ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, July 13, 2009

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Council Chambers


Members Absent: 

Staff Present: D. Argumedo, Chief Berkowsky, David Cook, Dolores Cortez, Robert Dorneker, Chief Eddington, Suzette Eggleston, Doug Gaynor, Beth Howlett, Jewell Jackson, Shanee Jackson, Lonnie Jeschke, Mary Johns, Pat Keegan, Martin Lyons, Dennis Marino, Angela McCray, Joseph McRae, Jeff Murphy, S. Nagar, Rolanda Russell, Paul Schneider, Bruce Slown, Dave Stoneback, Ricky Voss, Lisa Woods

Others Present: Ald. Grover,

Presiding: Ald. Rainey

I. DECLARATION OF QUORUM
With a quorum present, Alderman Rainey called the meeting to order at 5:45 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of June 22, 2009
Minutes were unanimously approved 5 - 0.

   (A1)* City of Evanston Payroll through 06/21/09 $2,428,256.91
   City of Evanston Payroll through 07/05/09 $2,651,388.82
   Item A1 was passed unanimously, 5-0

   (A2)* City of Evanston Bills through 07/14/09 $4,362,008.84
   Item A2 was passed unanimously, 5-0

   (A3.1)* Approval of 2010 Water Main and Street Resurfacing Program
Recommend approval of proposed list of projects to be included in the 2010 Water Main and Street Resurfacing Program. Funding provided by Water fund, MFT, CIP, State and Federal funds.
Ald. Holmes noted that the list of streets for improvement did not do not include Hovland Court which is one of the worst streets in her Ward and that she has been trying to get repaved. Paul Schneider (Director of transportation and Engineering) said that every year in the early spring, the staff considers what work to do. In 2006 the Council approved a five year program. At this point, they are trying to catch up with those projects that were to be completed in 2009 and previous years’ projects that were deferred to later. It is a challenge to keep up with the list and to meet emergencies. Ald. Jean-Baptiste asked if the list changed by a big difference in streets to be done. P. Schneider said that at this time, only one street is being done later than was planned for 2010, all other projects were on the list from previous years. Ald. Holmes said that her concerns were about Maple Street and Hovland Court which is in terrible condition. P. Schneider said that Maple was added to the list for 2010 and that when the list is comprised, budget plays a big part in how many can be accomplished within a year. Suzette Eggleston (Interim Director of Public Works) mentioned that the money budgeted to spend is all allocated. So, to add a street at this time means that another
street needs to be removed or Council would have to approve an increase to the CIP funding for resurfacing. Ald. Rainey asked Alderman Holmes if the streets she asked for have been superseded by other jobs. Ald. Holmes mentioned that she is very concerned. Last year she stated, John Burke and she looked at these two streets in particular. Maple Street is on the list but Hovland Court, the worst, is not. Ald. Rainey suggested that the list be scrutinized and perhaps a less needy street could be removed and Hovland Court placed on the list. P. Schneider said that he will do a reevaluation. S. Eggleston stated that Maple had become so bad that it was added to the list. Ald. Rainey reported that the Feds contributed 2.7 million to this 10 million dollar project. Ald. Jean-Baptiste asked how a street gets on the list. P. Schneider said that his department is in the fourth year of the program. The staff gets away from the list and relies on the latest sightings. At the spring meeting they look back to what was not done. And, he noted, his department tries to coordinate with the water main work that has to be done. Ald. Holmes asked if there are five breaks in the sewer, can’t the City do the work now on the sewer and the street. S. Eggleston said that some streets have significantly more than five breaks and higher traffic volumes. There are physical inspections and consideration for daily use, age and patches to date. S. Eggleston indicated that Hovland Court is in need of water main work and that could not be accomplished until 2011. Streets and Sanitation would perform more extensive patching by the end of summer to improve the condition of the street until it can be done in 2011. Ald. Holmes asked for an update on Hovland Court. S. Eggleston said that she would go out and see what can be done and advise Ald. Holmes when the work is completed.

Item A3.1 was passed unanimously, 5-0

(A3.2)*Approval of Lowest Responsible and Responsive Bid (10-02) for the 2009 Debris Hauling and Disposal Contract
Recommend approval of the lowest responsible and responsive bid (10-02) for the 2009 Debris Hauling and Disposal contract to G & L Contractors, Inc. (7401 St Louis Avenue, Skokie, IL) in the amount of $163,950. Funding is provided by the Water Fund ($49,950), the Sewer Fund ($50,000) and the Street and Alley Maintenance Fund ($64,000)

Item A3.2 was passed unanimously, 5-0

(A3.3)*Approval of Lowest Responsible and Responsive Bid (10-32) for the Utility Bill Printing and Mailing Services Contract
Recommend approval of the lowest responsible and responsive bid (10-32) for the Utility Bill Printing and Mailing Services contract to Third Millennium Associates, Inc. (1952 McDowell Road, Suite 300, Naperville, IL) in the amount of $54,618.94. Funding for this three year contract provided by the Water Fund ($27,309.47) and the Sewer Fund ($27,309.47).

Item A3.3 was passed unanimously, 5-0

(A3.4)*Approval of Renewal of Sole Source Police Radio Service Agreement with Motorola, Inc.
Recommend approval of renewal of sole source agreement of Police Radio System with Motorola, Inc. (1309 East Algonquin Road, Schaumburg, IL) in the amount of $38,960.04. Funding provided by the Emergency Telephone System Budget Service Agreement/Contract.

Item A3.4 was passed unanimously, 5-0

(A3.5)*Approval of Sole Source Purchase of Cycle Vision Digital Video Recording System and Installation
Request for sole source purchase of seven (7) Cycle Vision Digital Video Recording System for the Police Department motorcycles from L3 Communications (90 Fanny Road Boonton, NJ) in the amount of $37,415.00 plus installation from Havey Communications, Inc. (28835 Herkey Drive #117 Lake Bluff, IL 60044) in the amount of $2100.00 for a total of $39,515.00. Funds are also requested for maintenance agreements for new and existing cameras in the amount of $7,980.00. The maintenance agreements are through L3 Communications. The total amount requested is $47,495.00. Funding provided by an approved CIP budget of $60,000.00.

Item A3.5 was passed unanimously, 5-0

(A4.1)* Approval of Change Order #2 to the Construction Contract for the Ridge Avenue Rehabilitation Project
Recommend approval of change order #2 to the construction contract for the Ridge Avenue Rehabilitation Project. This is the final change order and will reduce the contract amount by $323,816.94, from $6,385,625.07 to $6,061,808.13.

Item A4.1 was passed unanimously, 5-0

(A4.2)* Approval of Change Order #1 to the Contract with CIVILTECH Engineering for Construction Engineering Services during Ridge Avenue Rehabilitation Project
Recommend approval of change order #1 to the contract with CIVILTECH Engineering (450 Devon Avenue, Suite 300, Itasca, IL) for engineering services during construction on the Ridge Avenue Rehabilitation Project. This change order will increase the not-to-exceed agreement amount by $64,092 from $637,967 to $702,059. Funding provided by Capital Improvement Program Street Resurfacing Funds.

Ald. Holmes asked if there was a relationship between A4.1 and A4.2. P. Schneider said that A4.1 concerns construction and A4.2 concerns the engineering services. Ald. Rainey asked if the City had paid CIVILTECH Engineering to which P. Schneider replied that the full amount has been paid. Ald. Rainey questioned the big dig up at Dempster and Ridge so soon after the repaving. P. Schneider said he would look into it and get back to her with the details.

Item A4.2 was passed unanimously, 5-0

(A5)* Resolution 52-R-09 Authorizing the Interim City Manager to Amend the Contract with North Shore Towing, Inc
Consideration of proposed resolution 52-R-09 authorizing the Interim City Manager to amend the contract with North Shore Towing, Inc. Amendment includes a rate increase effective August 1, 2009 and an eighteen (18) month contract extension ending on July 31, 2011 with North Shore Towing (2527 Oakton, Evanston, IL 60201).

Ald. Jean-Baptiste expressed interest in learning the history of this proposal and what impact it might have. Ricky Voss (Manager Parking Services) related that North Shore Towing initiated talks about an increase several years ago. An analysis of services was conducted from about 2007 on. The City had eliminated a lot of towing for street cleaning which had been part of the projections used by North Shore based on volume from previous years in preparation for the 2007 contract bid. In addition, increases in gasoline and personnel costs and other operational costs substantiate the request for an increase in fees. Since this increase is deemed to be reasonable, I am recommending this resolution.

Item A5 was passed unanimously, 5-0

(A6)* Resolution 54-R-09 Authorizing the City Manager to Enter into a Lease with
Consideration of resolution 54-R-09 authorizing the City Manager to enter into a lease with Norma and Nolan Robinson for the apartment located at 1223 Simpson Street for the period of August 1, 2009 through July 31, 2010.

Ald. Rainey mentioned that she was very concerned in the past concerning this issue. She now feels that the family is to be congratulated for their participation, cooperation and for coming so far.

Item A6 was passed unanimously, 5-0

Resolution 55-R-09 Authorizing the Interim City Manager to Sign a Local Agency Agreement for Federal Participation with the Illinois Department of Transportation regarding the Sheridan Road Rehabilitation Project from South Boulevard to Main Street

Recommend approval of resolution 55-R-09 authorizing the Interim City Manager to sign a local agency funding participation agreement with the Illinois Department of Transportation (IDOT) regarding Sheridan Road Project. The total construction cost is estimated at $2,400,000. Funding provided by American Recovery & Reinvestment Act Funds ($1,320,000), State of Illinois Funds ($650,000) and the City Water Main Funds ($430,000). The construction engineering is funded by the Capital Improvement Program Street Resurfacing Funds in the amount of $210,000.

Ald. Rainey pointed out that this project is very heavily supported by outside sources.

Item A7 was passed unanimously, 5-0

Resolution 56-R-09 Proposed Lease of Eight (8) Parking Spaces in the Public Right of Way

Recommend approval of resolution 56-R-09 approving a lease with owner of Berglund Animal Hospital (2515 Gross Point Road, Evanston IL). Lease is for an initial term of ten (10) years at an annual rate of $2,400. The parking spaces are located immediately south of 2515 Gross Point Road along Harrison Street. The lease is condition for approval for Special Use Ordinance 40-O-09.

Ald. Holmes asked what was used to come up with the $2,400 annual rate. What is the market rate she asked. R. Voss noted that Community Development had asked for assistance in developing this lease. A study of surrounding areas showed the average lease is $2,000 per year. Ald. Holmes asked if rates at other off-the-beaten path are looked at for leases. R. Voss stated that representatives of Berglund Animal Hospital indicated that private rates surrounding their area averaged about $25.00 per month per space. In addition, he indicated they are comparable to the City’s rates charged in some of their surface lots and this area is a parkway that is already primarily for customer parking related to Berglund Animal Hospital. It was felt that the annual price was fair. Ald. Rainey thought it fair as a lot in her ward would cost $2640 per year. Ald. Fiske asked if any interest was built into the lease. R. Voss replied no, the lease is for ten years with an automatic ten years extension after which the lease will be up for review. Ald. Fiske asked if this area had never been leased before and R. Voss replied that is correct.

Item A8 was passed unanimously, 5-0

Ordinance 57-O-09 Decrease in the Number of Class B Liquor Licenses, Le Petit Amelia Bistro and Wine Bar

Consideration of proposed ordinance 57-O-09 amending Section 3-5-6 (b) of the City Code to decrease the number of Class B liquor licenses from 16 to 15 due to the liquor license expiration of La Petit Amelia Bistro and Wine Bar, LLC dba Amelia Bistro and Wine Bar (619 Church Street, Evanston, IL).

Ald. Rainey asked if the restaurant was still open. Shanee Jackson (Liquor and Special
Projects Coordinator) said that they were closed.
Item A9 was passed unanimously, 5-0

IV. ITEMS FOR DISCUSSION

(APW1) Business Performance and Technology (BPAT) Presentation
Pat Keegan (Interim BPAT Manager) and Bruce Slown (Director Information Systems) made
the presentation. The department is divided into four teams, Service Desk, Infrastructure, Project
Management and GIS & Development. The service desk receives a minimum of twenty-five
calls (electronically) each day. The infrastructure team is charged with making sure that the
several websites are up and running everyday, all day long. The project management assignment
is to manage services, provide training and handle application processing. GIS produces maps,
updating them and creating new ones. They also designed and maintain the City’s web site. P.
Keegan pointed out that BPAT wireless serves the City Council and committees and all city
departments and staff. The enterprise System Reports catalogue is long. It requires a significant
investment from the City and it supports numerous systems. The investment, along with staff has
made Evanston a leader in municipal information technology. Partnering with Northwestern for
the fiber network provide significant benefits. The future is very forward thinking. As an
example, the open source software idea is that software is freely available and the City has
aggressively adopted open software when appropriate. The use of cameras has grown to 130
pieces of equipment. New BPAT projects come to 2.7 million which at this time out weighs
resources. Areas of concern are 1), application administration, new projects, new systems:
identify resources needed and if on line, can it be supported 2), increased expectation for staff for
24x7 support, 3) maintain the infrastructure: support all used and keep the system healthy and 4)
BPAT and City training: keep BPAT staff trained and keep City staff trained in the skills they
need for the tools provided.

Ald. Rainey questioned how many hits does the site get and P. Keegan said that he would get the
figure to her. There are more and more wireless computers in use by the Council, the library and
the public. Today, all users’ email is connected to a service that insures that information is never
lost. Ald. Burrus asked if the fiber link was integrated with the High School. P. Keegan said no
it is not. The City has a partnership with Northwestern University where sixteen buildings are
connected. B. Slown noted that the high school uses Northwestern for the internet. Ald. Burrus
asked who funds the computer programs in the community. P. Keegan had to admit that he did
not know. Robert Dorneker (Recreation Supervisor) relayed that old computers are from BPAT
and that in the field maintenance is handled by BPAT staff. Ald. Fiske said she is proud of this
department and all that it provides. She noted that she has had first hand experiences with the
police computers in her business. When a customer attempted to pass a bad check, the Police
responded within three minutes and with the use of the computer in the squad car, identified the
customer as a previous passer of bad checks. The information was available and available
quickly. Ald. Rainey asked if all the computers in the police cars were all working. P. Keegan
said he had no word on any crashing and Chief Eddington gave it a thumbs up. Ald. Rainey
asked if each police car had a digital camera and Chief Eddington said no to the question. Ald.
Rainey noted that for investigations there is a need for still cameras. Ald. Rainey asked is the
web site manager and P. Keegan said the position is vacant. Ald. Holmes wondered about staff
training on systems such as PAL. Are all the staff trained. P. Keegan said they were but it is a
sophisticated system for permits and licensing. BPAT staff are not trained to use it, the end users
are. M. Lyons said that he would provide an update of PAL installation to date. Property
Standards will be installed with a new release of the system. Power users will train staff not
BPAT. Ald. Holmes asked if all the wrinkles are out of PAL and Ald. Rainey asked who uses it.
Dave Stoneback (Superintendent Water and Sewer Division) said that his departments use it for
charges for installation of water and sewer services. Dennis Marion (Interim Community
Development Director) said that it is heavily used by the Building Division. Property Standards
should be up in six to nine months. Ald. Rainey asked about licensing and D. Marino said that this will be covered in the August presentation from his department. Ald. Rainey asked if there had been any kinks and D. Marino said that yes there were but BPAT and the system provided worked through. Ald. Fiske asked how the Department/City is protecting the data from hackers, etc. How should the City respond to FOIA requests. How long is information retained electronically. P. Keegan said that enterprise oracle databases are stored on encrypted tape. Staff encrypts those tapes that are then stored off site. Web traffic is tracked daily. B. Slown said for FOIA purposes, the City needs to pick-up all paper and deposit it an electronic file. All backup files (emails) are filed off site and saved for a year. BPAT does not have software to be able to read old tape files. Technology is changing to fast. Marty Lyons (Assistant City Manager) communicated that the City has a comprehensive policy in step with State requirements concerning record retention. Ald. Fiske asked what an Alderman’s responsibility is in using email, is it part of the City record. B. Slown said he was not aware of any regulations requiring emails to be retained. Alf. Fiske noted that they are required to copies of what they discuss with their constituents. Ald. Rainey said the City Legal Department should be asked to look into this noting that she does not use the city email system. Ald. Burrus, asked if BPAT had the capability to keep recorded audio tapes or if they can be digitized for retention. She wondered if it was too difficult. P. Keegan said that currently all tapes are on an analogue system and they are not stored. Ways to retain this information are being explored. Ald. Jean-Baptiste asked Bruce Slown about staff changes. B. Slown said that years back there were three full time employees and four consultants. Today there are nineteen full time employees. The majority of growth has been in teams other than IT. Ald. Jean-Baptiste asked to what extent does the City rely on consultants. B. Slown replied that they are hired for new programs but after that most of the work is done in house. Ald. Jean-Baptiste asked what the budget growth was in this department. M. Lyons said that he would get the figures together. Ald. Jean-Baptiste noted that BPAT has a lot of goals. But, as we go into lean years, is BPAT looking at what systems are used to maximize their use and training most to use them. Property Standards is an example of not maximizing a system. B. Slown stated that BPAT does not focus on having the latest and greatest, the focus is on the needs of the customers. A request was made that Legal discuss the FOIA and record retention question at the next Rules Committee. Ald. Jean-Baptiste asked what the City does with the older hardware. B. Slown responded that the PC is taken out of service after seven years. Parts are kept, the systems are removed and there is then nothing left. M. Lyons noted that the life span is quoted as three to four years and the City has been getting at least seven. That is good economy.

(APW2) Library Department Presentation
Item APW2 was scheduled for the next committee meeting.

V. COMMUNICATIONS

VI. ADJOURNMENT: 7:00 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department