Administration and Public Works Committee Meeting
Minutes of November 25, 2013
Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center

MEMBERS PRESENT:  J. Grover, A. Rainey, C. Burrus, D. Holmes, P. Braithwaite


STAFF ABSENT:  S. Robinson, E. Thomas-Smith, L. Jeschke, R. Voss

PRESIDING OFFICIAL:  Ald. Rainey

I. DECLARATION OF QUORUM

A quorum being present, Ald. Rainey called the meeting to order at 6:07 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF NOVEMBER 11, 2013.

Ald. Grover moved to approve the minutes of the November 11, 2013 A&PW meeting as submitted, seconded by Ald. Braithwaite.

The minutes of the November 11, 2013 meeting were approved unanimously 5-0.

III. PUBLIC COMMENT

Junad Ritzki, 2784 Sheridan, requested information on the following items: a) Regarding the tank study, how much are non-Evanston rate payers contributing with the impending rate increase? b) Why is there no plan to fund water pipe replacement rather than replacing tanks? c) Where is the capital funding being used?

Ald. Rainey requested the Utilities Department address the question of how some capital costs are spread to other rate payers. Assistant City Manager Lyons agreed to provide a follow-up report.

IV. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 11/3/13 $2,606,763.24

(A2) City of Evanston Bills FY2013 11/26/13 $3,239,717.82

For Action

Ald. Holmes moved to approve the City of Evanston Payroll (A1) through 11/3/13, seconded by Ald. Burrus. The Committee voted 5-0 unanimously to approve the payroll.
Ald. Burrus moved to approve the City of Evanston Bills (A2) through 11/26/13, seconded by Ald. Braithwaite.

Ald. Braithwaite suggested review of the bills list responses. At Ald. Rainey’s inquiry, Chief Klaiber explained that the initial cost of the plan was $350,000, which included renovation and redesign of the entire first floor space of Fire Station 2. The revised renovation plan includes renovation of all existing space and replacement of countertops, lighting, fixtures, etc.

At Ald. Rainey’s inquiry, Assistant City Manager Marty Lyons agreed to forward the 1-page project sheet to her, along with where it appears in the 2014 Capital projects list because this project has not yet been bid out.

Ald. Rainey requested the specs with assigned dollar amounts for the project. Assistant City Manager Lyons will provide the request information.

After discussion, the Committee voted unanimously 5-0 to approve the bills list.

(A3.1) Approval of Contracts for Purchase of Water Treatment Chemicals in FY 2014 (Bid 13-59)

Staff recommends that City Council authorize the City Manager to execute contracts with the following five vendors to supply water treatment chemicals for FY2014: 1) USALCO (1120 Middle River Road, Baltimore, MD) in the amount of $192,330.40 to supply aluminum sulfate (alum); 2) Alexander Chemical Corp (1901 Butterfield Road, Downers Grove, IL) in the amount of $40,624 to supply chlorine; 3) Key Chemical Inc. (9503 Dovewood Place, Waxhaw, NC) in the amount of $155,700 to supply HFS acid (fluoride); 4) Polydyne Inc. (One Chemical Plant Road, Riceboro, GA) in the amount of $21,520 to supply polymer; and 5) Carus Corporation (315 Fifth Street, Peru, IL) in the amount of $96,320 to supply blended phosphate. The total of these proposed purchases is $506,494.40. Funding is provided by various accounts in the Water Fund.

For Action

Ald. Burrus moved to recommend that City Council authorize the City Manager to execute contracts for purchase of water treatment chemicals, seconded by Alderman Grover.

The Committee voted unanimously 5-0 to recommend execution of the contracts.

(A3.2) Approval of Contract with Tank Industry Consultants for North and South Standpipe Rehabilitation Engineering Services (RFP 13-61)

Staff recommends City Council authorize the City Manager to execute an agreement for North and South Standpipe Rehabilitation Engineering Services (RFP 13-61) with Tank Industry Consultants (7740 West New York Street, Indianapolis, IN) in the not-to-exceed amount of $141,720. Funding is provided by the Water Fund Account 733092.62140, with a budget of $1,250,000 for FY 2014.

For Action
Ald. Grover moved to recommend that City Council authorize the City Manager to execute an agreement for North and South Standpipe Rehabilitation Engineering Services with Tank Industry Consultants in the not-to-exceed amount of $141,720, seconded by Alderman Burrus.

The Committee voted unanimously 5-0 to recommend execution of the agreement.

(A3.3) Approval of Purchase of Hardware and Installation Services from Dell, Inc.
Staff recommends City Council approve the sole source purchase of server and storage hardware, Wyse desktop terminals, with licensing and related installation services from Dell, Inc., (One Dell Way, Round Rock, TX) in the amount of $134,708.29 to implement a virtual desktop environment and replace 100 desktop computers throughout the City. Funding is provided by IT Personal Computer Equipment Account 1932.65555 with a FY2013 budget of $284,200, and a current balance of $155,593.

For Action
Ald. Holmes moved to recommend the City Council approve the sole source purchase of server and storage hardware, Wyse desktop terminals, with licensing and related installation services from Dell, Inc., in the amount of $134,708.29, seconded by Ald. Grover.

Assistant City Manager Lyons introduced IT Manager, Jose Calderon, for a brief presentation of the new hardware. Mr. Calderon explained that the new VM ware boxes will replace the current CPUs for end-users. Users will still have keyboards, mice and monitors, however the functions of a traditional hard drive will be centralized to a data center. This hardware uses less than 15 watts of power compared to 80 watts that our current desktops utilize.

At Ald. Rainey’s inquiry, Mr. Calderon responded that CD and optical media are being phased out. There is audio and USB connectivity in the new hardware. Users will still access a Windows desktop, but there is an opportunity to upgrade and standardize the operating systems across the City to Windows 7.

Mr. Calderon advised the committee that the first deployment of 100 virtual desktops will cost $1,300 per unit. The price per unit will drop as the number of units increase per order.

Ald. Rainey asked how the virtual desktops will affect remote users. Mr. Calderon said that the experience will be improved and much more efficient. There is also an iPad application that will allow users to access their desktop. They will no longer be required to log in through a VPN client connection.

Ald. Braithwaite asked for clarification on the price per terminal as shown in the quote. Mr. Calderon explained that the part of the $1,000 per terminal cost is diverted to manage the environment. At Ald. Braithwaite’s inquiry, Mr. Calderon noted that the equipment will not be physically secured to each desk, but there is a standard lock
that will protect it. Assistant City Manager Lyons added that the equipment is not fully functional on its own because it requires network connectivity and configuration.

Ald. Grover asked if there will be a need for more servers to maintain the virtual desktops. The targeted number of desktops is 650 and will require a purchase of 2 more servers (2 servers are included in the current quote).

Both Ald. Grover and Rainey asked if the old machines will be recycled. Mr. Calderon responded that the current desktops will be recycled after deployment of the new hardware. There is also a vendor that will dispose of the CRT (non-flat screen) monitors for a small fee.

Assistant City Manager Lyons added that in recent years there has not been a demand for a 6+ year old computer. However, if there is interest from the public the machines can be wiped clean and donated. Ald. Holmes suggested notifying the public that there are available machines. There are many non-profits and schools that can use the machines as a teaching/learning mechanism.

After discussion, the Committee voted unanimously 5-0 to recommend approval of the purchase.

(A3.4) Approval of Purchase of Insurance/Renewals– Property, Excess Liability & Excess Worker’s Compensation for Fiscal Year 2014
Staff recommends approval to purchase the outlined policies at a total cost of $544,942. The policies will renew all insurance coverage for the City for Fiscal Year 2014. All coverage exclusive of Worker’s Compensation is budgeted at $470,000. Worker’s Compensation is budgeted at $114,400 for FY2014 budget total of $584,400. Funding is provided by the Insurance Fund, Accounts 7800.62615 and 7800.66044.

For Action
Ald. Braithwaite moved to recommend approval to purchase the outlined policies at a total cost of $544,942, seconded by Ald. Burrus.

The Committee voted unanimously 5-0 to recommend approval of the purchase.

(A4) Resolution 67-R-13, Authorizing the City Manager to Sign a Notification and Conditions of Grant Award to Fund the Long-Term Care Ombudsman Program
Staff recommends City Council approval of Resolution 67-R-13 authorizing the City Manager to sign notification of grant awards to fund and operate the Long Term Care Ombudsman Program for the City of Evanston. The overall budgeted expenses for the 2014 program are $115,278, of which $27,339 will be reimbursed by the AgeOptions grant award.

For Action
Ald. Burrus moved to recommend adoption of Resolution 67-R-13 authorizing the City Manager to sign notification of grant awards to fund and operate the
Long Term Care Ombudsman Program for the City of Evanston, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to recommend adoption of Resolution 67-R-13.

(A5) Resolution 66-R-13, Phase II Engineering Agreements for the Dempster Street Traffic Signal Modernization and Coordination Project
Staff recommends approval of Resolution 66-R-13 authorizing the City Manager to sign the Local Agency Agreement with the Illinois Department of Transportation (IDOT) and the Preliminary Engineering Services Agreement with Hampton, Lenzini and Renwick, Inc., (HLR) (380 Shepard Drive, Elgin IL) in the amount of $68,122.37 for the Dempster Street traffic signal modernization and coordination project. Funding will be provided by the CIP Fund Account 415941.

For Action
Ald. Grover moved to recommend adoption of Resolution 66-R-13 authorizing the City Manager to sign an agreement with the Illinois Department of Transportation (IDOT) and the Preliminary Engineering Services Agreement with Hampton, Lenzini and Renwick, Inc., for the Dempster Street traffic signal modernization and coordination project, seconded by Ald. Burrus.

The Committee voted unanimously 5-0 to recommend adoption of Resolution 66-R-13 to Council.

(A6) Resolution 65-R-13, Local Agency Agreement with the Illinois Department of Transportation for Construction of the Safe Routes to School Project
Staff recommends approval of Resolution 65-R-13 authorizing the City Manager to sign an agreement with the Illinois Department of Transportation (IDOT) for the Safe Routes to School sidewalk curb extension and sidewalk slab replacement project. Funding is provided by a grant from the Federal-aid Safe Routes to School Program in the amount of $249,862.

For Action
Ald. Holmes moved to approve Resolution 65-R-13 authorizing the City Manager to sign the Local Agency Agreement with the Illinois Department of Transportation (IDOT) for the Safe Routes to School sidewalk curb extension and sidewalk slab replacement project, seconded by Ald. Burrus.

The Committee voted unanimously 5-0 to adopt Resolution 65-R-13.

(A7) Resolution 70-R-13, Approving the Fiscal Year 2014 Budget of the City of Evanston
Staff recommends approval of Resolution 70-R-13 adopting the FY 2014 Budget of the City of Evanston in the amount of $254,627,610.

For Action
Ald. Braithwaite moved to approve Resolution 70-R-13 adopting the FY 2014 Budget of the City of Evanston in the amount of $254,627,610, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to approve Resolution 70-R-13.
(A8) **Ordinance 130-O-13, Amending the Evanston City Code Relating to the City Waterworks System “Charges, Rates, Fees and Penalties”**

Staff recommends City Council approval of Ordinance 130-O-13 amending the Evanston City Code, Title 7, Chapter 12, relating to the City Waterworks System. Staff is recommending a ten percent (10%) water rate increase.

**For Introduction**

Ald. Burrus moved to approve Ordinance 130-O-13 amending the Evanston City Code, Title 7, Chapter 12, relating to the City Waterworks System. Staff is recommending a ten percent (10%) water rate increase, seconded by Ald. Grover.

Ald. Rainey asked for clarification of the rate increase. Dave Stoneback, Director of Utilities, explained that there is a 10% increase in the base rate. An additional 10% per unit of usage will only be charged when the base rate is exceed. Residents will not be double-charged.

After discussion The Committee voted 4-1, with Ald. Holmes opposed to adoption of Ordinance 130-O-13.

(A9) **Ordinance 133-O-13, Amending the Evanston City Code Relating to the Sanitation Service Charge for 95-Gallon Containers**

Staff recommends City Council adoption of Ordinance 133-O-13 amending Title 8, Chapter 4, Section 12, Imposition of Sanitation Service Charges to increase the sanitation service charge to $17.95 per month for a 95-gallon cart.

**For Introduction**

Ald. Grover moved to approve adoption of Ordinance 133-O-13 amending Title 8, Chapter 4, Section 12, Imposition of Sanitation Service Charges to increase the sanitation service charge to $17.95 per month for a 95-gallon cart, seconded by Ald. Burrus.

Ald. Rainey agreed with the proposed ordinance in hopes that by reducing the size of the 95-gallon cart there will not be an increase and residents will be urged to recycle more.

Ald. Burrus asked for the percentage of households that currently have the 95-gallon carts. She stated that there has been a movement to larger recycling bins for many households and is interested in the migration of trash cans as well. She would like to know how many households will be affected by this change.

Assistant Public Works Director, Jim Maiworm, did not have the percentage on hand but agreed to provide it before the next meeting.

Assistant City Manager Lyons added that there was a 15-17% increase of the 65-gallon residential carts after the last rate increase. That number does not include the condominiums, however staff will follow up with the correct numbers.
Ald. Grover suggested informing residents that they can switch to the smaller cans by calling 311. Ald. Holmes recommended this information be published as a promotional piece in the newsletter.

After discussion, the Committee voted unanimously 5-0 to approve adoption of Ordinance 133-O-13.

(A10) Ordinance 131-O-13, One-Way East Traffic During Orrington School Drop-Off and Pick-Up Hours on Monticello Place between Orrington Avenue and First Alley West
Staff recommends the adoption of the proposed ordinance 131-O-13 by which the City Council would amend Section 10-11-4, Schedule IV (A) of the City Code to establish one-way east traffic on Monticello Place between Orrington Avenue and the first alley west adjacent to Orrington Elementary School during drop-off and pick-up hours. Funding for signs is provided by the Traffic Control Supplies Account 2670.65115.

For Introduction
Ald. Holmes moved to approve adoption of Ordinance 131-O-13 amending Section 10-11-4, Schedule IV (A) of the City Code to establish one-way east traffic on Monticello Place between Orrington Avenue and the first alley west adjacent to Orrington Elementary School during drop-off and pick-up hours, seconded by Ald. Burrus.

Ald. Grover thanked Rajeev Dahal who helped navigate the community discussion on this issue. She also thanked Orrington Elementary School Principal Renaud Beaudoin. If approved, the implementation can happen the first of the year when students return from Christmas break.

The Committee voted unanimously 5-0 to approve adoption of Ordinance 131-O-13.

(A11) Ordinance 132-O-13, Authorizing the City to Borrow Funds from the Illinois Environmental Protection Agency Public Water Supply Loan Program
Staff recommends approval of Ordinance 132-O-13 authorizing the City to borrow funds from the Illinois Environmental Protection Agency (IEPA) Public Water Supply Loan Program for construction of the 48” Diameter Intake Improvements Project. This ordinance authorizes the City to borrow up to $2,300,000. Debt service will be paid from the Water Fund.

For Introduction
Ald. Braithwaite moved to approve adoption of Ordinance 132-O-13 authorizing the City to borrow funds from the Illinois Environmental Protection Agency (IEPA) Public Water Supply Loan Program for construction of the 48” Diameter Intake Improvements Project, seconded by Ald. Grover.

Lara Biggs, Superintendent of Construction for Utilities, stated that the current interest rate is approximately 1.95%. The rate changes every October. We will go out to bid in February, and once awarded and approved by Council, the rate will be locked in for the duration of the loan agreement.
Assistant City Manager Lyons added that the interest rate for our most recent bond issue for construction was 3.6% with our Aa1 borrowing rate.

At Ald. Burrus’ inquiry, Mr. Stoneback explained that our total debt in the Water Fund is less than $750,000.

Assistant City Manager Lyons clarified that there is $500,000 or less in revenue bonds issued on the Water Fund. There is also some general obligation debt abated by the Water Fund. Note: The Sewer Fund has approximately $70 million in IEPA debt. Mr. Lyons will confirm the numbers and provide a one-page summary before the next meeting.

Ald. Braithwaite asked for an overview of the project. Mr. Stoneback explained that two electrical cables will be pulled through the mile-long pipeline in order to put heated rings around the intake cones to prevent anchor ice from forming during the winter. The pipe will also be replaced to feed chlorine to the end of the intake to kill the zebra mussels infiltrating the pipelines.

Ald. Rainey asked if the zebra mussel issue is stable. Mr. Stoneback explained that the original system, installed in 1993, has failed all three intake pipelines. The 54 inch diameter intake was replaced following a frazil ice incident. The 48 inch diameter intake must now be replaced as well. He further explained that the zebra mussels have disappeared from the lake and replaced by the quagga mussel, a more invasive species, also killed by chlorine.

After discussion, the Committee voted unanimously 5-0 to approve adoption of Ordinance 132-O-13.

V. ITEMS FOR DISCUSSION
There were no items for discussion.

VI. COMMUNICATIONS
There were no communications.

VII. ADJOURNMENT
Ald. Grover moved to adjourn.

The Committee voted unanimously 5-0 to adjourn. The meeting was adjourned at 6:48 p.m.

Respectfully submitted,
Janella Hardin