ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES

Tuesday, May 29, 2007
5:43 pm – 6:25 pm
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Judith Aiello, Chief Berkowsky, Anna Kate Bishop, Pat Casey, David Cook, Robert Dorneker, Doug Gaynor, Matthew A. Grady, III, David Jennings, Vincent Jones, Gavin Moran, Elke Purze, Rolanda Russell, Bruce Slown, Dave Stoneback, Brad Yatabe

Others Present: Robert Horstman & Michael Ley – Virchow Krause & Company
Ms. Yan Juan Ruan, Owner & Mr. Zhou Chen, Manager – Nine Fish Restaurant.

Presiding:  Ald. Wollin

I. DECLARATION OF QUORUM
With a quorum present, Alderman Wollin called the meeting to order at 5:43 pm.

II. APPROVAL OF MINUTES OF REGULAR MEETING of May 14, 2007
Minutes were unanimously approved 5 – 0.

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

(A1) * City of Evanston Payroll through 05/17/07 $2,280,963.28
Item A1 was unanimously approved, 5-0

(A2) * City of Evanston Bills through 05/30/07 $4,329,259.11
Ald. Rainey noted that the inspectors are not city employees. She asked to have by the next committee meeting, the number of inspectors from the private sector now as compared to what the City previously supplied. Vincent Jones (Assistant to City Manager) will respond to Alderman Rainey’s. She also questioned the “structural review fees” in Buildings and Zoning asking if they were regular consulting fees or for the Rozak garage. Judy Aiello (Assistant City Manager) believed that is the city’s regular fee but will confirm.
Item A2 was unanimously approved, 5-0
(A3.1)* Approval of the lowest responsive and responsible bids from En Pointe Technologies (2381 Rosecrans Avenue, Site 325, El Segundo, Calif.) in the amount of $24,924.75; Dell Marketing (One Dell Way MS RR8-06, Round Rock, TX.) in the amount of $40,650.40 and Netrix, LLC (2801 Lakeside Drive, Bannockburn, IL.) in the amount of $35,968.40 for a total amount of $101,543.55 to support the Accela Enterprise upgrade implementation for the Community Development Department. Funding provided by CIP Information Technology Replacement and IT Strategic Planning Application Funds.

Ald. Rainey asked, “What is a terabyte and what are enclosures?” Bruce Slown (Director of Information Systems) said it is a massive storage capability, bigger than a gigabyte. Enclosures are the cases that hold the equipment. Ald. Wollin asked about the number of trainers available since we only have one at present. Bruce Slown said there will be several involved in this process. Ald. Jean-Baptiste asked why the lowest bid that was not accepted mentioned in the supporting documents. Bruce Slown stated that he merely wanted to show all that had applied. He also assured Ald. Jean-Baptist that a June 20th presentation is planned to provide clarity regarding the overall concept. Ald. Rainey asked if copies of the reports can be viewed and what are the ones being replaced. Pat Casey (Director of Management, Business & Information Systems) said that Accela has not yet developed the report formats. A study will be completed first. Casey will ask for samples of other reports they do in similar communities.

Item A3.1 was unanimously approved, 5-0

(A3.2)* Approval of the lowest responsive and responsible bid from Lunch At Hand (19450 97th Avenue, Mokena, Il.) in the amount not to exceed $105,472.25 for the 2007 Summer Food Service Program. Funding provided through a Federal Government reimbursement program, approximately 90%, and with the balance from the General Fund.

Ald. Rainey mentioned that several residents have asked her how servers are selected and are background checks done. Robert Dorneker (Superintendent of Recreation) responded saying that each individual is interviewed and Human Resources does background checks. Ald. Rainey asked if workers can smoke. Dorneker replied no. She added as a question if workers who take a break just go to an adjoining sidewalk and light up. Robert Dorneker will look into stricter limitations. Ald. Holmes asked that more communication be provided to the community that the food cannot be taken out of the parks and it is only for the youth there. Bob committed that additional literature will be available and distributed in addition to the items currently available. Ald. Wollin noted that the age criteria are not mentioned in the letter to the community. Ald. Rainey asked Dorneker if he was satisfied last year. Ald. Rainey asked for figures comparing the use of the parks and compared to last year and would like to know if the numbers have dwindled. Bob said that last year, the daily servings were: Robert Crown 250, Fleetwood Jourdain 200, Elks Park 50 and Mason Park 50.

Item A3.2 was unanimously approved, 5-0
(A3.3)*Approval of a four year contract for Auditing Services to Virchow Krause & Company (225 North Michigan Avenue, Suite 1100, Chicago, Il.) as the auditors for the City of Evanston in the amount of $67,900 for fiscal year 2006/07. Total contract cost for fiscal years 2006/07 through 2009/10 is $298,900. Funding provided by General Fund.
Ald. Rainey asked the two representatives from Virchow Krause & Company if they were auditing the City of Chicago. Robert Horstman (Partner) said no they do special audit projects for the City, not their financial statements. She then asked, “What is the largest budget you audit for a city or village you serve?” Michael Ley (Partner) listed Milwaukee County, Madison, Wisconsin. McHenry County, Des Plaines and Bensenville. Robert Horstman noted that the last two are comparable to Evanston. Ald. Rainey asked if they were going to do the Township audit. Matthew A. Grady, III (Director of Finance) said the Township still had a year to go on their current contract.
Item A3.3 was unanimously approved, 5-0

(A3.4)*Approval of Contract for the construction of Fire Station #5 to the low bidder, Central Lakes Construction Company (749 Pinecrest Drive, Prospect Heights, IL.) in the amount of $4,578,000. Funding provided by the CIP.
Ald. Rainey requested written documentation answering what was causing the leaking in the Fire Department offices on Lake Street, has it been fixed and if so who did it. Chief Berkowsky (Fire Department) said it was in the Police Department area on the second floor. He’ll pass the word to them to get the information requested. Ald. Wollin noted that there is no contingency fund shown in the account. Chief Berkowsky stated that it is funded in next year’s CIP budget. Ald. Rainey asked what the cost is per square foot. David Cook (Assistant Director Facilities Management) said $325.00. Ald. Jean-Baptiste asked about a time table. Cook responded it is anticipated that demolition and construction will take twelve months. Ald. Rainey asked where fire services will be located. Chief Berkowsky said Station 5 will relocate to Station 1 and that an agreement is in place with Wilmette to cover the western portion of the city.
Item A3.4 was unanimously approved, 5-0

(A4.1)*Approval of Change Order No. 4 to the contract with Jay Dee Contractors, Inc. (38881 Schoolcraft Road, Livonia, MI) to provide additional services during construction of the Basin S82B Contract 1 Relief Sewer Project. This change order will increase the contract price by $127,436.00, from $10,267,403.00 to $10,394,839.00. Funding provided by the Relief Sewer Fund.
Ald. Rainey questioned item two of the summary asking who did the design drawing and do we know the cost of the error to the City? Dave Stoneback (Water Superintendent) said MWH Americas did the design and the error is costing thirty-one thousand dollars. Ald. Jean-Baptiste asked if when an error occurs is the matter referred to the Legal Department to try and get the contractors to pay. Dave Stoneback said this has not been referred to Legal. In his opinion it was not an error. Elke Purze (Assistant Corporation Counsel) will pursue it when the information is referred to her office. Ald. Holmes said we might have to share the cost. Ald.
Wollin asked if it will not cost more now to redo Foster. She was told that no one will know until the excavation is completed noting that excavation was not requested in the bid. Ald. Holmes asked if there are drawings that show the depth of the pipes. Dave Stoneback said that the Water Department records (plans) are very good, eighty, forty, or twenty years on other utilities is not as reliable. The City’s record keeping is greatly improved, a GIS format has been employed. Ald. Rainey noted this change order as a known error blaming the design drawings which could possibly cause the next vendor who does work to charge the City more and feels that staff should do more investigating. The alderman recognizes that the thirty-one thousand dollars is not all the contractor’s responsibility but also the engineering firm. Ald. Jean-Baptiste said that vigilance should not come from the A & PW Committee and asked why is it not routine to refer items like this to Legal? Are they too busy? Do they need another lawyer? It should be a general rule, explore it all before coming to A & PW. Ald. Wollin noted that the telephone duct is unmarked. Dave Stoneback stated that that is in error, the duct is marked.

Item A4.1 was unanimously approved, 5-0

(A5)* Resolution 25-R-07 Assuming Responsibility for the Temporary Closure of Sheridan Road for the Eight Annual Ricky Birdsong Memorial 5K Race Against Hate
Consideration of proposed resolution 25-R-07 assuming temporary closure of a portion of Sheridan Road from Lincoln Street to Dempster Street and the added closure of Forest Avenue from Sheridan Road to Greenwood Street for the eighth annual Ricky Birdsong Memorial 5K Race Against Hate. Costs not to exceed $5,000 for Police and Evanston Transportation Division Services and are reimbursable.

Item A5 was unanimously approved, 5-0

(A6)* Ordinance 47-O-07 Increase in the Number of Class D Liquor Licenses
Consideration of proposed ordinance 47-O-07 amending Section 3-5-6 (D) of the City Code to increase the number of Class D liquor licenses from 23 to 24 due to the opening of Nine Fish Restaurant. (2426 Main Street, Evanston, IL.)
The owner, Ms. Ruan and the Manager, Mr. Chen were present. When asked it was explained that they had not completed the BASSET training. Ald. Rainey and Ald. Jean-Baptiste both asked if not completed why is this on the agenda. Pat Casey said it was just bringing the item forward. Ald. Jean-Baptiste asked why not wait until classes are completed. Pat Casey said that they will be June 11th. He further explained that the classes were being done on computer as it is a better use of time than a classroom. Ald. Rainey thought that the classes included role playing. She wondered why compromise on the thoroughness of a class just to save time. Pat Casey understands the concern and will look into the on-line training program. Ald. Wollin asked if there would be some classroom work.

Item A6 was unanimously Held, 5-0
IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 6:25 pm

Respectfully submitted;
Phillip G. Baugher, Finance Department Administrative Assistant