I. DECLARATION OF QUORUM
With a quorum present, Alderman Rainey called the meeting to order at 5:42 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of November 26, 2007
Minutes were unanimously approved, 5-0.

III. ITEMS FOR CONSIDERATION ON COUNCIL AGENDA
Items were individually considered.

(A1)* City of Evanston Payroll through 11/29/07 $2,230,930.78
Item A1 was unanimously approved, 5-0

(A2)* City of Evanston Bills through 12/11/07 $3,799,095.44
Ald. Holmes was pleased with the clean bill of health from Wiss, Janney, Elstner Associates. G. Morgan (Assistant to the City Manager) stated that J. Rozak will receive an invoice. Ald. Holmes also commended Fleet Services for preparing for the upcoming inclement weather. Ald. Rainey reminded them that two audits ago they were criticized for a massive inventory. She hopes that this is not a start of amassing a quantity of items. Item A2 was unanimously approved, 5-0

(A3.1)* Approval of lowest responsive and responsible bid (#08-62) for Cisco network and telephony products to Sentinel Technologies (2550 Warrenville Road, Downers Grove, IL) in the amount of $122,593. Funding provided by Capital Improvement Plan, $69,858, Emergency Telephone System Fund, $15,820.50 and General Fund, $36,914.50.
Ald. Wollin asked where the obsolete equipment is. Bruce Slown (Director of Information Systems) said it is throughout the city buildings, the majority is in the Civic Center. Ald. Rainey said she believed that some of the items were obsolete and were not being supported. B. Slown said that that is correct. Ald. Wollin asked about the changing of phones. B. Slown stated that now computer phones are installed. The old (current) style is very expensive to maintain. Ald. Rainey asked what the internet service is. B.
Slown said it is us, the City of Evanston. Ald. Rainey asked about the status of the internet service for the Police Outpost on Howard. B. Slown said he was not aware of a request for installation. Ald. Rainey said that she has asked for the service on numerous occasions. Mike Madden (Division Manager, BPAT) said that he has heard of the request and that he would look into it. Ald. Jean-Baptiste asked if the City of Evanston did not use Comcast. B. Slown said the City operations do not use that service. We use a system that is cheaper and dedicated to an entire band. The Library is on the fiber-optic system through Northwestern. Ald. Rainey asked who would install this new system. B. Slown said his department would.

Item A3.1 was unanimously approved, 5-0

(A3.2)* Recommend award of professional services contract to Benson Electric (6913 North Oleander, Chicago, IL) for the installation of electrical components required for the provision of emergency backup power in the amount of $28,567. Funding provided by Capital Improvement Plan.

Ald. Holmes asked if backup power was frequently needed. Anil Khatkhate (Facilities Project Manager) stated that no, but there is a need to be prepared.
Item A3.2 was unanimously approved, 5-0

(A3.3)*Recommend for Illinois Department of Transportation (IDOT) to award the Ridge Avenue Construction Project to Benchmark Construction, Inc. (3349 South Kedzie Avenue, Chicago, IL) in the amount of $7,118,324.73. Funding provided as follows: IDOT (3.6M), City Sewer Fund (2.2M), and Capital Improvement Plan Street Resurfacing Fund ($1,318,324.73).

Ald. Wollin asked if a change order would soon be submitted to lower the cost. Ald. Rainey stated that she was surprised that the IDOT share was not larger. John Burke (Transportation Director) said that it is a joint agreement. One million from the City of Evanston and the rest from IDOT. However, the sewers are not covered by the IDOT monies. Ald. Rainey did not know that the sewer project hit Ridge Avenue. J. Burke said that this is a separate project. Ald. Rainey asked how the work will be done with the resurfacing going on. J. Burke said it will be carefully phased in, Howard to Main and then Main north. Because the sewer work will require a full street width, detours will occur. Ald. Rainey asked if there will be more city meetings and J. Burke responded that probably two or three more will be planned.
Item A3.3 was unanimously approved, 5-0

(A3.4)* Recommend award of professional services contract (RFP# 08-50) to Land Design Collaborative (5142 Main Street, Skokie, IL) for the Ladd Arboretum Master Plan Implementation Phase I in the amount of $32,100. Funding provided by Capital Improvement Plan.

Ald. Wollin asked what the overall budget was. Paul D’Agostino (Superintendent of Forestry) said it is $150,000 for first phase work. Ald. Rainey said that is what you will propose but we have not approved it, correct? P. D’Agostino said she was right.
Item A3.4 was unanimously approved, 5-0

(A3.5)* Recommend City Manager enter into an agreement with Citation Management, a division of Professional Account Management, LLC, a Duncan Solutions Company (633 West Wisconsin Avenue, Suite 1600, Milwaukee, WI) for parking ticket management and payment processing functions ( RFP 07-30) in the amount of $188,212 per year for three years totaling $564,636. Funding provided by the General Fund parking ticket revenue.

Ald. Wollin asked if residents paying on line with a credit card can do so without paying a fee. Ald. Rainey strongly stated that the City of Evanston cannot charge the citizens. Kevin Lookis (Revenue Manager) said that a fee is assessed but that it does not go to
the City of Evanston. Ald. Rainey asked what the percent is. K. Lookis said that 1.75% will be charged. Tim Wendler, Regional Manager for Duncan Solutions said that typically fees are one to three dollars. Ald. Rainey noted that not in one place does it state that a fee will be charged for paying on line. M. Madden says that it was in the Parking Committee draft. Ald. Rainey says that this proposal should have been brought before the committee sooner and in more detail. Ald. Wollin noted that she had never seen minutes form the Parking Committee. Ald. Rainey thought that would have been a good idea. She stressed that she does not like the way this is being handled especially the item of fees being charged. If all that money goes to Duncan Solutions, what is the savings to the City of Evanston. M. Madden says that it will result in an increase in revenue. Ald. Rainey stated that she knew that but what is the point of raising revenue if there are no savings. M. Madden said that by Duncan Solutions preparing the notices, one-half person will be saved. He and the committee want to wait one year to see what can be changed such as staff reduction. Ald. Wollin asked if Duncan Associates will handle the Chase lock box. K. Lookis said yes. He stated that it would cost fifty-five cents a ticket which is the amount currently being paid. However, internet and phones are expensive. It will not be a pass through to the citizens, just to the City of Evanston. M. Madden stated that the credit card company charges will go directly to Duncan Solutions. Ald. Rainey noted that this is convenient but more expensive. Ald. Wollin likes that ability for tracking out-of-state licenses. Ald. Rainey did note that this system allows citizens to pay lots (amnesty) of tickets, to get a deal. Matthew A. Grady (Finance Director) stated that the fee is a convenience fee. Today it is cheaper than gas and time. Ald. Holmes said this is okay as long as there are other options. M. Madden reiterated that the drop-off box on the west side of the Civic Center and the Revenue windows will remain in place. M. Grady said that if the fee for on-line payment was not charged, the cost of that service would have to be spread out over all those paying. The credit card company charges the vendor. Ald. Rainey asked what the maximum charge might be. T. Wendler said it can be as high as three dollars. Ald. Jean-Baptiste asked that the costs be re-capped. K. Lookis said it is $188,000 a year for each of the first three years. Ald. Jean-Baptiste noted that only after Duncan Solutions gets an 82% receivable, will they be paid. But, efficiency is not good over the loss of personnel. He noted that he is not sure that this assessment of cost savings is really good. K. Lookis said that there is no way we can know now about reductions but believes that there will be a reassessment before that point is reached. Ald. Rainey asked how this massive plan could not affect staff levels. K. Lookis stated that ERI and staff moving on keep that from occurring. M. Madden said that we cannot determine this at this time. Ald. Rainey asked what has been projected. Ald. Jean-Baptiste asked how many positions will be released. M. Madden stated that the one-half position that does notices, will assume other duties, no positions are planned to be released at this time. He also stated that it is too early to make hard decisions now. Ald. Wollin suggested a three year study. M. Madden agreed that they would be a good study parameter. Ald. Rainey said, $188,000 a year and only one-half person covered. M. Madden stated that the current system is now so obsolete that it would cost the City of Evanston $600,000 to $700,000 to replace it. Ald. Rainey said that she would like to see reports and before the three years is up. Ald. Jean-Baptiste said he would have to vote “no” until Ald. Bernstein and Ald. Wynne have talked more about this. It was suggested that this item be taken off the City Council agenda until further feedback is obtained. Item A3.5 was approved 4-0 with one vote nay.

(A3.6)* Recommend selection of OEC Business Interiors, Inc. (900 North Church Road, Elmhurst, IL) as the non-exclusive furniture vendor for all City Departments. Funding provided by department funds.
Ald. Wollin asked if the previous business we worked with was out of business and what does it mean “non-exclusive”? David Cook (Superintendent of Facilities) said
yes to the first part and that “non-exclusive” meant that if there is a big order, the City of Evanston can go to other sources by going out to bid. Ald. Wollin asked if they use recycled furniture. D. Cook said yes as much as the previous company. Ald. Rainey questioned the choice based on the criteria and scoring totals. D. Cook stated that Office Concepts did score higher on understanding the requirements and services for the City of Evanston but overall, OEC scored better especially concerning their participation in M/W/EBE. Office Concepts did have a waiver for the precious contract but was unable to secure one this time. Ald. Rainey asked if we knew OEC. D. Cook said yes, he has seen their work. Ald. Jean-Baptiste asked why we are doing this, what is the purpose and when do we open it to others. D. Cook stated that the Water Department is going to be looking into all new furniture and its installation. This contract will standardize the styles and the furniture. Three bids will be required. Jewell Jackson (Purchasing Manager) said that if it stays under $20,000, a bid is not required but three quotes are. Ald. Jean-Baptiste asked that if the City of Evanston stays within the guidelines, why do this action. Ald, Rainey asked if is a vendor is selected do we have to go out for bids. D. Cook said yes we do. A vendor will get us the best price. We then have prices on hand to use for budgeting.

Item A3.6 was unanimously approved, 5-0

(A5)* Resolution 68-R-07 Adoption of a New Energy Policy
Consideration of resolution 68-R-07 recommending by the Energy Commission to revise the existing Energy Policy of the City by adopting Resolution 68-R-07.
Dennis Marino (Assistant Director of Community Development) apologized that the 1995 energy polices were not attached, he will get them out. Joel Freeman (Energy Commission Chair) Community Development felt it was time to update the City’s energy policies. De-regulation has changed pricing and procurement. Modifications have encouraged the City of Evanston to be more involved and for the citizens of Evanston to be more involved. The City of Evanston needs to track usage in its own buildings. There have been many changes over the last ten years and more are to come. It is an ongoing process. The Energy Commission has focused on liability and frequency of information from the franchise. They are trying to encourage more compatibility between large users. Ald. Wollin asked where the reliability report was. J. Freeman stated that they are on line, at ComEd, the City and the State. D. Marino said that he would supply the Aldermen with the information from ComEd. Ald. Jean-Baptiste mentioned a need for greater education. Is Carolyn Collopy (Sustainability Coordinator) working with the Energy Commission. D. Marino said she is and she does have input. Ald. Jean-Baptiste asked what she is doing; she should be staff on the commission. J. Freeman said that she and the Environmental Board are all participating in this project. D. Marino said that he would get her more involved. Ald. Jean-Baptist asked if Max Rubin (Emergency Preparedness Manager) is involved for emergency considerations; they need to think on a larger scale. How much collaboration is there? D. Marino said that Max Rubin is involved for outages. He is the City of Evanston’s first contact. Ald. Rainey says that is what frustrates the Council, not all people talk to each other, coordinate their departments. J. Freeman said that Dave Cook has updated the commission on what the City of Evanston is doing on its property. Emergency processes are outside the scope of the commission. Reliability issues with ComEd are not related to storms, etc. Ald. Rainey noted that no one challenges every commission but your updated policy deals with sustainability, so C. Collopy should be in attendance at commission meetings.
Item A5 was unanimously approved, 5-0
Ordinance 105-O-07  Regulating the Use of Fire Pits

Consideration of ordinance 105-O-07 whereby the City of Evanston will regulate fire pit use mainly in residential settings to minimize any fire hazards and/or negative impacts on the neighborhoods.

Chief Berkowsky and Kevin Kelly (COE Fire Department) stated that fire pits are now very popular. Over the years they have dealt with issues and complaints. In the last eighteen months there has been an increase in complaints. The ordinance is basically asking the owners to use common sense and to not offend neighbors. Ald. Wollin asked about smoke control. Chief Berkowsky said if it is windy do not use a fire pit.

Item A6 was unanimously approved, 5-0

IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 6:45 pm

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department