ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, February 25, 2008
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Judy Aiello, Chief Berkowsky, John Burke, Julia Carroll, David Cook, Joellen Daley, Robert Dorneker, Steven Drazner, Chief Eddington, Nancy Flowers, Doug Gaynor, Robert Gustafson, Jewel Jackson, Shancee Jackson, David Jennings, Kevin Lookis, Gavin Morgan, Sat Nagar, Elke Purze, David Stoneback

Others Present: Kim Auchsteller, Marsh Insurance
Michelle Anundson and Harlan Powell, Chili’s Restaurant

Presiding: Ald. Jean-Baptiste

I. DECLARATION OF QUORUM
With a quorum present, Alderman Jean-Baptiste called the meeting to order at 5:40 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of February 11, 2008
Minutes were unanimously approved, 4-0

III. ITEMS FOR CONSIDERATION ON COUNCIL AGENDA

(A1)* City of Evanston Payroll through 02/21/08 $2,364,044.20
Item A1 was unanimously approved, 5 - 0

(A2)* City of Evanston Bills through 02/26/08 $2,941,798.36
Ald. Wollin asked if there will be recommendations to the City Council from the Impact Fee Feasibility Study. Gavin Morgan (Assistant to City Manager) answered yes.
Item A2 was unanimously approved, 5 - 0

(A3.1)*Approval of Emergency Purchase of Security Staff at the Large Hill in James Park
Recommend approval for the emergency additional purchase for security staffing by Metro Security Forces, Inc. (6546 West Higgins, Chicago, IL) in the amount not to exceed $6,500. Staff identified $6,500 in Fleetwood-Jourdain Theater funds where there will be an available fund balance to transfer with the Parks/ Forestry and Recreation Department’s budget.
Ald. Wollin asked if the City had kept the $12,800 in the current budget for the FYE 2009 budget. Doug Gaynor (Director Parks, Forestry & Recreation) said that is true. This request is to get the Department through February 29, 2008. Ald. Wollin asked if the amount budgeted should not be increased. D. Gaynor said that he and the City Manager had discussed this. Though this was an extreme winter, budgets are based on three year averages with no speculation. If required, monies will have to be taken from within other lines or he’ll have to go to the City Council. Ald. Hansen noted that the item was removed from the budget. D. Gaynor said that he removed the proposal. Ald. Hansen asked if this was a policy question that should go to Human Services, is security really needed. Ald. Jean-Baptiste said A & P W can discuss it. Ald. Hansen asked who made the decision to hire security. Ald. Rainey said it was done for the security against
law suits. She noted that there had been several accidents one year. D. Gaynor said the
decision to hire was made in Executive Session. Ald. Jean-Baptiste stated that as far as
policy goes it is a budgeted item. Ald. Wollin said that the City Council should have
been informed of the withdrawal. Ald. Jean-Baptiste suggested that the discussion should
be in the Legal Department as concerns potential litigation and then sent to A & P W for
budget consideration.
Item A3.1 was unanimously approved, 5 - 0

(A3.2)*Approval to Purchase Property, Excess Liability, Excess Worker's Compensation,
Fine Art, Professional Liability & Crime Insurance
Recommend approval of the purchase of insurance coverage for property, excess
liability, excess worker's compensation, fine art professional liability, fine art
professional liability and crime. Total premiums equal $598,908. Funds provided
by Insurance Fund.
Ald. Holmes noted that the documents talk about payroll decreasing and asked what
Inland Marine is. What do they represent? Elke Purze (Assistant Corporation Council)
said that since the current payroll is down, the premium for Worker's Compensation
insurance goes down. The Inland Marine policy is for fine art coverage, everything the
City owns. Kim Auchsteller, Marsh Insurance, said that Inland Marine is just another
name for property insurance. Ald. Rainey asked if TRIA, terrorism, insurance is
mandatory. K. Auchsteller said only for Worker's Comp but usually it is bought for all
coverages.
Item A3.2 was unanimously approved, 5 - 0

(A4.1)*Change Order No. 4 to the Evanston Water Utility Additions and Renovations
Project
Recommend approval of change order no 4 to the Evanston Water Utility
Additions and Renovations Contract (Bid No 07-46) with Scale Construction
(2101 South Carpenter Street, Chicago, IL) for providing additional work related
to the rehabilitation of the 1895 suction well and garage area. This change order
will increase the contract price from $2,490,905 to $2,504,822, a total of $13,917
and grant a 30 day extension to the contract time. Funding provided by the Water
Depreciation, Improvement & Extension Fund.
Ald. Wollin asked where this information came from. David Stoneback (Water
Superintendent) said it is in a report from the Superintendent. Ald. Holmes noted
that plans were not what they should be and wonders if the Water Department is up to
date on all areas. D. Stoneback said that all current documents require both the
contractor and the engineer to produce drawings of record. The record drawings are
checked monthly and are submitted to the City at the completion of the project. Ald.
Holmes asked how long this has been going on. D. Stoneback says he doesn't believe
that there are accurate records for the Service Center. Ald. Holmes asked when the City
got on the top of this. D. Stoneback said they started this record system in 1985. He
mentioned that unknown gas mains plus a multitude of other utilities are still a problem.
Ald. Rainey asked if we mark the location when there is a problem. D. Stoneback said
no. For liability reasons, it is the utility companies' responsibility to locate the
problem. Chief Berkowsky (Fire Chief) stated that all utility companies must locate
their underground utilities in accordance with the JULIE law. D. Stoneback indicated
that his department has been trying to get the utility companies to update their records.
The City has met with utility companies, especially NICOR. This has been going on for
at least ten years. Ald. Jean-Baptiste asked if the Legal Department could help. E. Purze
noted that there have been reoccurring events in town with no locators. Ald. Jean-
Baptiste asked if the utility companies have settled with the City of Evanston for cost
recovery. E. Purze said she was not sure. Ald. Jean-Baptiste said letters should be sent
asking them to cooperate. E. Purze said that letters have been sent. Ald. Jean-Baptiste
said that we need to inform them that we will go after them for cost recovery. E. Purze
said that she would get back to the committee with what the City has accomplished. Ald.
Jean-Baptiste said he will ask the City Manager to develop a posture on this matter.
David Jennings (Director of Public Works) said the City Council recently approved the Right-of-Way Ordinance that requires the utility companies to provide as-built plans for new and relocated facilities in the right-of-way. However, this is a relatively new law. Ald. Holmes asked if unproductive time can be covered. D. Stoneback said the City has supported contractors who sue utilities over this very question. Ald. Jean-Baptiste asked for an update on past occurrences. E. Purze said she would get one together. Ald. Rainey noted that there is a typo on the second page of the memo. In the graph, the first date shown is 2007, not 2006.

Item A4.1 was unanimously approved, 5 - 0

(A5)*  
**Resolution 12-R-08 Authorizing the City Manager to Enter into Twenty-two Renewals of Resident Artist Leases at Noyes Cultural Arts Center**

Consideration of resolution 12-R-08 authorizing the City Manager to enter into renewals of resident artist leases for twenty-two spaces at the Noyes Cultural Arts Center.

Ald. Rainey mentioned that in the past, rents were in default. D. Gaynor said that currently all is caught up.

Item A5 was unanimously approved, 5 – 0

((A6)*  
**Ordinance 24-O-08 Amending Various Sections of Title 3, Section 19 of the Evanston City Code entitled “Taxicabs; Vehicles for Hire”**

Consideration of proposed ordinance 24-O-08 amending various sections of Title 3, Section 19 of the Evanston City Code entitled “Taxicabs; Vehicles for Hire” which include license renewal fee increases and rates charged to consumers for taxicab utilization. This item was held in committee February 11, 2008.

Ald. Rainey thought the minutes from the advisory meeting were very interesting. She noted a lot of management/labor conflict. She asked if the revenue from the $75.00 fee for the taxi advertisement program was in the budget. Kevin Lookis (Revenue Manager) said that it is 11 to 12 thousand dollars if all cabs participate but this value was not included in the current budget. He noted that in Chicago, only 45% of the cabs participate in such a program. Ald. Rainey asked if it is true that only the owner can sign a contract. K. Lookis said that is so. Ald. Rainey asked about advertising inside the cab and K. Lookis said it is restricted to the back seat. Ald. Rainey asked what dollars a cab could make. K. Lookis has heard anywhere from one hundred dollars to a thousand. He mentioned that such figures are not public facts. Ald. Jean-Baptiste mentioned his surprise at how long ago the last advisory meeting was. K. Lookis acknowledged this but noted that the association owners are talked with almost on a weekly basis. Ald. Rainey asked why the safety lane in Glenview is used. K. Lookis said that no safety lane is maintained in Evanston and quarterly checking of the cabs is required. Ald. Rainey wondered if a private firm could be hired. K. Lookis said that the State has rigorous criteria for becoming a State licensed facility. They are trying to get it done in Evanston. Judy Aiello (Assistant City Manager) said the City of Evanston use to do this but due to budget cuts had to stop.

Item A6 was unanimously approved, 5 - 0

(A7)*  
**Ordinance 27-O-08 Parking Meter Rate Increases**

Consideration of ordinance 27-O-08 by which the City Council would amend Section 10-11-12 (A) and (B) to increase the parking meter rate downtown.

Ald. Rainey asked what the anticipated total increased revenue would be and what fund would it be put in. D. Jennings said approximately 250 thousand dollars is anticipated and it will be put in the Parking Fund. Ald. Wollin asked if meters would have to be recalculated and is it expensive to accomplish. J. Burke said that new plates and stickers would be required and the cost should be in the range of a thousand dollars not including labor. Ald. Jean-Baptiste mentioned that the Parking Committee recommended this increase.

Item A7 was unanimously approved, 5 - 0
(A8)* Ordinance 36-O-08 Decrease Class B Liquor Licenses
Consideration of ordinance 36-O-08 whereby the Evanston City Council would amend the City Code to reduce the number of Class B licenses from sixteen to fifteen because of a change in ownership for Chili’s Grill and Bar (1765 Maple Avenue, Evanston, IL).
Item A8 was unanimously approved, 5 - 0

(A9)* Ordinance 37-O-08 Increase Class B Liquor Licenses
Consideration of ordinance 37-O-08 whereby the Evanston City Council would amend the City Code to increase the number of Class B licenses from fifteen to sixteen because of a change in ownership for Chili’s Grill and Bar (1765 Maple Avenue, Evanston, IL.)
Ald. Rainey asked where the minutes were from the Liquor Control Review Board. G. Morgan said that the minutes were in error and were not corrected in time. Ald. Rainey said that this ordinance should be held until information is available. G. Morgan said that the restaurant is operating on a conditional license which will expire on March 31, 2008. He will get information to the Aldermen. Ald. Rainey asked if BASSET training had been completed and G. Morgan said yes it had. Ald. Wollin noted that the summary did not give names. Michelle Anundson, the Manager and Harlan Powell, Attorney for the restaurant, were introduced. Ald. Rainey asked for information on what a conditional license is. Ald. Wollin asked if Ms. Anundson was a continuing employee, Manager, at Chili’s. Ms. Anundson said yes she is and that she has been at Chili’s for four years. Ald. Wollin asked if owners are still fingerprinted for background checks. G. Morgan said yes and the three owners for Chili’s have been. It was noted that the address listing was missing. Ald. Jean-Baptiste requested a complete application be provided.
G. Morgan introduced Shanee Jackson, new in his office and reiterated that the liquor licensing program is now handled out of the City Manager’s Office.
Item A9 was unanimously held in committee, 5 - 0

(A20)* Resolution 15-R-08 Authorizing the City of Evanston City Manager to Increase the Total General Fund Fiscal Year 2008 Appropriation $2,087,500 to a New Total of $91,357,862
Consideration of proposed resolution 15-R-08 authorizing the City of Evanston City Manager to increase the total General Fund Fiscal year 2008 appropriation $2,087,500 to a new total of $91,357,862.
Julia Carroll (City Manager) opened the discussion by stating that this resolution refers to the current fiscal year budget, not the new one for 2008 – 2009. In October last year at the six month review, it was obvious that the first three items in the summary were going to need adjustments. Overtime, especially due to snow removal and increased purchases of salt were not planned for. Ald. Jean-Baptiste said that he had never seen a request like this before. J. Carroll said that an appropriation increase is being asked for. In the past if there were revenues available, the Budget Director would allow the adjustment. Ald. Rainey noted that a memo on the ERI said that it was on target, so why is it under budget now. The ten year projection showed savings. J. Carroll said this represents payouts for regular retirees as well as the ERI program. There were more in this year than is normal. Ald. Rainey said that Wellness is a fabulous program, what happened. J. Carroll said that when estimating the rates for the self-insured part the City showed a savings but in reality, the employees have a higher utilization of drugs. There are still savings but not as much as anticipated. Employees need to be educated that the Pharmacy costs more than mail-order. Ald. Rainey said that on occasion questions have been asked about the savings in FICA. J. Carroll said that this was an error last year in calculations of FICA/Medicare. Some accounts were missed. Ald. Rainey asked if it will occur in the tax levy. J. Carroll said that the money is not from taxes.
Item A20 was unanimously approved, 5 - 0
V. ITEMS FOR DISCUSSION

(APW1) Recycling Center
Held until the next meeting

(APW2) One-Day Liquor Licenses
Held until the next meeting

VI. COMMUNICATIONS

(APW3) Fire Department Recruitment/Hiring Report
Ald. Jean-Baptiste asked for more narrative. The ten years from 1993 to 2003 show no women or African American. Chief Berkowsky (Fire Chief) said he would rework this communication for the next meeting.

VII. ADJOURNMENT: 6:45 pm

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department