Administration and Public Works Committee Meeting
Minutes of February 10, 2014
Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center

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

MEMBERS ABSENT: D. Holmes


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 JANUARY 27, 2014.

Ald. Burrus moved to approve the minutes of the January 27, 2014 A&PW meeting as submitted, seconded by Ald. Grover.

The minutes of the January 27, 2014 meeting were approved unanimously 4-0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 1/26/14 $3,217,465.96

(A2) City of Evanston Bills for FY2014 2/11/14 $1,705,553.12
City of Evanston Bills for FY2013 2/10/14 $1,304,684.19
Credit Card Activity for period ending 12/31/13 $ 121,550.19

For Action
Ald. Burrus moved to approve the City of Evanston Payroll (A1) through 1/26/14 seconded by Ald. Braithwaite. The Committee voted 4-0 unanimously to approve the payroll.

Ald. Burrus moved to approve the City of Evanston Bills FY2014 through 2/11/14, City of Evanston Bills FY2013 through 2/10/14 and credit card activity for the period ending 12/31/13, seconded by Ald. Braithwaite. The Committee voted 4-0 unanimously to approve the bills and credit card activity.
(A3.1) Approval of Contract with CS Geologic LLC for Environmental Consulting Services

Staff recommends that City Council authorize the City Manager to negotiate and execute a contract for Environmental Consulting Services with CS Geologic LLC (920 Cambridge Drive, Libertyville, IL) in an amount not to exceed $32,000. Funding will be from the Environmental Compliance Account 7800.62130.

For Action

Ald. Grover moved to recommend that City Council authorize the City Manager to negotiate and execute a contract for Environmental Consulting Services with CS Geologic LLC, seconded by Ald. Burrus.

Junad Rizki, 2784 Sheridan, asked for more detail on the environmental testing. Corporation Counsel Grant Farrar explained that the site was previously a landfill. Currently, the site is being used for sledding and recreational purposes, although it is prohibited pursuant to the City of Evanston Municipal Code Section 7-10-4.

The purpose of the testing is customary due diligence and risk management and risk avoidance. City Manager Wally Bobkiewicz added that the City is committed to being proactive to protect the residents of Evanston.

After discussion, the Committee voted unanimously 4-0 to recommend negotiation and execution of the contract.

(A3.2) Approval of an Electricity Supply Agreement for 23 City Owned Facilities (RFP 14-04)

Staff recommends approval of an Electricity Supply Agreement with the low, responsive and responsible proposer to RFP 14-04 to supply electrical energy to twenty-three (23) City-owned facilities beginning June 2014. The low responsive and responsible proposer will be determined upon receipt of pricing on the morning of February 10, 2014 which will then be presented to Administration and Public Works Committee that night. Exhibit 1 lists the buildings/facilities being served by this agreement and the accounts that are being charged.

For Action

Ald. Braithwaite moved to recommend that City Council recommend approval of an Electricity Supply Agreement with the low responsive and responsible proposer to RFP 14-04, seconded by Alderman Grover.

The Committee voted unanimously 4-0 to recommend approval of the agreement.

(A3.3) Approval of 2014 Fuel Purchase from Palatine Oil Company Incorporated

Staff recommends approval of 2014 fuel purchases in the amount of $950,000 from Palatine Oil Company Incorporated (900 National Parkway, Suite 260, Schaumburg, IL). Palatine Oil Company is the Suburban Purchasing Cooperative/Northwest Municipal Conference Bid winner for all grades and types of fuels that are utilized by City vehicles. Funding is provided from the Fleet Services Major Maintenance Budget for Automotive Equipment (7710.65035). The 2014 budget has an approved
amount of $1,020,000 of which $950,000 has been allocated for these types of fuel purchases.

**For Action**

The Committee voted unanimously 4-0 to recommend the purchases.

**(A3.4) Approval of Contract Renewal with Wentworth Tire Service for Tire Repair Services (Bid 12-164)**
Staff recommends that City Council authorize the 2nd contract renewal for tire repair and recapping services for FY2014 in the amount of $25,008 with Wentworth Tire Service (300 North York Road, Bensenville, IL). Funding is provided by the FY2014 Tires and Tubes Account (7710.65065), which has a budgeted amount of $32,500. The $25,008 represents 76.9% of this budgeted amount.

**For Action**

At Ald. Braithwaite’s inquiry, Fleet Manager Lonnie Jeschke explained that there are no Evanston businesses that can provide the bid volume discounts or meet the unit price locally. This contract includes tires for heavy equipment as well as sedans.

Ald. Rainey asked if a local business provides tire repair services. Mr. Jeschke explained that there are spare tires mounted on rims and repair is done internally during business hours. Northshore Towing handles repairs after hours.

After discussion, the Committee voted unanimously 4-0 to recommend approval of the contract renewal.

**(A3.5) Approval of 2014 Cold Patch Material Purchase from Peter Baker & Son**
Staff recommends approval of the purchase of cold patch material for cold weather street maintenance activities from Peter Baker & Son (1349 Rockland Road Lake Bluff, IL) in the not to exceed amount of $50,000. Peter Baker & Son is the successful bid winner from the joint purchase bid let by the Municipal Partnering Initiative. Funding is provided by the Streets General Fund (2670.65055) in the amount of $30,000, Water Fund (7115.65051) in the amount $10,000, and Sewer Fund (7400.65051) in the amount of $10,000.

**For Action**
Ald. Braithwaite moved to recommend approval of the purchase of cold patch material for cold weather street maintenance activities, seconded by Ald. Burrus.

At Ald. Rainey’s inquiry, Jim Maiworm, Assistant Director of Public Works – Operations and Maintenance, will confirm if any of our asphalt plants will open early to provide hot patching. The City uses cold patch materials as it is very versatile, but
he will look into hot patching. Currently, crews are dispatched in between snow falls to patch potholes.

At Ald. Braithwaite’s inquiry, Mr. Maiworm explained that we currently have 2,000 tons of salt with the ability to order more from our primary supplier. The salt supply is managed by prudent application and timing. When the temperature is warmer, 100-200 lbs of salt is applied per lane mile. During colder temperatures and snowstorms, 500-600 lbs of salt can be required to have the same effectiveness.

Residential streets will not be salted until the temperature increases. The streets are inspected to prevent safety issues. Director Robinson added that the policy that only mid-block and intersections are salted in residential areas except during icing situations is still in effect.

**After discussion, the Committee voted unanimously 4-0 to recommend approval of the purchase.**

**(A3.6) Approval of Renewal of Annual Azteca Cityworks Maintenance and Support Agreement**

Staff recommends that City Council authorize the City Manager to execute a renewal of the annual sole source maintenance and support agreement for the term February 21, 2014 through February 20, 2015 with Azteca Systems Inc. (11075 South State Street, Sandy, UT) for Cityworks work order and service request management software in the amount of $22,405. Funding is provided by Utilities Department (Accounts 7125.62340 and 7410.62340) and Public Works Department (2670.62509). The renewal cost for 2014 reflects zero increase from the previous year for the same number of licenses.

**For Action**

Ald. Grover moved to recommend that City Council authorize the City Manager to execute a renewal of the sole-source maintenance and support agreement with Azteca Systems, Inc., seconded by Ald. Braithwaite.

The Committee voted unanimously 4-0 approval of the agreement.

**(A3.7) Approval of Contract with Chicago Communications LLC for Purchase of Emergency Tone Alerting System for the Fire Department**

Staff recommends that City Council authorize the City Manager to execute a contract for the purchase and installation of an Emergency Tone Alerting System from Chicago Communications LLC (200 Spangler Avenue, Elmhurst, IL) in the amount of $219,815.48. Funding is provided by the Emergency Telephone System Board’s Equipment Account (5150.65625) with a budget of $297,000.

**For Action**

Ald. Grover moved to recommend that City Council authorize the City Manager to execute a contract for the purchase and installation of an Emergency Tone Alerting System from Chicago Communications LLC, seconded by Ald. Burrus.

Ald. Grover and Burrus both serve on the 911 Emergency Telephone System Board. This system has enhanced features and will replace the existing 40-year old system.
At Ald. Rainey’s inquiry, Chief Klaiber explained that when 911 calls are received, dispatch communicates the call over the air to the fire stations. There is one extremely loud, piercing tone followed by information on the emergency from dispatch. There is no opportunity to adjust the length or volume of the tone.

This system will provide an integrated, escalating tone that will increase in volume. It will also allow the firefighters to receive the call faster and acknowledge dispatch by pressing a button located at various points throughout the station. Currently, calls are acknowledged by accessing a base station radio and communicating over air to dispatch before leaving. This system will effectively help save response time.

Perry Polinski, 911 Communications Coordinator added that because this system is IP based there are many future features that will be available: The stove can be turned off from dispatch, the tones can be set to illuminate the apparatus floor.

Ald. Grover explained that this system was included in the 2012 budget. The majority of the cost is for the equipment. The old system will stay in place as a backup.

After discussion, the Committee voted unanimously 4-0 approval of the purchase and installation.

(A3.8) Approval of Schafer Consulting Contract Extension

Staff recommends that City Council authorize the City Manager to execute a change order with Schafer Consulting (34179 Golden Lantern #105, Dana Point, CA) for Financial Management (FM) and Human Resource/Payroll (HR) software system support in the amount of $55,000. Funding will be provided by General Fund salary vacancy savings associated with the IT Application and Development Manager and the Human Resource Specialist positions.

For Action
Ald. Braithwaite moved to recommend that City Council authorize the City Manager to execute a change order with Schafer Consulting for Financial Management and Human Resource/Payroll software support, seconded by Ald. Grover.

The Committee voted unanimously 4-0 to recommend approval of the change order.

(A4) Approval of Change Order No. 1 for Davis Street Water Main & Sewer Replacement Project (Bid 13-36)

Staff recommends that the City Council authorize the City Manager to execute Change Order No. 1 with Bolder Contractors, Inc. (less $9,000 non-compliance penalty due to Bolder Contractors violation of City of Evanston Local Employment Program (LEP) ordinance 1-17-1(C) 2) for the not-to-exceed amount of $60,592.43 for completing additional constructions items for the project (Bid 13-36). This change order will increase the total contract amount from $2,648,200 to $2,717,792.43. Funding is provided by $58,465.59 from the Water Fund (Account 733086.65515), and $11,126.84 from the Sewer Fund (Account 7420.65515). The $9,000 fine will be
taken on a pro-rata basis from each of the above accounts. Prior to this expenditure, there was a total saving of $174,877 in the Water and the Sewer Funds from the 2013 water main replacement and sewer improvement projects.

**For Action**

Ald. Burrus moved to recommend that the City Council authorizes the City Manager to execute Change Order No. 1 with Bolder Contractors, seconded by Ald. Grover.

Ald. Braithwaite thanked staff for their follow up. He explained that the goal of the Minority, Women & Evanston Business Enterprise (MWEBE) Committee is oversight and compliance. At Ald. Rainey’s suggestion, Ald. Braithwaite agreed that confirming compliance earlier in the project is vital.

At Ald. Burrus’ inquiry, Assistant City Manager Lyons explained that the committee is looking at potential changes including deeming businesses non-responsive if they are out of compliance and a scalable fine system based on a percentage of the total project. Fines collected could fund the Local Employment Program (LEP) or apprenticeship programs.

A full report by the committee will be presented at a future meeting.

After discussion, the Committee voted unanimously 4-0 to approve Change Order No. 1.

(A5) Resolution 8-R-14, 2014 Motor Fuel Tax (MFT) Street Resurfacing Program

Staff recommends approval of Resolution 8-R-14 authorizing the City Manager to sign the agreement with the Illinois Department of Transportation (IDOT) for the 2014 MFT Street Resurfacing Program. Funding is provided by the Motor Fuel Tax Account (5100.65515) in the amount of $1,400,000.

**For Action**

Ald. Grover moved to recommend approval of Resolution 8-R-14 authorizing the City Manager to sign the agreement with the Illinois Department of Transportation (IDOT) for the 2014 MFT Street Resurfacing Program, seconded by Ald. Braithwaite.

Director Robinson stated that in addition to the MFT street resurfacing program the capital improvement funded streets and water main projects will be out for bid in the next two months.

Ald. Rainey pointed out that Director Robinson drove with members of the Council around various wards to point out the streets that were selected or reported for the MFT street resurfacing program.

The Committee voted unanimously 4-0 to approve Resolution 8-R-14.

(A6) Resolution 9-R-14, Illinois Department of Transportation (IDOT) Agreement for Traffic Signal Upgrades

Staff recommends approval of Resolution 9-R-14 authorizing the City Manager to sign the standard Illinois Department of Transportation cost participation agreement
for upgrading the traffic signals on the state highways within the City of Evanston. Funding will be provided by the Capital Improvement Plan (CIP) (Account 415937.65515) which has $150,000 budgeted for pedestrian safety improvements.

**For Action**

Ald. Braithwaite recommended approval of Resolution 9-R-14 authorizing the City Manager to sign the standard Illinois Department of Transportation cost participation agreement for upgrading the traffic signals on the state highways within the City of Evanston, seconded by Ald. Burrus.

Director Robinson provided an amendment regarding the funding source:

“WHEREAS, in compliance with the terms of the Agreement, it is necessary for the City Manager to execute the Agreement, appropriating Capital Improvement Funds in the amount of Twenty-Five Thousand Nine Hundred Thirty-One and 35/100 Dollars ($25,931.31) to share in the cost of the subject improvements.”

The Committee voted unanimously 4-0 to recommend approval of the amendment to Resolution 9-R-14.

**IV. ITEMS FOR DISCUSSION**

**(APW1) Logos on Standpipes**

For Discussion
Utilities Director Dave Stoneback presented a proposal to painting logos on the two water towers (standpipes). In November 2013, Council authorized hiring a consultant to provide engineering services in support of the rehabilitation of the interior and exterior coating systems of the North and South Standpipe to include inspection (to determine the extent of required repair work, if any), design and construction engineering.

Director Stoneback provided samples of the 3 logo choices: City logo in black, City logo in color or “EVANSTON” in block letters. The average cost to paint a logo is $12,000. The cost to paint the North Standpipe is $1.5 million and $1.2 South Standpipe.

Ald. Rainey explained that Council and staff are in discussions to choose a new City logo. She felt that no logo should be painted on the standpipes until it is finalized. City Manager Bobkiewicz responded that this proposal is a follow up to some curiosity raised in the beginning of this project. The painting cost can be included in the final contract and the most current logo would be used.

At Ald. Grover's inquiry, Director Stoneback clarified that the South standpipe was last painted in 1996 and the North in 1997. The South standpipe is scheduled to be painted in the summer of 2014 and the North in 2015. The City is currently preparing contracts for both projects with a final version to be presented in 2 months. He explained that adding the logos at a later date can be done as a change order, but if they are added now we can receive more competitive pricing.
At Ald. Rainey’s suggestion, Director Stoneback agreed to post a request for a base bid and an alternate bid to include the logos. He added that the design and number of logos are needed for consideration.

Ald. Burrus prefers a logo on the standpipes instead of lettering. Ald. Holmes (watching from home) prefers the block letters because the name Evanston will not change.

City Manager Bobkiewicz confirmed that the three bid options are: a) Bid alternate with lettering; b) Bid alternate with logo; c) No bid alternate – Just painting of the standpipes.

(APW2) Addition of Chapter 31 to Title 3 of the Evanston City Code Regulating Donation Boxes

For Discussion

City Attorney Farrar presented a draft ordinance to regulate collection boxes in Evanston. Currently, the City does not regulate the placement or appearance of donation boxes within city limits. The primary purposes for such requirements are to ensure safety with respect to motorists sightlines, maintain the desirable appearance of the City, as well as prevent any general inconveniences to the general public.

Entities would be charged a reasonable fee to obtain a license to place a collection box, with the exception of 501 (c)(3) organizations located in Evanston, who would be licensed but not charged a fee.

Key provisions in the ordinance are: a) The owner will be responsible for maintenance of the box; b) The box should not encroach sightlines or cause a potential hazard to pedestrians; and c) If the box is removed by the City, there would be a lien against the property and the operative.

At Ald. Rainey’s inquiry, City Attorney Farrar explained that the City may remove any box 48 hours after giving notice to the licensee. The property owner wherein the collection box is located shall pay a removal fee of $2,500. The licensee and the property owner on whose property the collection box is placed are jointly and severably liable for adhering to the provisions of this article and any fees or penalties associated herewith.

Ald. Grover is concerned with property owners being penalized for unauthorized boxes placed on their property. She wants to know how we give notice to property owners that they could be jointly and severably liable. City Attorney Farrar responded that there would be outreach and education built into the implementation, but the roster of possible licensees is unknown. There is some enforcement leniency that can be explored such as a grace period.

City Manager Bobkiewicz added that the City is mindful of Evanston organizations that utilize these boxes for donations. The purpose of this ordinance is to address the unaffiliated, unidentified boxes. Ald. Grover asked for clarification of how a property owner is notified that an application has been made for a box. City Manager
Bobkiewicz explained that the City would ensure that property owners are not penalized for not being aware of the change.

**VI. COMMUNICATIONS**

Ald. Burrus addressed Ordinance 1-O-14 provisionally amending Title 9, Chapter 5: General Offenses to the Evanston City Code introduced at the January 27, 2014 City Council meeting. She is very concerned that a block club party could be ticketed for a noise violation.

City Manager Bobkiewicz responded that Ald. Wilson will propose a continuance at the City Council meeting tonight because he has larger issues with the noise ordinance in his ward.

Ald. Rainey has concerns regarding camera issue from the previous Council meeting. Out of respect for Mayor Tisdahl, who is completely committed to this project, she would prefer to have a discussion regarding placement of the cameras on Dodge Ave.

Ald. Rainey explained that there are no cameras installed in the City of Evanston that were not sanctioned or approved by the alderman of that ward. Her belief is that cameras should or should not be installed based on the request of the alderman of that ward. Ald. Braithwaite, Burrus and Grover agreed to consider Ald. Rainey's concern.

**VII. ADJOURNMENT**

Ald. Rainey moved to adjourn, seconded by Ald. Braithwaite.

The Committee voted unanimously 4-0 to adjourn. The meeting was adjourned at 7:04 p.m.

Respectfully submitted,
Janella Hardin