levy Senior Center and Fleetwood-Jourdain
Community Center for a period of October 1, 2011 through September 30,
2012 in the not-to-exceed amount of $4.15 per lunch meal. The program will
be reimbursed through a grant from Age Options, with estimated City
funding of $13,000. See agenda item A6.1 above.
Ald. Rainey asked how the City got involved with Catholic Charities. She asked if
they are the only one who offers lunch. Doug Gaynor (Director Parks,
Recreation & Community Service) replied that Age Options issued a bid to
provide meals and Catholic Charities was the only one to respond.
It was moved by Ald. Grover and seconded by Ald. Braithwaite that A6.2 be
approved. A voice vote was taken and it was approved 4 – 0.

(A7) THIS ITEM HAS BEEN WITHDRAWN FROM THE AGENDA

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(A9) Resolution 56-R-11, Authorizing a Construction Funding Agreement with
IDOT for the Chicago Avenue Streetscape Project (South Boulevard to Main
Street)
Staff recommends approval of the proposed Resolution 56-R-11
authorizing the City Manager to sign the construction funding agreement
with the Illinois Department of Transportation (IDOT) for the Chicago Avenue Streetscape Project (South Boulevard to Main Street). Funding will be provided by a Federal Illinois Transportation Enhancement Program (ITEP) Grant in the amount of $800,460, and CIP funding of $201,141 from the Chicago Avenue Streetscape account (415895).

It was moved by Ald. Rainey and seconded by Ald. Grover that A9 be approved. A voice vote was taken and it was approved 4 – 0.

(A10) THIS ITEM HAS BEEN WITHDRAWN FROM THE AGENDA

(A11) Resolution 53-R-11, Authorizing the City Manager to Execute License Agreement for the Installation of Solar Canopies and Electric Vehicle Charging Stations

Staff recommends City Council approve Resolution 53-R-11 authorizing the City Manager to execute a license agreement for the installation of solar canopies and electric vehicle charging stations at two City parking lots.

Catherine Hurley (Sustainability Coordinator) introduced this item by saying that through grant funding, I-GO is getting four electric vehicles for Evanston and solar canopies. They will be at two new locations. Each site will have space for two I-GO electric vehicles and two spaces for public parking. There will be no infrastructure cost to the City. I-GO plans to spend $250,000. This was first introduced at a Transportation/Parking Committee meeting. Originally lots 4 (Central Street) and lot 27 (Oak Avenue) were recommended sites. I-GO said that lot 27 did not meet their needs. Ald. Grover offered her thanks for their extraordinaire effort for Evanston. She understood in the Transportation/Parking Committee meeting, their first choice for location was the lot behind the library. She asked the I-GO representative to revisit the library lot since lot 27 was not viable. Sharon Feigon CEO of I-GO Car Sharing noted that she is an Evanston resident and helped to bring I-Go to Evanston in 2005. It is a non-profit company to serve all communities and to show that living without a car is doable. It saves a lot of money, over half of what it costs to own a car and it is environmentally friendly. The solar energy project is to make the vehicles green, to offer a smaller footprint. Solar canopies and charging stations are the way to go. The installer had offered additional charging stations for the general populace. She felt the Library would be a great location. The post office lot is less known. Ald. Rainey said that if there is no problem of using the library lot, lets amend this resolution right now. Wally Bobkiewicz mentioned that at the Transportation/Parking Committee meeting, Ald. Fiske did not like the idea of reserving spaces in a busy location. Ald. Grover asked Rickey Voss (Manager, Parking & Revenue) for his opinion as to available space at lot 3. R. Voss said there is normally a 50 to 60 percent occupancy rate. He conducted a survey in 2009 and the rate was 40 percent. Ald. Rainey said she would put two I-GOs’ out just to keep five other cars off the road. Ald. Rainey moved to amend the resolution to read lot 3 in place of lot 27. Ald. Grover seconded. A voice vote was taken on the amendment and the vote was 4 – 0.

It was moved by Ald. Grover and seconded by Ald. Rainey that A9 as amended be approved. A voice vote was taken and it was approved 4 – 0.
IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT
Ald. Grover motioned and Ald. Braithwaite seconded to adjourn. A voice vote was taken and the motion was approved at 6:50 p.m., September 26, 2011

Respectfully Submitted,
Phillip Baugher
Administrative Assistant, Administrative Services