ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, September 29, 2009

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


Members Absent:

Staff Present: Chief Berkowitz, Wally Bobkiewicz, Jill Chambers, David Cook, Dolores Cortez, Paul D’Agostino, Joellen Daley, Robert Dorneker, Chief Eddington, Suzette Eggleston, Doug Gaynor, Robert Gustafson, Jewell Jackson, Mary Johns, Lonnie Jeschke, Martin Lyons, Dennis Marino, Joseph McRae, Anita Patel, Elke Tober-Purze, Paul Schneider, Bruce Slown, Dave Stoneback, Evonda Thomas, Rickey Voss

Others Present: Alderman Grover
Alderman Tendam
Robert Rychlicki – Kane, McKenna and Associates

Presiding: Ald. Rainey

I. DECLARATION OF QUORUM
With a quorum present, Alderman Rainey called the meeting to order at 5:45 p.m. Ald. Rainey noted that Alderman Burrus would be arriving later.

II. APPROVAL OF MINUTES OF REGULAR MEETING of September 14, 2009
Minutes were unanimously approved, 4-0

III. ITEMS FOR CONSIDERATION
(A1)* City of Evanston Payroll through 9/13/09 $2,404,500.33
Item A1 was approved unanimously, 4-0

(A2)* City of Evanston Bills through 9/30/09 $3,734,800.38
Item A2 was approved unanimously, 4-0

(A3.1)*Actuarial Report for Fire and Police Pension Obligations
Recommend approval of the actuarial report by motion for usage in the 2009 tax levy process. The percentage increase in the Annual Required Contribution from 2008 to 2009 is 9.6% or $1,235,904. The unfunded liability for both funds increased from $145,792,613 to $158,899,155. Item A3.1 was held until October 12, 2009 meeting.

(A3.2)*Acceptance of 2008-09 Comprehensive Annual Financial Report
Recommend acceptance of the Comprehensive Annual Financial Report for FY 2008-2009. Each Year the City completes an independent review of the City’s financial status. This Annual Audit must be completed within 180 days of the close of the fiscal year. Our Audit was completed this year in a
timely manner in Cooperation with our independent Auditor, Baker, Tilly; Virchow, Kraus. The City is again applying for the Certificate of Excellence in Financial Reporting from the Government Finance Officers Association.

Item A3.2 was held until October 12, 2009 meeting

(A3.3)*Approval of Armored Car Services Contract (10-46)
Recommend award of RFP 10-46 to Garda (2100 W. 21st Street, Broadview, IL) for a two year contract with the option to renew for three additional years. Garda has agreed to no increase in cost for the second year of the contract. Since charges are based on volume, it is recommended that Council approve a not to exceed amount of $75,000. This is $23,000 less than the current year budget. Funding for the contract will be provided by both the Revenue Division ($40,000) and the Parking Fund ($58,000).

Item A3.3 was approved unanimously, 4-0

(A3.4)*Approval of the Lowest Responsible and Responsive Bid (10-50) for the Fire Station #2 HVAC Upgrade Project
Recommend approval of the lowest responsible and responsive bid for the installation of replacement HVAC system and controls at the Evanston Fire Station 2 from R. J. Olmen Co. (3200 West Lake Ave. Glenview, IL) in the amount of $175,500.00. Funding provided by three accounts: $72,136.69 from Fire Station 2 Air Handler and Condenser Replacement Project CIP account; $25,000 from Fire Station #1 Window Replacement Project account; and $80,000 from Fire Station #5 CIP account. Use of these funds will not affect the scope of work for the Fire Station #1 Window Replacement project or the Fire Station #5 project.

Item A3.4 was approved unanimously, 4-0

(A3.5)*Approval of Lowest Responsible and Responsive Bid (10-55) for the Fire Station #1 Window Replacement Project
Recommend approval of the lowest responsible and responsive bid (10-55) for the removal and replacement of the failing exterior windows at Fire Station #1 to IFD, Inc. (405 Lively Blvd. Elk Grove Village, IL) in the amount of $53,601.00. Funding provided by the Fire Station #1 Window Replacement CIP project Funds.

Item A3.5 was approved unanimously, 4-0

(A3.6)*Approval of Contract for Professional Services for the Brummel-Richmond Tot Lot Renovation Project (RFP #10-60)
Recommend approval of a professional services contract for the Brummel-Richmond Tot Lot Renovation Project with JJR (35 E. Wacker Drive, Suite 2200, Chicago, IL) in the amount of $25,700.00. Funding provided by the City’s FY 2010 CIP.

Ald. Rainey had talked with Alderman Wilson about this small park. The issue raised was if the City did not have the ability to create the design. Douglas Gaynor (Director Parks, Forestry & Recreation) noted that he also had discussed this issue with Alderman Wilson. Due to the existing workload on the Recreation Employees, it was deemed appropriate to use an outside source rather than take precious hours from the major capital projects that are being worked on at present.
If the staff did all the small jobs, then outside vendors would be required for the big jobs and at a bigger cost. Ald. Jean-Baptiste asked if Mr. Gaynor’s department was always so busy. Are you at such a pace he asked that you couldn’t find time for jobs like this unless they can wait. D. Gaynor replied that for this year much was scheduled from the approvals of the Council over the past winter. In the proposed capital budget for next year, there are items for the Council to vote on for work for next year. Ms. Levine did a small park but it was very time consuming. Currently she is managing consultants as part of her duties. Ald. Rainey thought that was a reasonable explanation. D. Gaynor said that he would talk further with Alderman Wilson. Ald. Rainey stated that nothing should delay this project.

Item A3.6 was approved unanimously, 4-0

(A3.7)*Approval of Lowest Responsible and Responsive Bid (10-63) for the Emergency Library Streetscape Project
Recommend award of the lowest, responsive and responsible bid (10-63) for the emergency Library Streetscape Project to Schroeder & Schroeder Inc., (7307 Central Park Avenue, Skokie, IL) in the amount of $251,795; which includes the alternate bid amount of $9,950. The alternate bid includes poetry stamped concrete on the ramp. Funding provided by the Washington TIF Fund.
Ald. Fiske mentioned that this work really needs to be done and she is especially pleased with the poetry inclusion by local talent.
Item A3.7 was approved unanimously, 4-0

(A3.8)*Approval of Purchase of Trees for Fall Planting
Recommend approval of the purchase of 300 trees from the Suburban Tree Consortium (STC) in the amount of $60,140.00 and the contractual planting cost of $13,800.00. The total expenditure for the purchase of the trees and the contract for planting is $73,945.00. Funding provided by a General Fund line item in the Parks/Forestry Division budget (50%) and a transfer from the private elm insurance reserve fund (50%).
Ald. Holmes asked what would happen if the City did not plant trees this year. Ald. Rainey thought the residents would cause an uproar. Paul D’Agostino (Superintendent Parks & Forestry) mentioned that 550 trees are removed per year. If the replanting were not done this year, the quantity for next year would put a tremendous burden on staff and residents. Currently the City is one year behind in planting. Ald. Holmes conveyed the idea that in a tight budget year, this item should be carefully considered. Ald. Rainey remembered that a Council policy was established that set aside monies for this work so that there would only be a one year lag, it used to be three years. Ald. Holmes said that she is only looking for places to save. Ald. Fiske mentioned that years back there was a tree planting policy for the types of trees to be planted by street and by neighborhood. P. D’Agostino said that that plan has been abandoned so each block will have a diversity of trees against a potential wipe out of all the trees of one type due to disease or insect. He told Ald. Fiske for that reason all kinds of trees are on all the streets.
Item A3.8 was approved unanimously, 4-0
(A3.9)* Approval of Contract Extension for Work Clothing
Recommend approval of renewal of existing contract with Uniforms to You/Cintas for $40,000 and an additional year as provided in the contract, for the purchase of work uniforms for AFSCME field employees in various operating departments. Funding provided by the General Fund Municipal Service Center account.
Ald. Rainey asked Mr. Lyons if a system could be developed without resorting to contracts. Marty Lyons (Assistant City Manager) said that that would be put into the system next year. Ald. Fiske asked if the City had in the field employees who are not represented by the Union. M. Lyons said the City does. There are employees at the management level who work in the field in uniforms and are not union members. Ald. Fiske asked if they purchase their own uniforms and M. Lyons said they do not.
Item A3.9 was approved unanimously, 4-0

(A4.1)* Approval of Change Order #1 for the Foster Field Renovations, Phase 1B Project (Bid 10-42)
Recommend approval of change order #1 in the amount of $98,076 from G.A. Johnson & Son (828 Foster Street, Evanston, IL) for the Foster Field Renovations Project, Phase 1B. This change order will increase the contract amount from $2,075,820.40 to $2,408,715.40. Funding provided by CDBG funds.
Ald. Rainey asked if this just about winds up the work for Foster Field. Ald. Holmes replied that almost all of the work is completed and that it is beautiful.
Item A4.11 was approved unanimously, 5-0

(A4.2)* Approval of Change Order #2 for the 2009 Water Main and Street Resurfacing Contract
Recommend approval of Change Order No. 2 to the agreement for the 2009 Water Main and Street Resurfacing contract with Bolder Contractors (ADDRESS) in the amount of $332,895 for the Sheridan Road water main reconstruction project (Central to Ingleside) This change order will increase the contract amount from $2,075,820.40 to $2,408,715.40. Funding provided by the Water Fund.
Item A4.2 was approved unanimously, 5-0

(A4.3)* Approval of Change Order #2 for the Construction Engineering Services - 2009 MFT and CIP Street Resurfacing Contract
Recommend approval of Change Order No. 2 to the agreement for the Construction Engineering Services - 2009 MFT and CIP Street Resurfacing contract with Gewalt Hamilton Associates, Inc. (ADDRESS) in the amount of $27,100 for the Sheridan Road water main reconstruction (Central to Ingleside). This change order will increase the contract amount from $152,910 to $180,010. Funding provided by the Water Fund.
Item A4.3 was approved unanimously, 5-0

(A5)* Resolution 69-R-09 Authorizing the City Manager to Execute an Amendment to the North Standpipe Lease Agreement Between the City and Sprintcom, Inc.
Consideration of proposed resolution 69-R-09 authorizing the City Manager to execute an amendment to the North Standpipe Lease Agreement between the City of Evanston and Sprintcom, Inc.

Responding to Ald. Rainey’s earlier question, Dave Stoneback said that so far no municipality had answered his question about the rates they charge. ETHS indicated that the rent at their site was $1500 to $1800 a month. He noted that Glencoe gets $1800 a month; Wheeling gets $2000, and Lake County, $2500. He said that this contract would give Evanston $3000 per month. There is an annual 5% increase built in for each subsequent year. Ald. Rainey said that she had not seen that in the lease and D. Stoneback replied that it is in the main agreement. The term of the contract will allow for four (4) five-year renewals. Ald. Rainey wondered what others thought of automatic five-year renewals. She felt that their should be some point for discussion, things change, technology changes. D. Stoneback said these terms have to do with the company installing major pieces of equipment and their need for some coverage in terms of years. There is space for the standpipe and space needed in the surrounding area. Ald. Rainey thought that the Council had made a policy statement before others were signed. Ald. Holmes asked if all the leases where for the same amount of money. D. Stoneback said the base rate of 18K started in 1996 and increases by 5% per year. Ald. Holmes asked where all the sites are noting that there is one at Fleetwood-Jourdain. M. Lyons said that leases are done at different times and result in different rates. As an example, in the future, Sprint wants to erect a tower and that agreement will be very different. He said that he would review that previous Council’s policies. Ald. Holmes requested a list of all the sites. M. Lyons said he would get that together. Ald. Rainey recommended that the fees received by private lessors, such as a building downtown, be studied. They need towers and so do we. She felt that the City needs to do a lot more work on this especially before the five years are up.

Item A5 was approved unanimously, 5-0.

**Item A6**

Resolution 70-R-09 Authorizing the City Manager to Execute an Amendment to the South Standpipe Lease Agreement Between the City and Sprintcom, Inc.

Consideration of proposed resolution 70-R-09 authorizing the City Manager to execute an amendment to the South Standpipe Lease Agreement between the City of Evanston and Sprintcom, Inc.

Item A6 was approved unanimously, 5-0

**Item A7**

Resolution 71-R-09 Authorizing the City Manager to Execute an Intergovernmental Agreement for the Purpose of Purchasing Health and Other Related Insurance Benefits Through the Intergovernmental Personnel Benefit Cooperative

Consideration of proposed resolution 71-R-09 authorizing the City Manager to execute an intergovernmental agreement for the purpose of purchasing health and other related insurance benefits through the Intergovernmental Personnel Benefit Cooperative.

M. Lyons read answers to questions previously submitted and sent in a memo to the Mayor and City Council. He noted that CO-OP started in 1979 with members as large as Glenview and as small as Homewood. The City of Springfield brings
a 2000 employee base to the program. The more who join, the more stabilized the costs are. Some municipalities have joined and left the program but some have left and rejoined. Members that bring the most employees are Springfield, Des Plaines and Glenview. The income to Gallagher averages out to about $1.71 million for all 49 participating towns, which equals about 1.3% of total insurance/program costs. There will be a new card for the employee but it will still be BC/BS. Ald. Rainey said that she was looking for an analysis that proves that this is a better deal. It would seem to her that insured claims should be less then they are now. She asked what the savings are. M. Lyons said that self-funded rates compared to the renewal rates would increase in the beginning. The City is looking to the longer year solution. The City will have more input and this changes the method of how the City pays BC/BS. Ald. Rainey asked if the City currently has a comparable payment as they will have with Gallagher. M. Lyons replied that the answer is no, however total costs from the IPBC include the payment to the consultant. Ald. Rainey asked if the City had used Gallagher before. M. Lyons said not for the last seven years on medical relationships. They may have been involved in liability systems. Elke Purze (First Corporation Counsel) noted that they did place insurance for the City over ten years ago. Ald. Rainey said that Ms. Purze and those before her have been working on the insurance question and it is always a major expense to consider at budget time. In all these years why hasn’t the question been raised about insurance pools, why now she asked. She mentioned that Gallagher is M. Lyons former employer and asked why the City has been duped by staff that this system exists. M. Lyons noted that several years ago The City was using three carriers and consolidated to one carrier, but still on a fully insured basis. Moving to the IPBC using the same carrier is another method for obtaining the same coverage. All employees have access to this plan. If this plan works, the City will spend less. Ald. Rainey asked him what negatives there are. M. Lyons replied that the amount is higher, but that the quote is for 19 months, and that the City will be taking on the risk for 30K and under claims. The offset is the flexibility of the plan and the HMO rates will be steady. Ald. Rainey asked if a large group of older employees retire, is it like the old story that there would be increasing costs for the new employees. M. Lyons agreed that Evanston has a mature population. As an example he cited Glenview; they grew quickly and hired many employees at thirty and younger. Joining as a mature group, we get to use demographics of the younger members. Ald. Rainey asked if 30K and under is not a problem. M. Lyons said the City has plans to address this very question. This proposal is for a self-insured environment for nineteen months. If it does not seem to work, the City can go back to a fully insured company plan. Joellen Daley (Director of Human Resources) said that bargaining units have been met with to explain the IPBC and the design plans the City wanted to talk about. IPBC is the administration arm. Bargaining units will have available plan design changes or to pay additional funds. Ald. Rainey asked if they are affected by the 30K clause and J. Daley said they were not. Ald. Jean-Baptiste said that the submitted questions were excellent and he recommends approval. Ald. Holmes seconded his recommendation. Ald. Rainey asked that the committee be kept informed. M. Lyons said the Gallagher would provide disclosures about what is happening with the City’s benefits. Item A7 was approved unanimously, 5-0
(A8)* Resolution 74-R-09 Authorizing the City Manager Expand the City of Evanston Benefits Program to Include Health Related Benefits, Including Insurance, to Same Sex Domestic Partners
Consideration of proposed resolution 74-R-09 authorizing the City Manager to expand the City of Evanston Benefits Program to include health related benefits, including insurance, to same sex domestic partners.
Item A8 was approved unanimously, 5-0

(A9)* Ordinance 65-O-09 Authorizing the Sale of Surplus Fleet Vehicles and Equipment Owned by the City of Evanston (Obenauf Auction Service Municipal Equipment Auction)
Consideration of proposed Ordinance 65-O-09 Authorizing the Sale of Surplus Fleet Vehicles and Equipment Owned by the City of Evanston.
Item A9 was approved unanimously, 5-0

(A10)*Ordinance 81-O-09 Authorizing the Payment of Redevelopment Project Costs and Distribution of Excess Monies for the Redevelopment Project Area of the City of Evanston, Illinois (“Downtown II TIF”)
Consideration of proposed ordinance 81-O-09 authorizing the payment of redevelopment project costs and distribution of excess monies for the redevelopment project area of the City of Evanston, Illinois (“Downtown II TIF”)
Ald. Rainey suggested that staff contact Model Cities and share this success with the TIF program, providing them the results.
Item A10 was approved unanimously, 5-0

(A11)*Ordinance 82-O-09 Terminating the Redevelopment Project Area of the City of Evanston, Illinois, and Related Matters (“Downtown II TIF”)
Consideration of proposed ordinance 82-O-09 terminating the redevelopment project area of the City of Evanston, Illinois, and related matters (“Downtown II TIF”)
In the terms of success, Robert Rychlicki of Kane McKenna and Associates noted that the City started 23 years ago with an equalized valuation of 1.8M and at term, it exceeded 135M. He continued that this is the largest return that he has ever seen, the return to the taxing base is excellent.
Item A11 was approved unanimously, 5-0

(A12)*Ordinance 85-O-09 Amending Title 3, Chapter 13 of the Evanston City Code, “Peddlers and Solicitors”
Consideration of proposed ordinance amending title 3, Chapter 13 of the Evanston City Code “Peddlers & Solicitors” at the Northwestern University athletic complex on Central Street. A similar ordinance applies to Evanston Township High School athletic events. SUSPENSION OF RULES REQUESTED
Ald. Rainey asked what the purpose of this Ordinance was. Chief Eddington (Police Chief) related that the proposed change is a joint request from the COE Police and Northwestern Police Departments. There is a large problem with scalpers. Vendors are congesting the area during the football season, especially
the Big Ten games when the car and foot traffic multiplies. Some pedestrians have to walk in the street to get around a vendor and his customers. A vendor with an Evanston license is not included in this ordinance. Ald. Fiske asked who was being targeted. Ticket scalpers seem okay she continued but vendors never have seemed to be a problem. Has Alderman Grover raised concern over this matter? Ald. Jean-Baptiste stated that this is a question for the Human Services committee at the very least, very similar to there area of concern. Ald. Grover said that her impression is that the flow of traffic and pedestrians around the stadium is like the issues that the City controls around the High School. It is appropriate for A & P W. Ald. Jean-Baptiste asked the Alderman for her impressions of the situation. Ald. Grover said that she has been on the street and Ald. Jean-Baptiste asked if she had received complaints about the vendors and she answered, not particularly. Ald. Holmes asked if the vendors had licenses to sell. She was especially interested in food. In addition, she asked, can the Police monitor all of this. Ald. Rainey thought there was a limit to the number of peddler licenses given for a game. Wally Bobkiewicz (City Manager) stated that it is not an issue of getting a license, it is directed at the non-licensed vendors who come in, not peddlers, but non-licensed vendors. The NU Police have asked for assistance. Ald. Jean-Baptiste asked Chief Eddington if it would not be hard to enforce. This ordinance would increase your workload. Chief Eddington agreed there would be an increase but once compliance was reached, the work would decrease. Ald. Jean-Baptiste asked in those with no licensed would be arrested. Chief Eddington said they would be informed of the ordinance and the areas where they can set up. Ald. Jean-Baptiste asked where those areas might be and Chief Eddington said the perimeters are set in the ordinance. Ald. Jean-Baptiste asked if they are less congested areas and Chief Eddington said it would leave the stadium areas open. Ald. Fiske asked if little girls selling cookies would be asked to move. In addition, she asked, what role will NU Police play. Chief Eddington said NU will cover their property and COE will monitor the streets and sidewalks. Ald. Rainey said that she would pass it but it needs to be restated. Ald. Jean-Baptiste asked if the Police would make an offer to obtain a license. Chief Eddington said if that kind was available, they would. M. Lyons said the food portion would go through the Health Department. In some case he noted, the sellers of hats and tee shirts with the NU logo do not have a license to use the NU logo. Ald. Jean-Baptiste agreed that scalping is illegal. Selling goods that are not authorized is also illegal but how are the Police going to determine the legality of the items being sold. He also thought the big issue is counterfeit tickets. Chief Eddington said that his department is trying to move people out of the area. That will improve services offered and not offered. It will clean up the zone. This ordinance will make it easier to prove the burden of proof then the State statute allows. Ald. Jean-Baptiste reiterated that this ordinance belongs in Human Services, licensing has been discussed there. Ald. Burrus asked if the ETHS ordinance went to Human Services. She does not see the difference and asked Ald. Jean-Baptiste why such fervor to allow peddlers. Ald. Jean-Baptiste stated he did not have “fervor” about this business. He merely suggested that the committee is talking about regulating food services, etc. It should go to Human Services. This ordinance will increase Police duties not diminish them. Ald. Burrus suggested that the ordinance be split between food and vendors. Ald. Rainey agreed. One part, a municipal code ordinance prohibiting anyone other
then authorized parties to sell athletic tickets and the second part referring to food and vendor services, which can be sent to Human Services. Chief Eddington thought it would be easier to enforce if it was all passed as one ordinance. Ald. Jean-Baptiste said the proposal does not help resolve the question. Ald. Rainey suggested that the ordinance be sent on to Council with a recommendation to accept it until the sunset of the current season and then to revisit it. M. Lyons thought it also had to go through the basketball season. Ald. Jean-Baptiste made the motion that this ordinance be sent to Human Services. Ald. Holmes seconded. Ald. Burrus asked 1) how did the ETHS ordinance get handled, 2) would the question of scalpers go to Human Resources and 3) would food be separated out and sent to Human Resources. Licensing of peddlers comes under A & P W. Ald. Jean-Baptiste then suggested that the item should go to Legal. Ald. Fiske agreed with Ald. Burrus that this ordinance be divided. Merchandise and food should go to Human Services. E. Purze mentioned that Title 3, General Business is under A & P W. As Chief Eddington said, it would be messy to split the ordinance into parts. If they wanted, she could gather information on ETHS before the Council meeting. Ald. Jean-Baptiste noted that there is not a process in place on how people apply for a license. As for trademark issues, the City has no control over that. This is a messy area. Ald. Rainey said that the next Human Resources meeting is October 5. She proposed an amendment that food would be split off to Human Services and peddlers and ticket sales would stay in this ordinance. Ald. Fiske seconded. Ald. Burrus asked if someone set up a booth in the downtown area, what the City would do. The assumption is we can do nothing. Ald. Rainey said that is because they do not bother anyone, they do not cause people to walk in the street. This ordinance is about problems at NU games only. Ald. Rainey asked for a vote on the ordinance as amended. The vote was two in favor and three against. She then asked for a vote on the ordinance as originally presented. Item A12 was not approved, two in favor and three against.

IV. DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 7:30 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department