ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, May 12, 2008

CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:  Ald. Hansen

Staff Present:  Sol Anderson, John Burke, David Cook, Dolores Y. Cortez, Joellen Daley, Steven Drazner, Chief Eddington, Doug Gaynor, Elizabeth Howlett, Jewell Jackson, Shanee Jackson, Lonnie Jeschke, Kevin Lookis, Gavin Morgan, Sat Nagar, Perry Polinski, Max Rubin, Rolanda Russell, David Stoneback, and Evonda Thomas

Presiding:  Ald. Jean-Baptiste

I. DECLARATION OF QUORUM
With a quorum present, Alderman Jean-Baptiste called the meeting to order at 5:41 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of April 28, 2008
Minutes were unanimously approved, 4-0

III. ITEMS FOR CONSIDERATION ON COUNCIL AGENDA

(A1)* City of Evanston Payroll through 05/01/08 $2,309,029.94
Item A1 was unanimously approved, 4-0

(A2)* City of Evanston Bills through 05/13/08 $2,132,083.30
Ald. Wollin questioned the item for the National Institute of Crime Prevention on Page 2 of the memo. Ald. Holmes explained the program. Ald. Wollin asked if it was just for staff. Chief Eddington explained that it would be held at the Presbyterian Homes. Ald. Rainey had heard that it was going to be at the Presbyterian Homes and wanted to know why. Chief Eddington commented that the number of participants and the length of the program made it necessary. Council members can attend and observe. Chief Eddington asked that Council call first to get the schedule of the class. Ald. Jean-Baptiste asked about community activists’ participation. Chief Eddington responded that this wouldn’t work without their participation and that they will be involved. Ald. Rainey asked about the elevator contract. Doug Gaynor addressed the elevator contracts, explaining that we had two different companies, and that one defaulted. Ald. Rainey asked for the costs of the leadership training and would like to see it all on one page. Ald. Rainey requested a report on what the leadership group has done thus far, and a list of the legacy group. Chairman Jean-Baptiste asked Sol Anderson to discuss the Youth Summit. Sol stated that 50 or 60 kids and 25 or so volunteers
attended. He talked about the guest speaker, Mawi Asgedom, author of the book Of Beetles and Angels, and described a good dialogue between Mr. Asgedom and the participants.

Item A2 was unanimously approved.

**A3.1** Approval of the Lowest Responsible and Responsive Bid (09-08) for Granular Materials

Recommend approval of a contract for furnishing and delivering granular materials to DiPaolo Company (4350 DiPaolo Center, Glenview, IL) in the amount of $72,700. Contract term is one year with an option for a one year extension. Funding provided by the Water Fund ($29,200) and the Sewer Fund ($43,500).

Ald. Wollin asked about the unit price increasing and the quantity price decreasing. Dave Stoneback (Superintendent of Water & Sewer) and John Burke (Director of Public Works) committed to finding an explanation and clarification of the table and report to Council before the Council Meeting begins. Chairman Jean-Baptiste declared this item is being held until explanation/response is received with Committee agreement. Dave Stoneback researched and responded before the end of the A&PW Committee meeting that an error had been made on the table comparing last year’s prices to the proposed new bid prices. The table showing the comparison of bid prices for the current year was correct.

Item A3.1 was unanimously approved.

**A3.2** Approval of 3-Year Contract (RFQ 08-89) for Material Testing Services

Recommend approval of a 3-year on-call contract for material testing services for public works improvement projects to Great Lakes Soil and Environmental Consultants, Inc. (600 Territorial Drive, Suite "G", Bolingbrook, IL) in the amount of $180,000 with a first year payment not-to-exceed contract amount of $60,000. Funding provided by MFT/CIP Street Resurfacing, CIP Block Curb and Sidewalk, CIP Alley Paving and CDBG ADA Ramp.

Item A3.2 was unanimously approved.

**A3.3** Approval of Sole Source Contract for the Renewal of the Software License and Service Agreement for the Police Department's Computer Aided Dispatch System

Recommend approval of the renewal of the annual sole source software license and service agreement with SunGard Public Sector (1000 Business Center Drive, Lake Mary, FL) for the Police Department's Computer Aided Dispatch System (CADS) software in the annual amount of $33,825. Funding provided by the Emergency Telephone System budget.

Item A3.3 was unanimously approved.

**A3.4** Approval of Sole Source Contract for the Police Radio Service Agreement with Motorola, Inc.

Recommend approval of the renewal of the annual sole source service agreement with Motorola for the Police radio and E9-1-1 phone systems in the annual amount of $46,845.30. Funding provided by the Emergency Telephone System budget.

Item A3.4 was unanimously approved.
(A4.1) Change Order #1 to the Contract with Benchmark Construction for the Ridge Avenue Roadway

Recommend approval of change order #1 to the Illinois Department of Transportation (IDOT) contract with Benchmark Construction, Inc. (2260 Southwind Boulevard, Bartlett, IL) for the Ridge Avenue Improvement Project. This change order will reduce the contract amount by $732,699.66 from $7,118,324.73 to $6,385,625.07.

Ald. Rainey asked if staff reviews change orders such as this to determine how the deletion of a $700,000 item would have affected the original bidding process. John Burke (Director of Public Works) confirmed this is done. Ald. Rainey asked if we would have still selected this bid if staff had gone back to the bids received and deducted this item from each bid. Burke answered yes. He also explained that this was an IDOT-let project and that the IDOT specification on the use of the polymerized leveling binder item called for not using the fiberglass strip reflective crack control, which resulted in the elimination of this bid item. Ald. Rainey asked if the $700,000 savings would be realized by the City. Burke confirmed that the savings would indeed be the City's funds.

Item A4.1 was unanimously approved.

(A5) Resolution 37-R-08 Assuming Responsibility for the Temporary Closure of Sheridan Road for the Ricky Byrdsong 5K Race

Consideration of proposed resolution 37-R-08 assuming responsibility for the temporary closure of Sheridan Road from Lincoln Street to Dempster Street and Forest Avenue from Sheridan Road to Greenwood Street for the 9th Annual Ricky Byrdsong Memorial 5K Race Against Hate. Cost for the event is estimated at $5,000 for the Police and Evanston Transportation staff which will be reimbursed by the Rick Byrdsong Foundation.

Ald. Wollin asked for staff to include the date of the race in the Agenda Item Summary Sheet in the future. Staff will do so.

Item A5 was unanimously approved.

(A6) Resolution 41-R-08 Authorizing 2008 Summer Plan

Consideration of proposed resolution 41-R-08 authorizing funding for the 2008 Summer Plan in the amount of $189,762. Funding provided by the JAG grant, $57,215; TIF funds, $29,327 and additional City funds $103,220.

Ald. Rainey asked if this is the Summer Plan for the entire city or only the downtown. Chief Eddington explained that this is the plan for the entire City and that the beats identified in the plan are for the purposes of this plan. Ald. Rainey noted there is not much activity described for the South end of Evanston. With regard to the curfew, Eddington noted that the Police Department is working very hard with the theatre owner on Maple Avenue, that Chicago and Evanston will be on the same page as far as the time for the curfew, and that the Curfew will be in effect beginning May 22nd. Ald. Jean-Baptiste reminded Chief Eddington that his staff would be in charge of getting information about the curfew out to the public. Ald. Jean Baptiste requested that information regarding the curfew be included in the next City-School Liaison meeting. Chief Eddington stated that Donna Stuckert forwarded information to the right parties. Ald. Jean-Baptiste is looking for accountability. Interim City Manager, Rolanda Russell, stated staff would inform the community; Stuckert will utilize the website, Highlights, and community media outlets, and the Problem Solving Team will address the churches. Ald.
Wollin asked about vacancies in the Youth Program. Chief Eddington confirmed that all vacancies are filled. Ald. Rainey asked when Ron Strong retired. Chief Eddington stated the end of last month, and explained that the department has made arrangements with Mr. Strong to do training for new staff. Ald. Jean-Baptiste asked that the curfew be discussed at the full City Council meeting tonight, so that it will be televised and we can begin to increase awareness.

Item A6 was unanimously approved.

(A7)* Ordinance 63-O-08 Authorizing the Sale of City Surplus Fleet Vehicles Owned by the City of Evanston

Consideration of proposed ordinance 63-O-08 declaring various equipment and vehicles surplus property to be sold at a public auction at the Lake County Department of Transportation municipal public auction on June 7, 2008 in Libertyville, Illinois.

Ald. Holmes called staff’s attention to the #3 Crown Victoria line item detail. She assumed that the figure for cost of repairs, $37,474, was an estimate of what it would cost to repair the vehicle and not how much we spent to repair a car that cost $23,893 new. Ald. Holmes recalled a previous conversation with staff about reinvesting funds in a vehicle to this extent. If the $37,474 is cumulative over the four years since the car was purchased, she could better understand this amount. Ald. Holmes requested that the City Manager’s Office provide more information on this issue. Ald. Rainey asked for the Fleet Division to complete a vehicle audit. Lonnie Jeschke (Fleet Manager) will respond to council with a full report. Ald. Rainey asked if staff could recall any particular occurrences with the car over the last four years that resulted in these kinds of costly repairs. Jeschke responded no. Ald. Holmes asked that we look at all our vehicles and make sure we’re not putting “good money after bad.” Ald. Jean-Baptiste asked about the surplus, dollar amounts, time frames and what happens to the used vehicles/equipment. Interim City Manager, Rolanda Russell, explained that any time we get rid of equipment, we are required to bring it to the attention of the City Council. Russell stated staff will have old records pulled to see what the City has done in the past.

Item A7 was unanimously approved.

(A8)* Ordinance 64-O-08 Decrease in the Number of Class D Liquor Licenses, Tacos del Lago

Consideration of proposed ordinance 64-O-08 amending Section 3-5-6 (D) of the City Code to decrease the number of Class D liquor licenses from 23 to 22 due to the closing of Tacos del Lago (822 Clark Street, Evanston, IL).

Item A8 was unanimously approved.

(A9)* Ordinance 67-O-08 Decrease in the Number of Class D Liquor Licenses, Ruby of Siam

Consideration of proposed ordinance 67-O-08 amending Section 3-5-6 (D) of the City Code to decrease the number of Class D liquor licenses from 22 to 21 due to the license expiration of Ruby of Siam (1125 Emerson Street Evanston, IL).

Ald. Jean-Baptiste referred to citizenship being a requirement for a liquor license, and requested that staff look into this issue further. Gavin Morgan responded that the State requires the license holder to be a “resident” as opposed to a “citizen”, and confirmed that Chicago is consistent with the State’s rules. Ald. Wollin asked
if the owner had been fingerprinted. Morgan said that he has, but that the results have not come back from the State yet. Mr. Morgan confirmed that the applicant has completed BASSETT training as well. Ald. Jean-Baptiste made a reference to change the citizenship requirement to be consistent with the State regulations, since this limitation would mean that a person could have a restaurant, but because they are not a citizen, they cannot have a liquor license. Ald. Rainey asked why we put him through the application process, or did we not realize he was not a citizen. Morgan responded that the applicant began the process before staff realized he was not a citizen. Ald. Rainey suggested it would be helpful if we looked back in our archives to review Council discussion when the liquor ordinance was originally adopted. Chairman Jean-Baptiste addressed the new owner of Ruby of Siam who was present and explained to him that the law doesn’t allow us to grant you a liquor license at this particular time but the committee and staff are going to look into some changes. Ald. Jean-Baptiste confirmed that Gavin Morgan will be in touch.

Item A9 was unanimously approved.

V. ITEMS FOR DISCUSSION

VI. COMMUNICATIONS

(APW1) Business Inspection/Occupancy Certificate

Kevin Lookis explained to the Committee that staff from the Finance, Health and Law departments had researched a possible Business Inspection/Occupancy Certificate program. In reviewing similar programs in other communities, staff discovered that others also do not deal with operations that are licensed by the State or other higher authority. Based on legal considerations, we could not create a license without providing some service to the licensee or protecting the health and safety of the community. The Health department concurs with this opinion. For example, if there is a complete inspection of the business, then we can create a license that the licensee would be responsible to pay for. There are not a large number of communities that do this with regard to state licensed businesses. Ald. Holmes feels that it is essential that we have inspections and fees for these businesses that are currently not regulated by local authority. Although it is not a great deal of revenue, it is a protection for the City. Staff recommends Council direct them to draft an ordinance pertaining to business inspection and licensing. Ald. Rainey asked what license is required to operate a salon. Lookis explained that the individuals hold state licenses. Ald. Cheryl Wollin mentioned the chemical inventory. Lookis agreed and stated that most salons do have the chemical separation but not all. Ald. Holmes explained that this is the health piece of the licensing. Unsanitary practices carry no repercussions as long as the City of Evanston does not license. If we license, we can punish or permit. Ald. Rainey feels we don’t have the manpower to enforce. Chairman Jean-Baptiste stated if the program stretches the city so much we may have to pass on the costs to the licensees. Interim City Manager Russell stated Council would receive a report from the Director of Health and Human Services on the impact of initiating health inspections at non-food facilities.

VII. ADJOURNMENT: 6:43 p.m.

Respectfully submitted:
Dolores Y. Cortez
Executive Assistant