I. DECLARATION OF QUORUM
With a quorum present, Alderman Rainey called the meeting to order at 5:35 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of September 10, 2007
Minutes were unanimously approved, 4 – 0.

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

▶ Special presentation of the completion of the FY 2007 Comprehensive Annual Financial Report (CAFR).
Robert Horstman, Partner in Virchow Krause and Company, stated that the audit as a whole showed a very strong presentation by the City of Evanston. It was a new process. To meet new audit guidelines, a snapshot of what occurred over the year was the goal. The financial highlights were right on target, a strong increase was shown. The new debt was high but 13.7M was a refund at a lower interest rate which is very positive. Assets were shown to increase while liabilities decreased. Robert Horstman sees the tax rate for the City of Evanston as having been fairly constant. In 1996 the rate was 2.05, in 2005 it was 1.49. Dave Farmer, Manager at Virchow Krause and Company addressed the Compliance Report on the Federal Role. Being audited by government standards is different than being audited by city standards. A different set of tests are done a management letter is prepared and a report goes to the Governing Board. It is required that various groups put into writing what they observe. The audit team then gives recommendations. The City of Evanston administration wanted a thorough review of operations. There will be new standards in 2008 for an audit to be performed. One
change is how risks are accepted. Local governments will need to document all procedures and controls. They will be required to create a manual/handbook to give to the auditors who will look for variations in procedures. Some of these steps were used this year and the Finance Department has begun to create the manual/handbook. In the future, restricted funds that are transferred to another use will no longer be considered “restricted”. GASB45 will affect the city next year. Promises to employees (benefits, etc.) must be properly administered such as retiree health insurance. Robert Horstman stated that two funds showed deficits at the end of the fiscal year but the ensuing result will be a strong fiscal position. Ald. Bernstein commented on the dollar error in the original CAFR posted on line. Dave Farmer stated that it was a calculation error; the formula did not work in the copy they sent to the Finance Department. Matthew A. Grady, III (Director of Finance) said that new procedures are already in place to see that this does not happen again. Ald. Rainey asked when the TIF audit will be available. Robert Horstman stated that all audits are in compliance and the report will be available in December. Julia Carroll (City Manager) said that the report is compiled by Kane, McKenna, it is not part of the CAFR. Judy Aiello (Assistant City Manager) said the report will be online after the annual meeting. She will check to see if last year’s is online and inform the Aldermen. Matthew Grady talked about the steps the Finance Department has taken to strengthen the system. Two positions were filled by professionals who are CPA’s. In addition to their proven abilities in the world of finance, both have extensive experience performing internal and external audits. A new internal audit function is being designed that will be on-going during the year. Weekly brainstorming sessions have been held among the Finance Division heads reviewing every position to find places that this function can be placed on a permanent basis. In addition, in July, Virchow Krause and Company held the first ever employee information sharing and training session on the new internal controls from SAS, the Statement of Auditing Standards. Forty employees who handle financial information for the City attended. He is confident that very positive actions are being taken.

(A1)* City of Evanston Payroll through 09/07/07 $2,244,403.10
Item A1 was unanimously approved, 4-0.

(A2)* City of Evanston Bills through 09/25/07 $4,034,340.74
Ald. Rainey noted that there were no explanations of seized funds. Vincent Jones (Assistant to the City Manager) will supply the information.
Item A2 was unanimously approved, 4-0.

(A3.1)*Approval of the lowest responsive and responsible bid for the 2007 CIPP Spot Line Sewer Rehabilitation Contract (Bid # 08-51) to National Power Rodding Corporation (2500 West Arthington Street, Chicago, IL) in the amount of $72,501.50. Funding provided by the Sewer Fund.
Item A3.1 was unanimously approved, 4-0.

(A3.2)*Approval of the purchase of 325 trees from the Suburban Tree Consortium (STC), West Central Municipal Conference (1127 Manheim Road, Suite 102, Westchester, IL) in the amount of $68,885. Approval of the additional purchase for the contractual planting of 100 trees through STC in the amount of $8,800. The total expenditure for the purchase of the trees and the contract for planting is $77,685. Funding provided from the Parks/Forestry Operating budget.
Ald. Jean-Baptiste asked why the City of Evanston does this. Doug Gaynor (Director of Parks/Forestry & Recreation) said this is a replacement program for trees that have died or are diseased. The normal replacement quantity each year is 250 plus. It is a twelve month program. Residents have a choice of five types of trees to choose from. An order is then placed and the nursery starts to grow the trees to the acceptable size for planting. Due to the competition for trees, our system allows the City a better bid and the types of trees the City wants. The citizens do not pay unless they want a larger tree which is approximately $175.00. Paul D’Agostino (Superintendent of Forestry) will supply a plan of where this set of trees will be planted. Ald. Jean-Baptiste noted that cul-de-sacs looked depleted. David Jennings (Director of Public Works) says that a report will be ready in October showing the results of his department’s study of these areas. The review did not show a great number of trees missing but need for shrubs and weeding was evident.

Item A3.2 was unanimously approved, 4-0.

(A3.3)* Approval of the transfer of $60,000 from the Capital Improvement Program Viaduct Screening Account to the Garbage Cart Replacement Account to fund the purchase 900 replacement garbage carts.

Item A3.3 was unanimously approved, 4-0.

(A4.1)* Approval of Change Orders #1 and #2 for Chicagoland Paving Contractors, Inc. (225 Telser Road, Lake Zurich, IL), for Bid #08-37 - FY 07/08 Tennis and Basketball Court Improvements. Change Order #1 is for the removal of concealed fly ash sub base and installation of additional stone base order #2 is for the elimination of benches from contract. No additional funding is required.

Item A4.1 was unanimously approved, 4-0.

(A5)* Resolution 48-R-07 Appointing Joellen Daley, Director of Human Resources, as the City of Evanston’s Authorized Agent for the Illinois Municipal Retirement Fund

Consideration of proposed resolution 48-R-07 appointing Joellen Daley, Director of Human Resources, to act as Evanston’s authorized agent for the Illinois Municipal Retirement Fund.

Item A5 was unanimously approved, 4-0.

(A6)* Resolution 49-R-07 Assuming Responsibility for Temporary Closing of Sheridan Road for the Northwestern University Homecoming Parade

Consideration of proposed resolution 49-R-07 by which the City would accept liability for the temporary closing of Sheridan Road for the Annual Northwestern University Homecoming Parade of Friday, October 12, 2007.

Item A6 was unanimously approved, 4-0.

(A7)* Resolution 50-R-07 Allowing Illinois Municipal Retirement Fund Service Credit for Military Service

Consideration of proposed resolution 50-R-07 allowing Illinois Municipal Retirement Fund (IMRF) credit for military service; increasing the current credit an eligible employee may purchase from two years to a maximum of four years.

Item A7 was unanimously approved, 4-0.
(A8)* Resolution 51-R-07  Renewal of Easement Agreement with the MWRD for the City Storm System
Consideration of proposed resolution 51-R-07 by which the City Council would authorize the City Manager to execute a 25-year easement agreement with the Metropolitan Water Reclamation District of Greater Chicago (MWRD) for continued use of a strip of MWRD land along and under the east side of the North Shore Channel at Cleveland Street, extended, in Skokie for a 60-inch diameter storm sewer system and outfall to serve the southeast quadrant of the City of Evanston.
Ald. Jean-Baptiste asked what this means. John Burke (Transportation Director) stated that this extension of the agreement is for a storm sewer behind Sam’s Club that runs under the parking lot and empties into the canal that is in Skokie.
Item A8 was unanimously approved, 4-0.

(A9)* Ordinance 89-O-07 Proposed Change in Parking Meter Zone to Allow Overnight Parking in City Lot 47
Consideration of proposed ordinance 89-O-07 for a change in Parking Meter Zone Ordinance to allow overnight parking in City Lot 47 at 1000 Grove Street (YMCA south lot).
Ald. Rainey mentioned to Doug Gaynor that she had not seen information on the beach closings made available to the citizens. Doug Gaynor will see that it is put on the home page.
Item A9 was unanimously approved, 4-0.

Adjournment: 6:30 p.m.

Respectfully submitted:
Phillip G. Baugher
Administrative Assistant Finance Department