ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, December 8, 2008
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: John Burke, David Cook, Paul D’Agostino, Joellen Daley, Robert Dorneker, Chief Eddington, Suzette Eggleston, Sarah Flax, Doug Gaynor, Beth Howlett, Jewell Jackson, Pat Keegan, Martin Lyons, Joseph McRae, Jeff Murphy, Rolanda Russell, Lloyd Sheppard, Bruce Slown, Jennifer Spaulding, Dave Stoneback, Evonda Thomas, Lisa Woods

Others Present: Alderman Wynne
Sarah Laing, Open Studio Project
Brenda Vega, Chicago Public Art Group
Jonathan Perman, Chamber of Commerce
Junad Rizki, Resident
Mike Vasilko, Resident

Presiding: Ald. Holmes

I. DECLARATION OF QUORUM
With a quorum present, Alderman Holmes called the meeting to order at 5:45 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of November 24, 2008
Minutes were unanimously approved 5-0.

(A1)* City of Evanston Payroll through 11/22/08 $2,295,818.37
Item A.1 was unanimously approved 5-0

(A2)* City of Evanston Bills through 12/09/08 $20,973,654.65
Ald. Rainey asked that more in depth information be provided as concerns the item of seized funds. Names and details would be appreciated. Chief Eddington (Chief of the Police Department) said he would get his office on it. *** Ald. Jean-Baptiste asked Chief Eddington what the outreach workers do during the winter months. Chief Eddington said that they do the same work plus maintaining contact with the youth since large meetings are impossible. Ald. Jean-Baptiste asked where they meet. Chief Eddington answered, in homes and other local places. Ald. Jean-Baptiste asked that an outline of winter services be prepared for the Human Services meeting since the pay is the same. *** Ald. Jean-Baptiste asked how often the city pays for the Smoking Cessation Clinic. Evonda Thomas (Director Health and Human Services) replied that it was a grant from the State of Illinois and the Smoking Cessation Clinic it is paid via the grant and is offered quarterly. Ald. Jean-Baptiste asked where the clinic was held. E. Thomas said the meetings are held at the Skokie Health Department and sometimes at a location in the community. Ald. Jean-Baptiste asked who attended with Ald. Wollin also asking if the clinic is available to youth. E. Thomas said that she would get the demographics to the committee. Ald. Rainey said that she knows someone who attended
the clinic and said that it is a great program. She also understands that the dollars are from the tobacco industry. *** Ald. Jean-Baptiste wondered where the City was in the multi-modal transportation plans. John Burke (Public Works Director) replied that there have been meetings with the Policy Advisory Committee and drafts are being prepared for late February. Ald. Jean-Baptiste asked if this current bill was for consultants. J. Burke said that it was. The plan will be the basis for future capital investment in the transportation system in Evanston. Ald. Jean-Baptiste asked what the budgeted figure was. J. Burke said that he would provide an update by memo. *** Ald. Wollin thanked Joe McRae for the thoroughness of the answers to the bills list questions. She asked if the two bills from the Arts Council for catering services were the same bill erroneously submitted twice. Robert Dorneker (Acting Director Parks, Forestry and Recreation) said that they were in fact two separate invoices. *** Ald. Rainey said that the invoice from Elliot could not be for the animal shelter. Dave Cook (Superintendent of Facilities) said that she was correct, the bill should be listed under the Art Center Coach House.

Item A.2 was unanimously approved 5-0

(A3.1)* Approval of Sole Source Purchase of Mobil Data Browser Software
Recommend approval of sole source purchase of licensing for Mobile Data Browser software from SunGard Public Sector, Inc. (1000 Business Center Drive, Lake Mary, FL) in the amount of $68,373.06. Funding provided by the Emergency Telephone System Board.

Item A.3.1 was unanimously approved 5-0

(A3.2)* Approval of Sole Source Purchase of CAD 400 Upgrade
Recommend approval of sole source purchase of licensing, training and installation of CAD 400 software from SunGard Public Sector, Inc. (1000 Business Center Drive, Lake Mary, FL.) in the amount of $112,485.80. Funding provided by the Emergency Telephone System Board

Ald. Jean-Baptiste pointed out the items A3.1, A3.2 and A3.3 are all interrelated. He said that when the City does a radical departure from existing systems, they buy all new items. Since the old company won’t continue to service the old systems, we get rid of the old. He asked what the process was. Why is the City going with SunGard and then buying 53 new computers. Ald. Rainey mentioned that these items have been in the capital budget for a long time. It is critical material for emergency services. The charge on the resident’s phone bills pays for this. Technology gets outdated so why support if when the new is so much better. This equipment if paramount to the emergency system. The software allows police cars to do more at the site than to send it all to dispatch and ask them to route it for service. This is a critical service. Bruce Slown (Director Information Services) said that the new hardware will not run with old software and conversely the new software will not run on the old hardware. This is to replace the MDT’s which are not personal computers. Ald. Jean-Baptiste asked how B. Slown came to this decision. He asked if SunGard had informed him of the upcoming changes. Doug Gaynor (Director of City Operations) stated that SunGard has been in the City for fifteen years. This new product is already out in the field allowing instant retrieval of information by our Police Officers.

Item A.3.2 was unanimously approved 5-0

(A3.3)* Approval of Purchase of 53 Panasonic Toughbook’s Model CF30 (BID 09-55)
Recommend approval of purchase of 53 Panasonic Toughbook’s model CF30 laptops with additional memory installed and two CD/DVD readers from CDS Office Technologies (333 Main Street, Boston, MA) in the amount of $216,017. Funding provided by the Emergency Telephone System Board.
Ald. Rainey asked where CDS is located. She felt the Agenda Item Summary should be redone to reflect the information and agree with the attached documents. Chief Eddington said that the corporate offices are located in Boston but because it is a State of Illinois bid, there will also be a metro-Chicago address.

Item A.3.3 was unanimously approved 5-0

(A3.4)* Approval of Request for Holiday Parking – Downtown Garages
Recommend approval of a request from the Parking Committee to approve free holiday parking in the City’s three Downtown Self-Park Garages on weekdays between 5 p.m. and 12 midnight and all day Saturdays beginning Saturday, December 13, 2008 through Wednesday, December 31, 2008.

Ald. Wynne felt that the information supplied was self-explanatory. She went on to say that in these tough economic times, the Parking Committee thought that additional free parking hours would help stores and restaurants. In addition, the garage revenue is doing better than planned so the City can afford to offer this program at the cost of twenty-one thousand dollars. Ald. Rainey asked how people are going to know. Ald. Wynne said that banners will be put up, the press will be enlisted and the Chamber of Commerce will pass the word. It will give a boost to business and let them know that the City is supporting them. Mike Vasilko (a resident of Evanston) asked if the Alderman meant to forfeit twenty-one thousand dollars. Ald. Wynne said the fund is ahead of plan by sixty-five thousand dollars from which the twenty-seven thousand will be coming. M. Vasilko asked if the twenty-one thousand could not be used elsewhere. Ald. Rainey said it can only be used in garages. Ald. Wynne said that with good promotion it will generate sales tax. We are asking the staff to extend this benefit through January Third, the New Years weekend. J. Burke said that additional Saturdays would cost approximately $5,000 each and additional weekdays would cost approximately $500 each. So, extending the promotion to January 3rd would cost approximately $5,500. Ald. Holmes asked Ald. Wynne if she wanted to have the closing date changed tonight. Ald. Wynne said yes, please. Jonathon Perman (Chamber of Commerce) said they had a strategy with traffic consultants. They would 1) increase ads featuring parking, 2) the information would go to magazines, papers and electronic sources, 3) banners and signage would be put up, 4) small cards will be given to merchants to use as bag stuffers and 5) signs will be placed at the main entrances to Evanston. Ald. Jean-Baptist noting that the City has a radio station and does not use it asked R. Russell (Interim City Manager) to look into it. Ald. Holmes thought the information could be scrolled on channels 6 and 16. Ald. Hansen said the need to get this information out to non-evanstonians is vital; don’t just tell the residents in town.

Item A.3.4 was unanimously approved 5-0

(A3.5)* Approval of the Contract with United Business Solutions (UBS) to Purchase 40 New Copy Machines to Replace City of Evanston’s Copy Machines
Recommend approval of the contract with United Business Solutions (UBS) to purchase 40 new copy machines in the amount of $281,440 (RFP 09-17). Staff is also recommending the purchase of 8 coin-op boxes in the amount of $22,910. Staff is recommending the purchase of a service agreement with UBS for the estimated cost of $30,720 annually and $122,880 over the next four years. Total costs for this equipment and service is $438,897. Funding provided by the Capital Improvement Fund for capital and from each City fund where the copiers are located for service costs.

Ald. Rainey asked if this was bid as a lease. Martin Lyons (Finance Director)
responded, yes. Ald. Rainey then stated that after all the leasing bids came in the City singularly negotiated with UBS to make a purchase. All bidders should have been asked to bid for a sale. M. Lyons thought the process when followed allowed negotiation. Ald. Rainey said yes it does but you changed to a purchase from a lease request. M. Lyons stated that when looking at options from UBS, the purchase price was better than the cost of leasing. He stated that he thought this could be done. Ald. Rainey thought that M. Lyons had no idea if he could get a better purchase price from the other vendors. If you put out an RFP for lease and/or purchase, it isn’t a problem. You cannot know who would offer the better price. This is objectionable; purchase better than lease, maybe, but the other bidders might have made a better offer. Jewell Jackson (Purchasing Manager) referred to the graph on page four of the attachments where the monthly lease costs are shown and stated the RFP asked all vendors to provide the purchase price of the equipment. Ald. Jean-Baptiste pointed out that two vendors had lower equipment costs that UBS. J. Jackson said that evaluation of vendors includes many things besides cost. Service and the vendor’s history with other companies are also considered. Ald. Jean-Baptiste referring back to Ald. Rainey’s line of questioning said we asked for lease bids and then we negotiated with UBS for a purchase. Have you dealt with UBS before is the question. J. Jackson said she had not but that references were requested. She stated that she had talked with the Des Plaines Library and others and they all gave favorable responses. Ald. Rainey felt that the Legal Department should review this to see that it is being handled correctly. M. Vasilko asked why the purchase could not be spread out over several years to avoid such a large purchase in this tight budget year. M. Lyons said that the current price saves over the cost of leasing. In addition, less operating funds will be spent since the machines are all networked. M. Vasilko questioned spending four hundred thousand dollars in a bad year. Ald. Rainey asked what kind of references were received from the low bidders. M. Lyons said they only checked on the bidder the committee chose. Ald. Rainey thought it sounded like we fixated on UBS and that nothing else mattered. They are good with the M/W/EBE program but they are a higher priced bid. Ald. Hansen asked if the City still sends work to Kinko’s. She wondered if this agreement would allow us to stop using Kinko’s. M. Lyons answered by saying no. Kinko’s does jobs of a certain size and quantity and supplies the human resources for those big jobs. He did mention that the City could negotiate for a bigger machine. Ald. Rainey asked if the cost was $1,500 per council meeting, and R. Russell answered in the affirmative. Ald. Rainey said to use less paper lap tops should be used. R. Russell said that the City is looking into it. M. Lyons said this contract could be held but the fifty-five thousand dollar rebate is good now, it may not be offered next year. Ald. Rainey said that the committee should be reconvened and the other vendors checked out. J. Jackson noted that UBS is present and that they have indicated that the rebate will go away at the end of the year. Ald. Rainey suggested then that another vendor might want the sale.

Item A3.5 was held in committee.

(A5)* Resolution 70-R-08 FY 10 – 14 Capital Improvement Program

Consideration of proposed resolution 70-R-08 approving the proposed FY 2010-2014 Capital Improvement Program of the City of Evanston. Funding provided by the Capital Improvements (GO Bonds and Grants), CDBG, Parking, Water and Sewer Funds. This item was held in Committee on 11/10/08.

Ald. Rainey said that she is always getting criticized in the media about shortchanging the capital outlay. But, she added, that is part of the Aldermen’s job. She questioned the progress of the Richard Brummell Tot Lot. Have they been moved up on the list. D. Gaynor said that it would not be on the 2009-2010 year schedule but should go on the next year. Ald. Rainey stated that by 2010-2011 the park will be a shambles. She made a special request to please update that inadequate park. It is a little park, it won’t cost much she pointed out. D. Gaynor said that he will put together a cost plan and bring it back to
the committee. Ald. Rainey referring to the salt dome said “Don’t stick it in my ward.” She suggested using the Fry property next to James Park. She was confident that he would lease the property. Ald. Hansen reiterated that although approving this resolution, the programs are for only one year. Ald. Rainey asked if the City could issue a press release about the yellow line study. J. Burke relayed that the federal sign-off had just occurred so yes, they can and will now issue a press release.

Item A5 was unanimously approved 5-0

(A6)* Resolution 71-R-08 Authorizing City Manager to Execute an Agreement Between the City of Evanston and Open Studio Project

Consideration of proposed resolution 71-R-08 authorizing the City Manager to execute an agreement with Open Studio Project for a bricolage mural on the CTA retaining wall just south of Main Street. The agreement is an amount not-to-exceed $22,500. Funding provided by the Community Public Art Program, an allocation of the 2007/08 CIP budget.

Ald. Wollin opened by saying she was glad that there was a public meeting. She did ask what “bricolage” was. R. Dorneker said it referred to pieces of tile. Sarah Laing (Open Studio Project) and Brenda Vega (Chicago Public Art Group) said that they had made up the term. Basically the bits are similar to mosaic tiles but are directly applied to a wall making it faster and cheaper. Ald. Rainey noted that the Committee had just looked at information for copiers and some M/W/EBE vendors did not get selected. And here in Evanston, we have the Noyes Cultural Arts Center and yet we go to a Chicago Art Group. Why are we not using Evanstonians? R. Dorneker said that several projects had been submitted and this selected plan came from Open Studios which is based in Evanston. B. Vega they worked with artists so they will put together what members of open studios design. M. Vasilko questioned spending the money at all in this tight budget year. Ald. Wollin said that she had served on the Public Art Committee and there is a commitment to make public art visible to everyone. The Committee has gone to great lengths to get neighborhoods involved. M. Vasilko thought that taxes would then go up to maintain the art. Junad Rizki (Evanston Resident) asked how long the tiles will stay put before they begin to fall off. B. Vega responded that Chicago has some pieces that have been installed for over twenty years.

Item A6 was unanimously approved 5-0

(A7)* Ordinance 113-O-08 Amending Title 8, Chapter 18, Section 3 of the Evanston City Code, “Child Day Care Homes”

Consideration of proposed ordinance 113-O-08 amending Title 8, Chapter 18, Section 3 of the Evanston City Code, “Child Day Care Homes” that requires any individual coming into contact with children at the daycare over the age of 13 years to have a background check, health check and a statement of no drug use to be submitted to the City prior to the license issuance and $250 fee for the permit (two year permit).

Ald. Hansen asked for more information. She asked how the fee of $250 was arrived at. Evonda Thomas said this is the amount charged in other communities. Ald. Hansen said there was never a charge before. She felt that $125 per year was substantial enough for a home daycare center. It is a problem for parents when rates go up. Since this did not go through Human Services, it will be a surprise to Day Care Centers. She suggested passing it but leaving the fee to be decided by the Human Services Committee. Ald. Holmes stated that a fee was needed. Ald. Hansen agreed but not be enacted without a public discussion. Ald. Rainey asked if the $250 fee was to perform the background check on those over 13 years of age. Ald. Wollin said the fee included everything. Ald. Jean-Baptiste said this ordinance should be held and referred back to Human Services. Ald. Hansen said that homes are doing this. E. Thomas said the age is reflective of
Illinois Department of Children and Family Services and is in alignment with the regulations for the State of Illinois. Ald. Rainey asked if Day Care Centers are performing a check now. E. Thomas said that DCFS performs the background checks starting at the age of 16 years old; we want to change the ordinance to reflect the State guidelines. Ald. Wollin asked if there was currently a fee and E. Thomas responded “no.” Ald. Hansen recommended that this item be referred to Human Services for a better analysis of costs.

Item A7 was referred to Human Services

(A8)* **Ordinance 129-O-08 Authorizing the Sale by Sealed Bid of City Owned Real Property to Arthur R. Braun**
Consideration of proposed ordinance 129-O-08 authorizing the sale by sealed bid of City Owned Real property located at 2022 Central Street in Evanston, Illinois to Arthur R. Braun in the amount of $415,000.
Ald. Rainey asked what is being done with the property. R. Russell said that she would have information for the committee before the Council meeting tonight. J. Rizki thought the building was too small to be used in new ways. Better use could have been made of it.

Item A8 was unanimously approved 5-0

(A13)* **Ordinance 135-O-08 2008 SSA #4 Tax levy**
This ordinance 135-O-08 repeals and replaces the original SSA #4 ordinance 124-O-08. This ordinance change is in format only and there has been no change to the substance or amounts levied per original ordinance.

Item A13 was unanimously approved 5-0

IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 7 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department