ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, October 27, 2008
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404

Members Absent:
Staff Present: John Burke, Jill Chambers, David Cook, Joellen Daley, Robert Dorneker,
Steven Drazner, Chief Eddington, Suzette Eggleston, Doug Gaynor, Beth
Howlett, Jewell Jackson, Lonnie Jeschke, Anil Khatkhat, Melissa
Kreke, Martin Lyons, Joseph McRae, Rolanda Russell, Paul Schneider,
David Stoneback, Evonda Thomas, Ricky Voss, Barbara Wiedlin

Others Present:
Alderman Bernstein
Phoebe Selden – Scott Balice Strategies
Larry Knox – Loop Capital Markets
Chris Cochran – RBC Capital Markets

Presiding: Ald. Holmes

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

II. APPROVAL OF MINUTES OF REGULAR MEETING of October 13, 2008
Minutes were unanimously approved 5-0.

(A1)* City of Evanston Payroll through 10/12/08 $2,208,101.09
Item A1 was unanimously approved 5-0.

(A2)* City of Evanston Bills through 10/28/08 $2,771,199.82
Doug Gaynor (Director of City Operations) started by stating that after reviewing work
done at Fire Station #5 by Central Lakes Construction, it was found that a major portion
of the heating system has to be replaced. This has caused him to reduce the payment to
the contractor by $15,738. This in turn reduces the total bills list amount to
$2,771,199.82. Ald. Rainey asked what the flood damage was. D. Gaynor said there was
18” during the recent storm. They are working with the sub-contractor for the $50K worth
of damage. It is possible he said that the Cook County Emergency program may be
giving 75% for reimbursement. He thought he would know by the next committee
meeting. Ald. Rainey asked if the new station has any way to deal with this. Is it the
contractors fault? D. Gaynor said it was not. Information just came in last week and they
are working with the contractor and the sub-contractor. In addition, the air handling
system on the main floor is not operable, it was installed incorrectly by the sub-
contractor. They have accepted responsibility and will re-do the work. The unit has to be
totally replaced. Dave Cook (Superintendent of Facilities) said that the combined sewer
in that area was over taxed by the storm. The alley in back drained to the fire station. It
also went into homes on the other side of the alley. Ald. Rainey asked what was
damaged. D. Cook said there was 18” of water in the basement, in addition the air
handler equipment, the bottom of the boiler, electrical equipment in the elevator, the sump pump and electrical outlets on the perimeter were damaged. Ald. Rainey asked if it was sewage or rain water. D. Cook said that it was rain water. Ald. Rainey asked for a summation in writing about all the delays caused by the needed replacements and the flooding. D. Cook said he would put it together. Ald. Rainey referring to the item on page 2 of the bills list asked about the reissuing of a check for tuition reimbursement. Joellen Daley (Director of Internal and Community Services) said that the check shown on the previous Bills List made the annual total for the employee exceed the allowable amount. It was cancelled and this payment authorized. Ald. Rainey asked if Citation Management was the City’s collection agent and Martin Lyons (Finance Director) said it was. He said that the firm had only been working for the City for two months and have collected a tremendous amount of due monies. Ald. Rainey thought this was fabulous. Ald. Rainey then asked why the City was paying Virchow and Krause for work done a year ago. M. Lyons stated that the bill for 2/29/08 was for the 2007/08 fiscal year audit that was just completed. Ald. Rainey pointed out that the first item did not have a year designation. M. Lyons said that the amount was paid for an audit for the State. Ald. Wollin asked for the explanation of refunds for major and minor variances. Jill Chamber (Assistant Director of Building and Zoning) said that the major variance refund was because the project did not qualify as a major variance and the minor variance refund was issued after the proposed plans were revised no longer requiring a variance. Ald. Holmes referring to the item on page 7 of the Bills List asked what an emergency street opening is. John Burke (Public Works Director) said an emergency street opening is for unplanned work such as a ruptured water main. This issue was not for an emergency street opening. Ald. Holmes also looked at the 122K payments for Fire Station #5 constructions on page 17. D. Gaynor agreed with her that it was expensive. Ald. Rainey asked Chief Eddington about the continuing rent for space at Family Focus. She asked what the days and hours were that the City had staff there and who were the staff. Chief Eddington (COE Police Department Chief) said the space is used by the Victims Service Outreach Services and the program is currently being reviewed for the next budget. The Police Department might have to discontinue the service. Ald. Rainey asked if the City could not keep the service but without the rent. Chief Eddington said if the service is kept, the rent needs to be paid. Ald. Holmes noted that the space was important for families to be able to come in to a place other than a police station. In that same area of Social Services, Ald. Rainey asked who Arica Barton was. Chief Eddington said that she is on staff and works at the High School with gangs. Ald. Rainey asked if this was her full time job and the Chief said no, she also provides counseling to families and youth. Ald. Rainey asked how one could access this service. Chief Eddington said that it is the youth organizations that come up with the actions needed and intervene to help. Ald. Rainey mentioned that she was surprised. She did not know the Police Department had an employee for these needs. Chief Eddington said there other on staff, not just Ms. Barton meeting these needs in the community.

Item A2 as amended was unanimously approved 5-0.

Ald. Holmes asked that the item for discussion be presented at this time.

(APW1) Presentation of the State of the Fleet & Development of a 10-Year Fleet Plan

John Burke introduced the presentation saying that Lonnie Jeschke (Manager Fleet Operations) and he had been working with the Finance Department to make this presentation. It is a three-point presentation, the state of the Fleet, recommendations for FY 2009/10 budget and the development of a comprehensive 10-year Fleet plan. Mr. Jeschke has completed a full inventory of every vehicle in the fleet and is now tracking repair and maintenance costs in real-time on the repair-shop floor. In essence, the presentation includes short-term, mid-term and longer-term recommendations.

L. Jeschke presented many facts. He showed the number of vehicles/equipment currently
in the City’s fleet by department and their age and expected lifecycles. A further slide showed the replacement schedule with its good news, 294 vehicles are not due or overdue for replacement but currently 76 vehicles are due or overdue. After explaining the theory of replacement, he went into the budget side of such an operations replacement needs and operational costs. He ended the discussion with figures for the present situation, 76 vehicles due or overdue for replacement, the cost of which is 4.8M, with the cost of replacement vehicles at 3.7M for a total coast of 8.5M. With a 2008-2009 budget set at 1.3M, there is a deficit of 6.5M. In addition to this inventory and budget review, Fleet is starting to initiate the first phase of “right-sizing” the Fleet in the FY 2009-2010 budget. And has also set out a 10-year Fleet plan, FY 10-11 – FY 19-20.

Ald. Rainey asked for a list of current vehicles by Department, model year, etc. J. Burke said he would compile the information.

(A3.1)*Service Maintenance Contract with Siemens Building Technologies for the Police Department and 911 Centers
Recommend approval from the City Council for the City to enter into a new three year service agreement with Siemens Building Technologies, Inc. (585 Slawin Court, Mt. Prospect, IL) for the maintenance and upgrade of the Building Automation Systems (BAS) installed at the Police Department and the 911 Center in the amount of $22,500. Funding provided by the Facilities Management and E 911 annual operating budgets.
Item A3.1 was unanimously approved 5-0.

(A3.2)*Church Street Self Park Revenue Control Equipment Service Agreement
Recommend approval of 5 year, sole source maintenance and service agreement with Revcon Technology Group (1715 Cortland Court, Addison, IL) for parking access and revenue control equipment at the Church Street Self Park in the amount of $2,270/month or $31,780 for the first 14 months. Funding provided by the Church Street Garage fund.

Ald. Rainey asked why the time of the contract is shown as 14 months in the Description in the AIS form but then shown in the Summary and on the last page of the service agreement as continuing through 2013. She said an explanation should have been in the document. Ricky Voss (Manager Parking Systems) said that when reviewing the original contract there was a clause for automatic renewal. That was removed and this contract is for only one year. But, REVCON will honor the figures shown for the next five years. Ald. Rainey thought that that should be explained more fully. M. Lyons suggested adding a clause be added too state this more clearly. J. Burke said that the Legal Department had approved the contract so he will get back with Legal to add the clause.
Item A3.2 was unanimously approved 5-0.

(A3.3)*Maple Avenue Self Park Revenue Control Equipment Service Agreement
Recommend approval of 5 year sole source maintenance and service agreement with Revcon Technology Group (1715 Cortland Court, Addison, IL) for parking access and revenue control equipment at the Maple Avenue Self Park in the amount of $4,590/month or $59,670 for the first 13 months. Funding provided by the Maple Avenue Garage Fund.

Ald. Rainey said that her thoughts are the same as those for A3.2, what are the annual increase amounts? J. Burke said the equipment has a useful life of only seven years – in fact he added, the original PARCS equipment in the Maple Garage was changed out after seven years. He noted that as the equipment ages, the number of service calls increases which accounts for the annual increases negotiated by the City at the time of the Datapark PARCS equipment conversion.
Item A3.3 was unanimously approved 5-0.
(A3.4)* Renovation of Evanston Art Center Coach House
Recommend approval for a change to the project scope to stabilize and preserve the Evanston Art Center Coach House and approve a change in scope for the project Architect to alter the drawings for re-bid. Funding provided by CIP.
Ald. Rainey asked if the committee is being asked for four thousand dollars just for architectural drawings of the exterior of the building. Ald. Holmes thought that was right. D. Cook said they are asking for the scope of the program to be reduced to just stabilizing the exterior of the building which is deteriorating. Ald. Rainey thought that this reduction in the scope of work would appear that we are changing the project without a new bid. She felt that it must be re-bid, thought not the architectural part. D. Gaynor asked for clarification, was she suggesting the City go out to bid for the same work or just bid for the exterior work. Ald. Rainey said let the architect do the four thousand dollars of work to do specs and then bid for the work. Ald. Hansen wondered if there would be a change order later on for the meetings the architect would need to attend. D. Cook said no, this recommendation was just separating the job into two parts. Ald. Wollin asked if there was any timeline for occupancy. D. Gaynor stated that the new CIP proposal will be presented to show interior use. Ald. Wollin asked if the space will be apartments and D. Gaynor said yes it would.
Item A3.4 was unanimously approved 5-0.

(A5)* **Ordinance 112-O-08 Snow Emergency Parking Violation Penalty**
Consideration of proposed ordinance 112-O-08 amending Section 10-11-17 (C) of the Evanston City Code to increase the snow emergency vehicle fine and penalty from $25.00 to $35.00
Item A5 was unanimously approved 5-0.

(A6)* **Ordinance 114-O-08 Authorizing the Issuance of not to exceed $20,000,000 General Obligation Bonds, Series 2008D, of the City of Evanston, Illinois**
Consideration of proposed ordinance 114-O-08 authorizing adoption of Bond Issue/Refunding Ordinance and selection of underwriter for 1999 general obligation bond refunding.
M. Lyons said that since this is a straight refunding ordinance, no presentation had been planned. However, if requested, Phoebe Selden of Scott Balice Strategies was in the audience and ready to make a short presentation. The Aldermen all agreed to his suggestion. P. Selden passed out a handout that further explained what was presented in the ordinance. The ordinance she said was not-to-exceed twenty million. It is to refund 19.6M in outstanding bonds that are eligible to be refinanced. With the market as it is, the municipal bond market is its own system. Ms. Selden recommends that this ordinance be passed saying that if the bonds cannot get a 3% return they will not be sold. She knows that a good underwriter in needed to sell bonds at the level or above that is required. All underwriters are rated by rating agencies and especially today, banks are looked at for their ratings. Regional and MBE banks are really good right now. Ald. Rainey asked if it was an all or nothing refunding. Ms. Selden said no it was not but by using two banks it was a little bit safer. The two banks, Loop Capital Markets and RBC Capital Markets are in the top ten municipal underwriters. Ald. Rainey asked if they were rated. Larry Knox of Loop Capital Markets said yes they were. He also mentioned that they are working as a team, they are not splitting the total. If the market does not buy all the bonds, then he and RBC Capital Markets will. If they cannot get a 3% return they will not sell them. Evanston has a good credit rating and should not have a problem. Buyers want pure credit now. M. Lyons said the authority expires on 2-28-09. So, if not sold we would look to bonds that come due in 2009. Ms. Selden said that the 3% level is a savings of 89K by 2013.
Item A6 was unanimously approved 5-0.
IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 7:15 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department