ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, April 14, 2009

CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent: Ald. Holmes

Staff Present: Chief Berkowsky, David Cook, Paul D’Agostino, Joellen Daley, Robert Domeker, Steven Drazner, Chief Eddington, Suzette Eggleston, Sarah Flax, Doug Gaynor, Beth Howlett, Jewell Jackson, Shane Jackson, Lonnie Jeschke, Pat Keegan, Kevin Lookis, Martin Lyons, Dennis Marino, Joseph McRae, Jeff Murphy, Sat Nagar, Rolanda Russell, Paul Schneider, Donna Spicuzza, Dave Stoneback, Evonda Thomas, Ricky Voss, Lisa Woods

Others Present: Frank Deuel – Comcast
Dan Racli - CPS Parking
Dale Hathcock – CPS Parking

Presiding: Ald. Wollin

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

II. APPROVAL OF MINUTES OF REGULAR MEETING of March 23, 2009
Minutes were unanimously approved 4 - 0.

(A1)* City of Evanston Payroll through 04/02/09 $2,342,568.65
Item A1 was unanimously approved 4 – 0

(A2)* City of Evanston Bills through 04/14/09 $1,498,196.10
FY 09 04/15/09 $2,949,995.45
FY 10

*** Ald. Wollin asked if the web-site payment came from the revenue generated by the “Home Grown Artist” program and Evonda Thomas (Director Health and Human Services) said that was true.

*** Ald. Wollin asked if all the work on The Mason Park Field House was completed. Doug Gaynor (Director Parks, Forest and Recreation) replied that the work was completed.

*** Ald. Jean-Baptiste questioned the $6,100 balance with Duncan and Associates. It was then noted that the staff in attendance from Community Development, Jeff Murphy, could not address that specific question. Ald. Rainey asked who gets the questions from the Aldermen. Joe McRae (Assistant to the City Manager) stated that when the questions come in from the Aldermen, he refers them to the department that paid the invoice asking for a timely response. Ald. Rainey wondered if it did not include the requirement that someone from the department be at the meeting to answer additional questions. J. McRae said that that is in fact the understanding. Rolanda Russell (Interim City Manager) asked Ald. Jean-Baptiste what his question was concerning Duncan and Associates. Ald. Jean-Baptiste said he wondered if the remaining dollars in the fund were adequate to cover the last of the work. R. Russell said that an answer would be had before the meeting was over. At the end of the meeting, in response to Alderman Jean-Baptist’s question concerning the $6,100 dollars remaining in the Duncan and Associates contract, Dennis Marino (Interim Community Development Director) said that it represents a sum held back awaiting the completion of two minor deliverables. They are an executive
summary of the Plan and participation in a working session with the Zoning Committee of the Plan Commission.

*** Ald. Rainey asked if Davis Transportation was not a bus company. E. Thomas said that the cost was for a car to the airport for getting to the LEAD conference. R. Russell noted that in the budget, is a line item for two department heads to attend this particular leadership training program. The names of attendees are not listed in the budget. Ald. Rainey asked for a report of how many have attended and how much has been spent in total. She asked how results of this training are measured. R. Russell said that a full report would be prepared. Ald. Rainey mentioned that she thought the executive staff the City hired were already leaders.

*** Ald Rainey questioned the $25,000 down payment assistance and if it went to Evanston residents and if so how long have they lived here. Donna Spicuzza (Housing Planner, Planning Department) stated that they are residents but she did not know for how long. Ald. Rainey said that she hoped they would talk about the value of being supported by the City of Evanston. It is a great program. Ald. Jean-Baptiste asked what type of building it was and D. Spicuzza said that it was a town home unit attached to two or three other town homes. Ald. Rainey thought the exterior appearance could be improved upon but thought they were nice units. D. Spicuzza said that the building was inspected before commitment by the City and the interior is in very good condition.

Item A2 was unanimously approved 4 – 0

(A3.1)*Approval of the First Year Optional Renewal of the Contract with CPS Parking for Management and Operation of the Three Downtown Evanston Parking Facilities

Recommend approval of the first year optional renewal of the contract with CPS Parking (1 North LaSalle Street, Suite 1650, Chicago, IL) for management and operation of the Sherman Plaza, Maple Avenue and Church Street parking facilities in the not-to-exceed amount of $1,968,237. The contract period would be from May 1, 2009 through April 30, 2010. Funding provided by the Parking Fund.

Ald. Jean-Baptiste remembered that last year CPS Management was asked how many Evanstonians were hired by them and the committee was told that at that time the information was not available. Dan Rachi, Manager of CPS Parking said that currently 15% of the crew are Evanston residents. Ald. Wollin said that a few constituents had complained about the payment machine being out of order. Mr. Rachi said that the machines have not had any maintenance problems. However, they are down for approximately 30 minutes when the bank/money is being changed. There is no way to accomplish this maintenance without shutting down the machine. Ald. Wollin said she had heard that credit cards do not work. Mr. Rachi said the only one that is not usable is the Discovery card. Ald. Wollin noted that the reduction in payroll was good.

Item A3.1 was unanimously approved 4 – 0

(A3.2)*Approval of Lowest Responsible and Responsive Bid (09-65) for 2009 CIPP Sewer Rehabilitation Contract

Recommend award of the lowest responsive and responsible bid (09-65) for the 2009 CIPP Sewer Rehabilitation Contract to Michels Corporation (817 West Main Street, Brownsville, WI) in the amount of $432,766. Funding provided by the Sewer Fund.

Ald. Rainey said that she did not know the company selected for this work. Dave Stoneback (Interim Director Public Works) said that Michels Corporation were pre-qualified last year. Their references have all been checked. They are only new to Evanston, not the area.

Item A3.2 was unanimously approved 4 – 0

(A3.3)*Approval of Northeastern Illinois Public Safety Training Academy (NIPSTA) Membership Renewal

Recommend approval to renew membership with the Northwestern Illinois Public Safety Training Academy (NIPSTA) (2300 Patriot Boulevard, Glenview, IL) for the administration and Public Works Committee.

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Fire & Public Works Departments in the amount of $28,711. Funding provided by the Fire Department.
Item A3.3 was unanimously approved 4 – 0

(A3.4)* Approval of the Proposed 2009/10 Cultural Fund Program Awards
Recommend approval of the 2009/10 Cultural Fund Grant Program awards to 13 Evanston arts organizations and two individual Evanston artists, for a total of $37,000. Funding provided by the 2009/10 division budget ($24,200) and a grant received from the Illinois Arts Council ($12,800).
Ald. Jean-Baptiste asked how this program was advertised in the community. D. Gaynor said that ads appeared in the Arts Community Magazine, on-line, in local newspapers and it is a long-time program that self-advertises. Ald. Jean-Baptiste asked which papers and D. Gaynor said they use the Review and the Round Table. Ald. Jean-Baptiste felt that there are more places to employ for getting out the word. D. Gaynor said it was also at the Art Center, the recreation centers, in the Arts magazine and in Highlights. Ald. Jean-Baptiste suggested that it would be worth while to see who these ads are reaching. D. Gaynor mentioned that it is also sent to the schools and that the PTA’s get the information. Ald. Rainey asked if the school is offering an artist-in-residence program. D. Gaynor said that this grant is not used that way, a school cannot apply; the artist must. Item A2 was unanimously approved 4 – 0

(A3.5)* Approval of Purchase of Trees for Spring Planting
Recommend approval of the purchase of 378 trees from the Suburban Tree Consortium (STC) in the amount of $80,390 and the contractual planting cost of $13,728. The total expenditure for the purchase of the trees and the contract for planting is $94,118. Funding for this purchase comes from a General fund line item in the Parks/Forestry Division budget.
Item A3.5 was unanimously approved 4 – 0

(A3.6)* Approval to Purchase Four Replacement Vehicles for the E.P.D.
Recommend approval to purchase three (3) Ford Crown Victorias and one (1) Ford Focus through two Northwest Municipal Conference bids. The three Ford Crown Victorias from Bredemann Ford (2038 North Waukegan Road, Glenview, IL) in the amount of $74,511 and the one Ford Focus from Currie Motors (9423 West Lincoln Highway, Frankfort, IL) in the amount of $13,623 for a total of $88,134. All four vehicles will be assigned to the Evanston Police Department. Funding provided by the Fleet Capital Outlay Budget ($24,837) and the Self Insurance Fund. ($63,297).
Ald. Jean-Baptiste asked if the necessary insurance papers were completed for the vehicles that had been totaled. Lonnie Jeschke (Manager Fleet Operations) stated that initially we get multiple quotes to confirm the vehicle is a total lost then a third party administrator and our Legal Department get together to confirm this information. Ald. Rainey asked if all the cars were in the parking lot incident and L. Jeschke said only two were involved in that particular incident. Lisa Woods (Legal Council) said she would provide more information. Ald. Jean-Baptiste asked specifically concerning the driver. He also asked how many vehicles were in the parking lot. L. Jeschke said the number was five.
Item A2 was unanimously approved 4 – 0

(A3.7)* Approval of Recommendation from the Public Art Committee for the Creation of Sixteen Temporary Mural Art Projects
Recommend consideration of recommendation from the Public Art Committee to allow ETHS student Ava DeCapri to create sixteen temporary clean art murals, promoting environmentalism at locations throughout the City. There are no City funds associated with this project.
Ald. Hansen asked if the art work will be on CTA viaducts. Robert Dorneker (Recreation Superintendent) related that the artist had reached out to the CTA for permission. But,
before the CTA will give the okay, the City Council has to approve the project. Ald.
Rainey asked if the committee can meet with Ms. DeCapri before the work begins. R.
Dorneker said he will arrange it. Ald. Wollin asked how long this work will last. R.
Dorncker said three to four months on the walls, a bit less on the sidewalks. Ald. Wollin
felt this was a great environmental project and good publicity.
Item A3.7 was unanimously approved 4 – 0

(A4)* Resolution 9-R-09 Establishing an Identity Theft Prevention Program
Consideration of proposed resolution 9-R-09 establishing an Identity Theft
Prevention Program. This policy is for the City of Evanston covered accounts
pursuant to the Federal Trade Commission (FTC) requirements.
M. Lyons stated that this is a regulatory program to protect customer data. Ald. Rainey
wondered if the City hasn’t done this already. M. Lyons said the City does not keep data
usually subject to identity theft. The City does not keep social security data.. Ald.
Wollin asked what the cost will be and M. Lyons said there is none.
Item A4 was unanimously approved 4 – 0

(A5)* Resolution 19-R-09 Authorizing Extension of a License to Comcast, Allowing
Maintenance of a Building and Fence in the Public Right-of-Way of Mulford Street
and Park Land in James Park
Consideration of resolution 19-R-09 authorizing the Interim City Manager to sign
a three year license extension agreement with Comcast for the Hubsite Facility
located 2101 Mulford in James Park, Evanston, IL.
Ald. Rainey asked where this area is and D. Gaynor said the hubsite is near the second
parking lot by the drive. Ald. Wollin noted that the rent increases every year and ald.
Rainey said she felt it was not enough. Ald. Jean-Baptist asked how the figures were
arrived at. J. McRae said he looked at the CPI and other comparable communities. He
stated that the extension agreement more than doubles the current monthly rent that
Comcast pays to the City.
Item A5 was unanimously approved 4 – 0

(A6)* Ordinance 9-O-09 for Proposed Paving of the Alley North of Leonard, East of
Asbury, West of Bryant Avenue, Special Assessment Alley 1497
Consideration of proposed ordinance 9-O-09 by which the City Council would
authorize the paving of the alley north of Leonard Place, east of Asbury Avenue,
west of Bryant Avenue through the Special Assessment process.
Item A6 was unanimously approved 4 – 0

(A7)* Ordinance 10-O-09 for Proposed Paving of the Alley North of Madison Place, East
of Pitner Avenue, Special Assessment Alley 1499
Consideration of proposed ordinance 10-O-09 by which the City Council would
authorize paving of the alley north of Madison Place, east of Pitner Avenue through
the Special Assessment process.
Ald. Hansen noted that this project is funded by Home Depot monies and that four years
ago the Aldermen were told that no funds were available from that project. M. Lyons
said he did not know if funds were available. Ald. Hansen stressed that in 2004 they
were told no funds remain. M. Lyons said that he would research this question. Ald.
Hansen requested a more detailed memo on organization funds and their use and leaving
a balance.
Item A7 was unanimously approved 4 – 0

(A8)* Ordinance 12-O-09 for Proposed Paving of Alley North of Greenwood Street, East
of Brown Avenue, Special Assessment Alley 1501
Consideration of proposed ordinance 12-O-09 by which the City Council would
authorize paving the alley north of Greenwood Street, east of Brown Avenue
through the Special Assessment process.
Item A8 was unanimously approved 4 – 0

(A9)* Ordinance 24-O-09 for Proposed Paving of alley North of Thayer Street, East of Marcy Avenue, Special Assessment Alley 1503
Consideration of proposed ordinance 24-O-09 by which the City Council would authorize paving the alley north of Thayer Street, east of Marcy Avenue through the Special Assessment process.
Item A9 was unanimously approved 4 – 0

(A10)* Ordinance 26-O-09 Authorizing the Sale of Surplus Fleet Vehicles Owned by the City of Evanston
Consideration of proposed ordinance 26-O-09 authorizing the sale of surplus fleet vehicles owned by the City of Evanston at Obenauf Auction Service Municipal Equipment Auction.
Item A10 was unanimously approved 4 – 0

(A11)* Ordinance 28-O-09 Liquor Liability Insurance Requirements
Consideration of proposed ordinance 28-O-09 to amend the City Code by adding Subsection 3-5-4 (L) requiring all liquor license applicants to provide proof of liquor liability (Dram shop) insurance, with the City of Evanston listed as an additional insured, as a mandatory requirement for the initial issuance or renewal of all liquor licenses.
Ald. Hansen asked if this item as well as item 12 were meant to codify liquor liability insurance and BASSET training as mandatory requirements of the City Code. J. McRae said yes they were because some recent liquor license applicants have challenged the necessity of insurance and alcohol awareness training.
Item A11 was unanimously approved 4 – 0

(A12)* Ordinance 29-O-09 Alcohol Awareness Training
Consideration of ordinance 29-O-09 to amend the City Code by enacting subsection 3-5-19 requiring Beverage Alcohol Sellers and Servers Education Training (BASSET) certification for site-managers of all establishments licensed to sell or serve liquor in the City of Evanston.
Ald. Rainey said she received two inquiries concerning the City’s rules on liquor. They believed that restaurants and bars had to post prices of drinks. Most post the information. She asked the City to check into this. Shance Jackson (Liquor Coordinator) said she would review the matter. She also stated that the City Council could amend the City Code to mandate this requirement if the Council so desired.
Item A12 was unanimously approved 4 – 0

IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 6:25 p.m.

Respectfully submitted:
Phillip Baughter
Administrative Assistant, Finance Department