ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, September 27, 2010

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Council Chambers


Members Absent:

Staff Present:  Paul D’Agostino, Rajeev Dahal, Hitesh Desai, Chief Eddington, Grant Farrar, Sarah Flax, Doug Gaynor, Commander Guenther, Jewell Jackson, Lonnie Jeschke, Mary Johns, Chief Klaiber, Marty Lyons, Sabina Mora, Joseph McRae, Suzette Robinson, Paul Schneider, Lloyd Shepard, Dave Stoneback, Debbie Thomas, Evonda Thomas,

Others Present:  Alderman Grover
Sandy Byrnes – M/W/EBE Advisory Board

Presiding:  Ald. Jean-Baptiste

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

II. APPROVAL OF MINUTES OF REGULAR MEETING of September 13, 2010
Minutes were approved unanimously 5 - 0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 09/12/10  $2,176,734.53
A1 was approved unanimously 5 – 0

(A2) City of Evanston Bills through 09/28/10  $3,654,586.49
A payment of $785.75 was held back reducing the final total to $3,653,800.74.
Ald Rainey asked who prepared the list of questions and answers. Joe McRae, (Assistant to the City Manager) said it was prepared by Sabina Mora of his office. Ald. Rainey, referring to her question of expenses billed to the branch libraries, stated that other than book expenditures nothing else was paid for. Mary Johns (Library Director) stated that there are no expenses in the branches. Ald. Rainey asked when the expenditures might be shown and M. Johns said that going forward as of September First. Ald. Rainey feels that the staff could be more forthcoming. Ald. Rainey asked if these charges have never been seen before and M. Johns replied that that was correct. Ald. Rainey did think the change is a step in the right direction. Ald. Rainey asked that the $785.75 check to Landscape Concepts Management, for the Howard Streetscape, be pulled from the mailing. She stated that none of the work has been done, that even today the area is a mess. She offered to do it herself at half the price. In addition, she felt that a meeting was in order to remedy this problem. Ald. Jean-Baptiste asked Paul D’Agostino (Superintendent of Park/Forestry and Facilities) to look into it. This motion to withhold

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the payment was seconded by Ald. Burrus. Ald. Rainey suggested that these boarding up invoices were for some of the same buildings done in the past. She asked if the City could work with Property Standards for a suitable action after four boardings and to see to security. Ald. Jean-Baptiste asked Jeff Murphy (Assistant Manager Buildings and Inspection Services) to think about this request. Perhaps a review of the past few years will show a pattern of repeat boarding up. He asked for a suggestion on how to address this problem.

A2 was approved as amended unanimously 5 – 0

(A3.1) Approval of Contract Award for 2010 Safer Neighborhood Area Project (SNAP) Lighting Project (Bid 11-32)

Staff recommends City Council approval of a contract in response to Bid 11-32 to award the Jackson Avenue (Emerson Street to Foster Street) Safer Neighborhood Area Project (SNAP) Lighting Project Contract to lowest responsive and responsible bidder, Utility Dynamics Corporation (23 Commerce Dr., Oswego, IL) in the amount of $22,819. Funding for this work will be from Community Development Block Grant Fund (5170.62780) in the amount $22,819.

Ald. Rainey asked if this contract was for the same area as the next item on the agenda. Paul Schneider (Director of Transportation and Engineering) stated that this is in the 1900 block of Jackson. The Davit project is for a much wider area. Ald. Rainey asked why Community Development monies are being used when Davit money is available. P. Schneider said that this fund is for reconstruction. Ald. Holmes noted that SNAP is for adding new lighting.

A3.1 was approved unanimously 5 – 0

(A3.2) Approval of Contract Award for the Davit Arm Street Light Fixture Replacement Project (Bid 11-33)

Staff recommends City Council approval of a contract in response to Bid 11-33 to award the Davit Arm Street Light Fixture Replacement Project contract to the lowest responsive and responsible bidder, Hecker and Company, Inc., (Wheeling, IL) in the amount of $109,972.50. Funding for this work will be from the Energy Efficiency and Conservation Block Grant (Account 416136).

Ald. Rainey asked what other areas have been upgraded. P. Schneider replied that this is the first area to be upgraded with energy efficient lights. Ald. Rainey asked about other areas and P. Schneider stated that $100,000 per year would be spent until all the lights are upgraded. Ald. Rainey asked how areas are selected to be the next one worked on. P. Schneider told her and the committee that neighborhoods were being done this year since major arterial streets are under construction. Moving forward, arterials will get a priority, then the neighborhoods and finally downtown. These are lights that hang over the roadways. The old luminaries are being removed (they had to be replaced) and energy efficient lights are being installed. Ald. Jean-Baptiste asked if there were plans to redo the Tallmadge lights. P. Schneider responded that that task was completed several years ago. Ald. Jean-Baptiste noted that this needs to be articulated to the committee so they can give input as appropriate. Suzette Robinson (Director of Public Works) said that this project was a grant. In the future, it will be CIP monies being used and that may change the priorities. As to those priorities, the committee will be asked for their input.

A3.2 was approved unanimously 5 – 0
(A3.3) Approval of Single Source Purchase for Cold Patch Street Maintenance Material  
Staff recommends approval of a single source purchase of cold patch material for cold weather street maintenance activities from Healy Asphalt Company, LLC (3401 S. Busse Road, Mount Prospect, IL) in the amount of $36,000. Funding for this work will be from Water Fund (7115-65051) in the amount $18,000 and Sewer Fund (7400-65051) in the amount of $18,000. Healy Asphalt is the only regional supplier of UPM (unique paving materials) high performance cold patch mix.  
Ald. Jean-Baptiste asked if the city has dealt with Healy Asphalt Company before. S. Robinson said they had. Ald. Jean-Baptiste asked what the price per ton was and S. Suzette replied that it is $108.00 a ton. She noted that this is a bit of a spike but that that is normal.  
A3.3 was approved unanimously 5 – 0  

(A3.4) Approval of Purchase of 5 Replacement Vehicles  
Staff recommends City Council approval to purchase 5-replacement vehicles/equipment for the various divisions and departments in the amount of $310,908 from Currie Motors (9423 W. Lincoln Hwy., Frankfort, IL) in the amount of $155,594, and from Prairie Archway International (401 S. Dirksen Pkwy, Springfield, IL) in the amount of $155,314. Funding provided by Fleet Services Capital Outlay Budget for Automotive Equipment (7720.65550) which has an approved budget of $1,700,000.00 of which $320,000 was allocated for this replacement equipment.  
A3.4 was approved unanimously 5 – 0  

(A3.5) Approval of Purchase of One (1) Pierce 105’ Aerial Ladder Truck (Bid 11-30)  
Staff recommends City Council approval to purchase one (1) Tractor Drawn, Rear Tiller Steered 105’ aerial ladder truck for Evanston Fire and Life Safety Services Department in the amount of $958,121 from the lowest responsive and responsible bidder Global Emergency Products (1401 N. Farnsworth Avenue, Aurora, IL). Funding provided by Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) grant for Assistance to Firefighters’ Grants (AFG) in the amount of $600,000 with the balance of $358,121 from the Capital Improvement Project Reserve Fund.  
Ald. Jean-Baptiste stated that he knows some explanation is needed as to why this bid was accepted over the lowest. Lonnie Jeschke (Manager Fleet Operations) said that when they went out to bid, the FEMA grant required that they create the bid specks. There are three companies who they thought would bid and the newspapers carried the item. There was a pre-bid meeting to tell what was needed to do to be responsive. Then, they were all taken to Fleet Services to see what they were being asked to replace. One bidder chose not to bid and two did submit bids. Seagrave Mfg. took exception saying they could not deliver in the time frame outlined in the FEMA grant. Global (Pierce Manufacturing) took no exceptions, reaffirmed they could deliver in time and the FEMA grant was saved. Ald. Jean-Batiste understood that going higher saved a 600 thousand dollar grant. L. Jeschke said it sure did.  
A3.5 was approved unanimously 5 – 0
(A3.6) Approval of Fall Tree Purchase
Staff recommends approval of the purchase of 300 trees and planting services from Suburban Tree Consortium (STC) in the amount of $64,377. Funding for these purchases is provided from a general fund line item in the Parks/Forestry Division budget (3525.65005). The total budget within this line item is $165,000, which is used for both the spring and fall planting seasons. The total expenditure this year for both the spring and fall plantings will total $157,042.
A3.6 was approved unanimously 5 – 0

(A3.7) Yard Waste Collection and Disposal Contract
Staff recommends City Council authorize the City Manager to negotiate and sign a solid waste agreement with Groot Industries, Inc. (2500 Landmeier Rd, Elk Grove Village, IL) for the collection and disposal of yard waste at the rate of $3.35 per stop per month for the first year of a five year contract commencing November 1, 2010, for a total contract amount of $476,370. Funding for this project will be from the Sanitation Yard Waste General Fund Account 2695. The account has a total of $470,278 budgeted for FY2010/11.
Ald. Rainey asked for some analysis of what will be different from what we now have. S. Robinson said yard waste goes to the same place. Collection will be the same. Ald. Rainey asked about comparable cost. S. Robinson said the cost is a bit higher than in the budget but they are currently spending more in worker’s comp. Eventually the savings will be $175,000 per year. Ald. Rainey wondered about their work time etc. and S. Robinson said it is their responsibility to maintain the schedule. It is in the contract. They have collected in Skokie for several years but recently. Skokie stopped picking up yard waste. Ald. Rainey asked what residents of Skokie do. S. Robinson replied it is done by the city only upon request and they are encouraged to use the clippings in compost. The yard waste in Evanston has been increasing and we never explored not collecting. Ald. Rainey asked about comparable cost. S. Robinson said it is $476,000. Ald. Rainey responded that with Skokie stopping they saved one and a half million. S. Robinson said that is not accurate. They had a very good contract from many years ago. This is labor intensive and becomes a weekly service. Ald. Rainey asked where the waste is disposed of. S. Robinson said it is with SWANCC. Ald. Jean-Baptiste asked if Ms. Robinson had talked with Skokie and she answered that she had. Ald. Jean-Baptiste asked her why she did not propose ceasing to collect yard waste. S. Robinson said not collecting would result in 150 thousand pounds of fly-waste around town. Ald. Jean-Baptiste wondered if Skokie did not have a problem. S. Robinson said that not at first but as time moved, the fly-waste increased. This resulted in increased calls for pick-ups, almost back to original schedules. Ald. Fiske motioned that the contract be amended to two years rather than five. Ald. Rainey seconded the motion. She noted that her neighbors let the cuttings fall, as it is more eco-friendly. S. Robinson said that the ramifications of waiting would be a price change. Ald. Rainey said she should tell them and talk with all the bidders. Ald. Holmes mentioned that she thought the committee had approved extending all the contracts until December. In her opinion, the committee has the time for further review. S. Robinson said the contract extensions are not related to yard waste. In addition, she noted, with staff reductions, they cannot keep up with the work demands. Ald. Rainey stated that here is the problem. We heard all of this before but I do not remember it was to be a five-year contract. This is a radical change. I believe she continued that the committee has time to talk about this. Ald. Jean-Baptiste said that since Skokie has eliminated collection we need to get more information for the
next meeting. He asked Ms. Robinson to talk to Groot about changes in price and in years of the contract and also talk to Skokie and get more information from them. Maybe we need to re-bid this contract. Grant Farrar (Corporation Counsel/City Attorney) acknowledged that that is a possible implication. He said he will study the question and review the contract and have more information at the next meeting. Ald. Rainey said there is a little thing about the City Council voting to approve or reject an item. There is always a chance the Council would not have a majority opinion in favor to go forward with a contact we have bid. She continued, I do not think that the fact that we might have to re-bid this contract should be a reason to not to consider it. Ald. Jean-Baptiste asked for a motion. Ald. Burrus motioned to hold the contract in committee and Ald. Fiske seconded.

A3.7 The motion to hold in committee was approved unanimously 5–0.

(A3.8) Single Family Residential Refuse Collection Contract
Staff recommends City Council authorize the City Manager to negotiate and sign a solid waste agreement with Groot Industries, Inc. (2500 Landmeier Rd, Elk Grove Village, IL) for the collection of single family residential refuse at the rate of $7.16 per 95-gallon cart per month and a rate of $5.50 per 65-gallon cart per month for the first year of a five year contract commencing November 1, 2010 for a total contract amount of $1,261,890. Additional carts will be collected at a rate of $5.10 for 95-gallon carts and $5.00 for 65-gallon carts. Funding for this project will be from the Sanitation Refuse General Fund Account 2685. The account has a total of $1,496,355 budgeted for FY2010/11. The budgeted amount reflects the elimination of the four solid waste positions at a cost of $300,000.

Ald. Jean-Baptiste asked if this contract was the same as the one in A3.7. S. Robinson said it was not. Ald. Jean-Baptiste asked if the vacant positions were to be eliminated. S. Robinson said they were. Ald. Rainey said she would support this regardless of her opinion of the yard waste contract. There would be too much disruption with a shorter contract, I feel five years is okay. Ald. Burrus agreed with Ald. Rainey. Going to privatization will help balance the budget. In addition, we cannot have our staff doing garbage and snow removal in the upcoming months.

A3.8 was approved unanimously 5–0

(A3.9) City Condominium Program Refuse Collection Contract
Staff recommends City Council authorize the City Manager to sign a solid waste agreement with Lakeshore Waste Services, LLC. (6132 Oakton St., Morton Grove, IL) for the collection and disposal of city condominium refuse at the rate of $5.50 per unit for the first year of a five year contract commencing November 1, 2010 for a total contract amount of $363,000. Funding for this project will be from the Sanitation Refuse General Fund Account 2685. The account has a total of $550,000 budgeted for FY2010/11.

Ald. Rainey said that she is concerned with this Lakeshore Waste Services contract. I have never seen one of their trucks. To have a new truck come in will mean changes to condos. S. Robinson said there will be minimal changes. Flood containers will eventually be changed. Days and times will remain the same. Small companies give condos better service. Ald. Rainey stated that you said they have done commercial work but have they done residential she asked. S. Robinson said they have not, they have only done commercial and single family. Ald. Holmes stated that the difference in bids, as
much as $200,000 bothered her. Ald. Fiske asked if the bid included an annual escalator and S. Robinson said that it was part of the bid package.

A3.9 was approved unanimously 5 – 0

(A3.10) Approval of Contract Award for Citywide Bus Shelter Program (RFP 10-107)

Staff recommends the award of the Citywide Bus Shelter Program contract to Creative Outdoor Advertising of America (COA) Inc., (1930 Commerce Lane, Suite 1, Jupiter, FL) for a contract term of 10 years. Creative Outdoor Advertising will install the bus shelters at their own cost and reimburse the City either 10% of the advertising net revenues or $250 for each installed bus shelter per year, whichever is higher. Revenue will be applied to the Right-of-Way Permit account # 2630.52126. Ald. Jean-Baptiste asked Ald. Rainey if this was not the project she has been working on for many years. Ald. Rainey said yes, for many years. In the City of Evanston, we push for the use of public transportation. Through it all, families are soaked in the rain or frozen in the winter months. In Chicago, there are wonderful shelters, clean and in good condition. At the CVS on Howard, they built a shelter that is used all the time. Twenty people fit. One of the shelters on our side of Howard leans to the side and is never clean. Therefore, I tried to attract at least one company. Wally Bobkiewicz told me to let staff do it. Rajeev Dahal (Senior Traffic Engineer) did it! I know there is a plan for the locations of shelters. I believe that all the Aldermen should have input on where the shelters will be placed. P. Schneider introduced Marc Oosterholt of Creative Outdoor Advertising. M. Oosterholt stated that the company is very excited about coming to Evanston. Currently they operate in 200+ municipalities. The shelters are beautiful. We maintain them. We work with local businesses to encourage them to sponsor each shelter. Ald. Rainey asked why no enclosures considering our terrible weather. M. Oosterholt said there are glass enclosures, they just do not show up in the pictures. Ald. Rainey asked if there would be solar panels and M. Oosterholt said that they were not in the current plan. Ald. Holmes let it be known that she is the first to request a shelter location, Emerson and Dewey. M. Oosterholt said that all the potential sites will be audited and then they will meet with the Aldermen. Ald. Fiske asked if the survey of potential sites includes looking at Northwestern. M. Oosterholt replied that every location is photographed, then configured. Then, the list is submitted to the City to approve. Ald. Fiske pointed out that the shelter at Foster and Sherman has suffered from graffiti and multiple cleanings. M. Oosterholt told her that if the panels are in such bad condition, they are replaced. Ald. Fiske asked how much it would cost to include solar panels. M. Oosterholt said that he will get the figures to the committee. Ald. Fiske replied that she would certainly like to meet with him concerning locations. Ald. Rainey asked what the time line would be if they approved the contract tonight. M. Oosterholt said that once the contract is signed, it would be six to eight weeks to begin and that is if the weather holds. Otherwise, they may have to wait until next spring. Ald. Fiske asked about the materials used in the construction. M. Oosterholt said that it is polyurethane tinted to the color of choice. It is nearly vandal resistant. Signs are of such materials that they cannot take graffiti. Ald. Fiske made the comment that shelters located in historic districts would need to appear before the preservation commission for review.

A3.10 was approved unanimously 5 – 0

(A4) Approval of 2009-10 Audited Comprehensive Annual Financial Report

Staff recommends that the 2009-10 Audited Annual Financial Report be accepted and placed on file. A manager from Baker Tilly will be present on September 29,
2009 to discuss their annual review. This document is available on the City’s Website at www.cityofevanston.org.

Ald. Rainey said she could not remember when she did not have time to read the CAFR. I have not read this one she continued since I did not get to it until Sunday, yesterday. Must this be dealt with tonight she asked. Marty Lyons (Assistant City Manager) said that the City needs to file the report to the State normally by August 31. An extension was obtained until September 30. The audit is just being placed on file with the Board and the State. It is only the auditor’s findings. It can be discussed at a later time. Ald. Rainey said that yes, it must be discussed at a later time. Ald. Jean-Baptiste agreed, file it and then discuss it. He also felt that the discussion should be at Council level not in this committee. M. Lyons said that will make for a long agenda. Ald. Jean-Baptiste suggested that it be placed at the top of the agenda. Ald. Rainey asked when the document was received and M. Lyons stated that it came in late August and Accounting used the time to review the document. He said he will get it on the next Council agenda. Ald. Jean-Baptiste reiterated that the committee needed more than two days considering that Accounting needed a month.

A4 was unanimously approved only to be filed 5 – 0. Discussion would follow at a later meeting with the full Council.

(A5) **Ordinance 50-O-10, Amending the Code to Add Subsection 1-17-1(D) “Minority, Women and Evanston Business Enterprise (M/W/EBE) Goals**

Staff recommends passage of Ordinance 50-O-10. While the M/W/EBE program has existed for over a decade, its requirements have never been codified. This proposed ordinance codifies the City’s M/W/EBE goals that demonstrate the City’s strong commitment to remedying discrimination in the Evanston market while providing full and equitable opportunities for participation in contracts for all businesses.

Ald. Rainey asked if there was anything different in this ordinance. Ald. Jean-Baptiste mentioned that there was a presentation planned for later. G. Farrar said there is nothing new. The City is merely codifying it for the first time. Ald. Jean-Baptiste asked if it was a resolution and G. Farrar replied that it never was. It was an out growth of the Purchasing Manual. This ordinance puts it into legislative form.

A5 was approved unanimously 5 – 0

IV. ITEMS FOR DISCUSSION

(APW1) **Light Pole Banner Policy**

This item will be on a later agenda.

(APW2) **Presentation: Minority, Women and Evanston Business Enterprise (M/W/EBE) Goals and Local Employment Programs (LEP)**

Lloyd Shepard (Business Development Coordinator) gave the presentation. He reviewed the purpose of the department: assist the growth of M/W/EBE, provide equal opportunities to participate in City procurement, and assist with identifying resources that provide management, financial and technical services. New this year, D. J. Millers and Associates study provided “best practices” to be implemented by the City and they have been. Program goals and examples of local outreach were presented. The next steps include continued work to achieve the City’s annual goal of 25% M/W/EBE participation, develop a criterion to address the potential for additional cost to the City (it is very high in Chicago) and to develop a work plan to assess the needs of minority, women and Evanston
owned businesses that are qualified. Meetings are being held with local merchants and Northwestern students. The purpose of the Local Employment Program (LEP) is to ensure that local residents have the opportunity to work on certain public works. Before the ordinance, few residents were hired. Projected wages and head counts all are looking good and moving upwards. Now, we looking into what projects for the upcoming year will qualify for M/W/EBE.

Sandy Byrnes – M/W/EBE Advisory Board – said this program embodies the City of Evanston. It is a better place to live and to work. In all processes, any goals such as these make it a better place. Engaging contractors to meet goals is best. It is not costly. We will not drive them away.

Ald. Burrus asked why this is not part of the economic development strategy. Will they be more coordinated in the future. As an economy of scale she said, there should not be two different entities. M. Lyons stated that that is the strategy. Staff is working with Mr. Shepard to get all programs integrated/coordinated. Marketing is to be included. This has not happened yet but it is in the works. Ald. Burrus asked about their assessing of needs, what are they to determine? L. Shepard said the companies are looked at that can provide goods and services to the City of Evanston. Ald. Burrus said that she just wanted to clarify, assess their needs or assess the needs of the city. Ald. Rainey asked if there is an ordinance concerning the LEP program. Yes, L. Shepard said, the LEP is an ordinance. Ald. Rainey asked if he could explain how it affects the privatization of solid waste collection. M. Lyons referred to the slide at the end of the presentation. Ald. Holmes noted that Ald. Rainey previously had told them to lower it to $250,000. Once again, you are right Ann. Ald. Jean-Baptiste thought this committee could recommend to the City Attorney that he come back with an amendment to lower the threshold to $250,000. Ald. Holmes so moved and Ald. Rainey seconded. This recommendation was unanimously approved 5 – 0.

V. COMMUNICATIONS

VI. ADJOURNMENT

The meeting adjourned at 7:25 p.m.

Respectfully submitted,
Phillip Baugher
Administrative Secretary, Administrative Services