Administration and Public Works Committee Meeting  
Minutes of February 24, 2014  
Council Chambers – 6:00 p.m.  
Lorraine H. Morton Civic Center

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

MEMBERS ABSENT: D. Holmes, C. Burrus


PRESIDING OFFICIAL: Ald. Rainey

I. DECLARATION OF QUORUM

A quorum being present, Ald. Rainey called the meeting to order at 6:09 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF FEBRUARY 10, 2014.

Ald. Rainey moved to approve the minutes of the February 10, 2014 A&PW meeting as submitted, seconded by Ald. Grover.

The minutes of the February 10, 2014 meeting were approved unanimously 3-0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 2/09/14 $2,934,237.37  

(A2) City of Evanston Bills 2/25/14 $1,726,291.26  

For Action

Ald. Grover moved to approve the City of Evanston Payroll (A1) through 2/09/14 seconded by Ald. Braithwaite. The Committee voted 3-0 unanimously to approve the payroll.

Ald. Grover moved to approve the City of Evanston Bills through 2/25/14, seconded by Ald. Braithwaite. The Committee voted 3-0 unanimously to approve the bills.

Assistant City Manager Lyons informed the Committee that the bills list will look different going forward because it will come from the new system. There will not be a side-by-side comparison for accounts payable, only for payroll.
(A3.1) Approval of Renewal of Annual Oracle (EnterpriseOne) Maintenance and Support Sole Source Agreement

Staff recommends approval to renew the annual sole source maintenance and support agreement for the term March 1, 2014 through August 31, 2014 with Oracle Corporation (20 Davis Drive, Belmont, CA) for the City’s JD Edwards-EnterpriseOne software in the amount of $70,409.43. Funding is provided by the Computer Licensing and Support account (1932.62340) with a 2014 Budget of $167,000.

For Action
Ald. Braithwaite moved to recommend approval to renew the annual sole-source maintenance and support agreement for the term March 1, 2014 through August 31, 2014 with Oracle Corporation, seconded by Ald. Grover.

The Committee voted unanimously 3-0 to recommend approval to renew the agreement.

(A3.2) Approval of Contract with Mid American Water for 2014 Water Distribution System Materials (Bid 14-06)

Staff recommends that City Council authorize the City Manager to execute a one-year contract for the purchase of 2014 Distribution System Materials with Mid-American Water of Wauconda (1125 N. Old Rand Road, Wauconda, IL) in the amount of $64,739.55. Funding is provided by the Water Fund Account 7115.65055 with a FY 2014 budget allocation of $130,000.

For Action
Ald. Grover moved to recommend that City Council authorize the City manager to execute a one-year contract for the purchase of 2014 Distribution System Materials with Mid-American Water of Wauconda, seconded by Alderman Braithwaite.

The Committee voted unanimously 3-0 to recommend approval of the contract.

(A3.3) Approval of One-year Contract Extension for the 2013 Granular Materials Contract with G&M Trucking, Inc. (Bid 13-05)

Staff recommends that City Council authorize the City Manager to execute the one-year contract extension of the 2013 Granular Materials contract to G&M Trucking, Inc. (8811 Kathy Lane, Des Plaines, IL) in the amount of $34,747.50. Funding is provided as follows: $20,000.00 from the Water Fund Account 7115.65055 and $14,747.50 from the Sewer Fund Account 7400.65055.

For Action
Ald. Braithwaite moved to recommend that City Council authorize the City Manager to execute the one-year contract extension of the 2013 Granular Materials contract to G&M Trucking, seconded by Ald. Grover.

The Committee voted unanimously 3-0 to recommend approval of the contract extension.

(A3.4) Approval of Contract with Lake Erie Diving, Inc. for the 48-Inch Diameter Water Intake Improvements (Bid 14-03)
Staff recommends that City Council authorize the City Manager to award a contract in the amount of $1,388,272 to Lake Erie Diving, Inc. (362 Blackbrook Road, Painesville, OH) for the 48-Inch Diameter Intake Improvements, contingent upon receiving the appropriate loan funding from the Illinois Environmental Protection Agency (IEPA). It is anticipated that the IEPA will provide loan funding from the State Revolving Fund in an amount up to $1,777,138 for this project.

**For Action**

Ald. Grover moved to recommend authorizing the City Manager to award a contract in the amount of $1,388,272 to Lake Erie Diving for the 48-inch Diameter Intake Improvements, seconded by Ald. Braithwaite.

Lara Biggs, Superintendent of Construction and Field Services for Utilities, clarified that this project includes upgrades to the heating system for the 48-inch diameter intake and the zebra mussel control system.

At Ald. Rainey’s inquiry, Ms. Biggs explained that the intake is potentially at risk for freezing. She cannot confirm it because there is no camera under the lake. It is generally turned off unless the other intakes freeze because drawing the flow into the intake pulls the ice in. There were some instances of icing that closed down other utilities along the lakefront, but we were able to maintain our flows.

After discussion, the Committee voted unanimously 3-0 to recommend approval of the contract.

(A3.5) Approval of Supervisory Control and Data Acquisition (SCADA) Support Services Agreement with CDM Smith (RFP 14-02)

Staff recommends City Council authorize the City Manager to execute a two-year agreement for SCADA Integration Services with CDM Smith (125 South Wacker Drive, Suite 600, Chicago, IL) in the not-to-exceed amount of $133,000. Funding is provided by the Water Fund. For FY14, this project has a budget of $108,000 ($70,000 in Account 7100.62245 and $38,000 in Account 7100.65070). For FY15, $25,000 will be budgeted for on-call support services, which is included in the two-year agreement.

**For Action**

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a two-year agreement for SCADA Integration Services with CDM, seconded by Ald. Grover.

The Committee voted unanimously 3-0 to recommend approval of the purchase.

(A3.6) Approval of Maintenance Contract Extensions with DataPark, Inc. and Revcon Technology Group., Inc. for the Maintenance of Parking Access and Revenue Control Systems

Staff recommends that the City Council authorize the City Manager to extend the maintenance contracts with DataPark, Inc., (1631 Neptune Drive, San Leandro, CA) and Revcon Technology Groups, Inc., (1715 Courtland Court, Addison, IL) to provide maintenance for the DataPark Parking Access and Revenue Control System and the audio and camera surveillance portion for the City’s three downtown parking...
garages on a month-by-month basis for 6 months in the amount of $14,667.60 per month. Funding is provided by the Parking Fund accounts (7025.62509, 7036.62509 and 7037.62509).

For Action

Ald. Grover moved to recommend that City Council authorize the City Manager to extend the maintenance contracts with DataPark, Inc., and Revcon Technology Groups, Inc., to provide maintenance for the DataPark Parking Access and Revenue Control System and the audio and camera surveillance portion for the City’s three downtown parking garages on a month-by-month basis for 6 months in the amount of $14,667.60 per month, seconded by Ald. Braithwaite.

At Ald. Rainey’s inquiry, Assistant City Manager Lyons will follow up with a clarification regarding the maintenance of the cameras when Parking and Revenue Manager Rickey Voss returns.

After discussion, the Committee voted unanimously 3-0 approval of the contracts.

(A3.7) Approval of Tree Inventory and GPS Services Agreement with Davey Resource Group (RFP 13-22)

Staff recommends that City Council authorize the City Manager to execute a contract with Davey Resource Group (1500 North Mantua Street, Kent, OH) to perform an inventory and GPS services for all public trees in the amount of $122,000. Funding for this project is included in the approved FY2014 CIP budget, which has a line item allocation of $250,000 for Public Tree Inventory and Cityworks Implementation.

For Action

Ald. Braithwaite moved to recommend that City Council authorize the City Manager to execute a contract with Davey Resource Group to perform an inventory and GPS services for all public trees, seconded by Ald. Grover.

Paul D’Agostino, Assistant Director of Public Works – Parks and Forestry, explained that it has been almost 9 years since the last inventory. This contract will allow for better tracking of costs and increase efficiency in how crews are deployed for forestry work.

At Ald. Grover’s inquiry, Assistant Director D’Agostino explained that the system will be integrated into the CityWorks system. He added that although we have tracked a lot of changes internally, we need a better system to keep the system updated on a regular basis.

Assistant Director D’Agostino confirmed that there are approximately 32,000 public trees in Evanston. The project is scheduled to be completed by June 1, 2014. The trees will be located by the satellite before the leaves come in. The location is more accurate closer to the trunk of the tree.

After discussion, the Committee voted unanimously 3-0 approval of the contract.
(A3.8) **Approval of Purchase of Three Sidewalk Tractor Plows from Atlas Bobcat and Russo’s Power Equipment, Inc.**

Staff recommends City Council approval for the purchase of three (3) sidewalk tractors with v-plows, rotary broom, and snow blower attachments in the amount of $169,867 as follows: two Toolcat plows from Atlas Bobcat (5000 N River Road, Schiller Park, IL) in the amount of $140,846, and one Kubota plow from Russo’s Power Equipment, Inc. (9525 W. Irving Park Road, Schiller Park, IL) in the amount of $29,021. Funding is provided by the Streets and Sanitation Budget (2665.65625) and the Fleet Equipment Replacement Fund (7780.65550).

**For Action**

Ald. Grover moved to recommend that City Council approve the purchase of three sidewalk tractors with v-plows, rotary broom, and snow blower attachments in the amount of $169,867 as follows: two Toolcat plows from Atlas Bobcat and one Kubota plow from Russo’s Power Equipment, Inc., seconded by Ald. Braithwaite.

Ald. Grover noted that she is impressed with the snow clearing efforts by the residents in Evanston’s residential areas.

The Committee voted unanimously 3-0 to recommend approval of the purchase.

(A3.9) **Approval of Vehicle Purchase of 12-Passenger Van for Parks Recreation and Community Services from Currie Motors**

Staff recommends City Council approval for the replacement purchase of one (1) 12-passenger van for the Parks, Recreation, and Community Services Department in the total amount of $25,218 from Currie Motors (9423 W. Lincoln Highway, Frankfort, IL). Funding is provided by the Equipment Replacement Fund account (7780.65550) which has a budget of $2,694,000.

**For Action**

Ald. Braithwaite moved to recommend that the City Council approve the replacement purchase of one (1) 12-passenger van for the Parks, Recreation, and Community Services Department in the total amount of $25,218 from Currie Motors, seconded by Ald. Grover.

Junad Rizki, 2784 Sheridan, asked for further detail on why the City is purchasing a new vehicle when there is an unused vehicle in the parking lot.

Fleet Manager Jeschke explained that the lead time on a new vehicle is 12-16 weeks. The process is to spec the vehicle, price it and have it approved by Council before placing an order. When the new vehicle is received, it is outfitted with the City logo and placed in service. At that time, the old vehicle is run through sale of surplus property by ordinance.

The Committee voted unanimously 3-0 to approve the purchase.
(A3.10) Approval of 2014 Tire Purchases from Wentworth Tire Service

Staff recommends approval of tire purchases for the 2014 Fiscal Year in the amount of $65,000 from Wentworth Tire Service (300 North York Road, Bensenville, IL). Wentworth Tire Service is an authorized distributor of tires within the State Bid Award #4017031. Funding is provided by the Fleet Services account for Tires and Tubes (7710.65065). The FY 2014 budget has an approved amount of $90,000 for tire purchases and tire repair services.

**For Action**

Ald. Grover moved to recommend approval of tire purchases for the 2014 Fiscal Year in the amount of $65,000 from Wentworth Tire Service, seconded by Ald. Braithwaite.

At Ald. Braithwaite’s inquiry, Fleet Manager Lonnie Jeschke explained that this item is a commodity tire purchase. The City has purchased tires though state purchase pricing for over 28 years. We receive the absolute lowest pricing possible because manufacturers will not underbid state pricing. He added that pursuit rated tires are $30 below local distributor pricing with the state bid price.

Fleet Manager Jeschke confirmed that we purchased just under 400 tires last year. We do not carry a large inventory. There are spare tires already mounted. We also purchase recapped, non-steer tires, which are 40% cheaper than new tires.

After discussion, the Committee voted unanimously 3-0 to approve the purchase.

(A4) Ordinance 29-O-14, Sale of Surplus Fleet Vehicle

Staff recommends that City Council adopt Ordinance 29-O-14, which directs the City Manager to offer a vehicle owned by the City for sale through public auction at the special Northwest Municipal Vehicle Auction being sponsored by Manheim Auto Auctions on or around Tuesday, April 28, 2014. This vehicle is presently out of service.

**For Introduction**

Ald. Braithwaite recommended that City Council adopt Ordinance 29-O-14 which directs the City Manager to offer a vehicle owned by the City for sale through public auction at the special Northwest Municipal Vehicle Auction, seconded by Ald. Grover.

Ald. Rainey explained that several months ago she asked for this item to be held because there has been interest in the community to use this vehicle as a food truck. This was previously the old police mobile outpost.

Fleet Manager Jeschke added that staff is requesting the vehicle be held to be a part of a special auction held in May. Interested parties can attend the public auction and bid on the vehicle.

Assistant City Manager Lyons will confer with Corporation Counsel on the process for this item. The vehicle will be stored at the Service Center.
Ald. Rainey moved to hold the vehicle sale, seconded by Ald. Braithwaite. The Committee voted unanimously 3-0 to hold the sale of the vehicle.

**(A5) Ordinance 33-O-14, Amending the City Code to Establish a 3-Way Stop Control at the Intersection of Greenleaf Street and Hartrey Avenue**

Staff recommends adoption of Ordinance 33-O-14 by which the City Council would amend Section 10-11-5(C), Schedule V(C) of the City Code to establish a 3-Way Stop Control at the intersection of Greenleaf Street and Hartrey Avenue. Funding is provided by the General Fund-Traffic Control Supplies (2670.65115), with a budget of $40,000 for FY 2014.

**For Introduction**

Ald. Grover moved to recommends adoption of Ordinance 33-O-14 by which the City Council would amend Section 10-11-5(C), Schedule V(C) of the City Code to establish a 3-Way Stop Control at the intersection of Greenleaf Street and Hartrey Avenue, seconded by Ald. Braithwaite.

Ald. Braithwaite noted that there have been numerous complaints about pedestrian traffic in that area. He is in support of this ordinance.

The Committee voted unanimously 3-0 to recommend adoption of Ordinance 33-O-14.

**(A6) Ordinance 19-O-14, Amending Title 10, Motor Vehicles and Traffic, Chapter 11, Traffic Schedules, Section 22, to Include Additional Streets to Evanston Resident Only Parking**

The Transportation/Parking Committee and staff recommend that the City Council amend Title 10, Motor Vehicles and Traffic, Chapter 11, Traffic Schedules, Section 22: Evanston Resident Only Parking District Subsection (B) District E-2: Six o’clock (6:00) P.M. to six o’clock (6:00) A.M., seven (7) days a week to include the area north of Howard Street to and including Mulford Street and east of Custer Avenue to the Metra (Union Pacific) tracks.

**For Introduction**

Ald. Braithwaite moved to recommend that the City Council amend Title 10, Motor Vehicles and Traffic, Chapter 11, Traffic Schedules, Section 22: Evanston Resident Only Parking District Subsection (B) District E-2: Six o’clock (6:00) P.M. to six o’clock (6:00) A.M., seven (7) days a week to include the area north of Howard Street to and including Mulford Street and east of Custer Avenue to the Metra (Union Pacific) tracks, seconded by Ald. Grover.

Ald. Rainey clarified that this ordinance applies to Evanston resident wheel tax registered vehicles only from 6pm-6am.

The Committee voted unanimously 3-0 to recommend the amendment.

**(A7) Ordinance 27-O-14, Decreasing the Number of Class C Liquor Licenses for Taco Diablo, LLC d/b/a Taco Diablo**

Staff recommends City Council adoption of Ordinance 27-O-14, amending Evanston City Code of 2012 Subsection 3-4-6-(C), as amended, by decreasing the number of
authorized Class C liquor licenses from twenty-four (24) to twenty-three (23), due to the closing of Taco Diablo, 1029 Davis Street.

**For Introduction**

(A8) Ordinance 28-O-14, Decreasing the Number of Class D Liquor Licenses for Konishi, Inc. d/b/a Lulu’s Dim Sum and Then Sum
Staff recommends City Council adoption of Ordinance 28-O-14, amending Evanston City Code of 2012 Subsection 3-4-6-(D), as amended, by decreasing the number of authorized Class D liquor licenses from twenty-nine (29) to twenty-eight (28), due to the closing of Konishi, Inc. d/b/a Lulu’s Dim Sum and Then Sum, 804 Davis Street.

**For Introduction**

(A9) Ordinance 31-O-14, Decreasing the Number of Class D Liquor Licenses for E. Hsieh, Inc. d/b/a Pine Yard Restaurant
Staff recommends City Council adoption of Ordinance 31-O-14, amending Evanston City Code of 2012 Subsection 3-4-6-(D), as amended, by decreasing the number of authorized Class D liquor licenses from twenty-eight (28) to twenty-seven (27), due to the closing of E. Hsieh, Inc. d/b/a Pine Yard Restaurant, 1033 Davis Street.

**For Introduction**

Ald. Grover moved to recommend City Council adoption of Ordinance 27-O-14, 28-O-14 and 31-O-14, seconded by Ald. Braithwaite.

Ald. Braithwaite inquired about the timeline of debris removal from the properties on Davis Street. Assistant City Manager Lyons is unsure of the specific timeline. Fire Chief Klaiber and Building and Inspection Manager Jeff Murphy are working with the building owner to remove the debris as quickly as possible.

After discussion, the Committee voted unanimously 3-0 to suspend the rules and adopt Ordinance 27-O-14, 28-O-14 and 31-O-14.

(A10) Ordinance 30-O-14, Amending Subsection 3-4-6-(U) of the City Code to Decrease Class U Liquor License Fees.
Local Liquor Commissioner recommends approval of Ordinance 30-O-14, “Amending Subsection 3-4-6-(U) of the City Code to Decrease Class U Liquor License Fees.” Class U licenses authorize the sale of beer and wine for consumption to patrons of a theater presenting live stage performances. The Local Liquor Commissioner recommends that the City of Evanston Class U Liquor License be amended to a $500.00 annual fee from the current $1,300.00 fee.

**For Introduction**

Ald. Braithwaite moved to recommend approval of Ordinance 30-O-14, “Amending Subsection 3-4-6-(U) of the City Code to Decrease Class U Liquor License Fees” to authorize the sale of beer and wine for consumption to patrons of a theater presenting live stage performances to a $500.00 annual fee from the current $1,300.00 fee, seconded by Ald. Grover.

Ald. Rainey asked City Attorney Grant Farrar to describe what he found in his research of similarly situated communities. Mr. Farrar explained that with respect to size of venue and size of fee, the spectrum ranged from $500-$1,000. There is
currently a Class U Liquor License on the books for the City of Evanston, however, there is no current license holder.

Piccolo Theater approached the Liquor Control Board to request a lower fee based on their business model. Pursuant to the Liquor Control Board meeting dated January 30, 2014, the Liquor Control Board reviewed and analyzed current liquor licensing structure and fees for a Class U Liquor License in light of other municipalities.

Staff gathered information from various municipalities to compare costs associated with theater liquor licenses, and it was found that theaters in other municipalities, similar to Evanston theaters, are typically subject to lower liquor license fees than those implemented by the City of Evanston. Upon such findings, the Local Liquor Commissioner recommends the reduction in fees associated with the City of Evanston Class U Liquor License to $500.00.

Ald. Grover thought that by reducing the fee the City is encouraging more diverse use of the theater venues. Ald. Rainey added that the theaters should be encouraged to purchase their inventory from Evanston vendors.

After discussion, the Committee voted unanimously 3-0 to approve Ordinance 30-O-14.

IV. ITEMS FOR DISCUSSION
Junad Rizki, 2784 Sheridan, requested a business plan be conducted of the Utilities Department. He expressed concern over a 100% rate increase.

Mr. Rizki also filed a FOIA regarding his concern of the finished water reservoir study. Utilities Director Dave Stoneback responded that there is currently a RFP out to hire an engineer to propose a solution to this issue.

VI. COMMUNICATIONS

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

The Committee voted unanimously 3-0 to adjourn. The meeting was adjourned at 6:49 p.m.

Respectfully submitted,
Janella Hardin