ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES

Monday, June 11, 2007
5:30 pm – 7:10 p.m.
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Anna Kate Bishop, John Burke, Julia Carroll, Pat Casey, David Cook, Kenneth Cox, Paul D’Agostino, Rajeev Dahal, Glen Crabtree, Robert Dornaker, Steven Drazner, Matthew A. Grady III, Jewell Jackson, David Jennings, Vincent Jones, Gavin Morgan, Sat Nagar, Elke Purze, Rolanda Russell, Lloyd Shepard, Ricky Voss


Presiding: Ald. Wollin

I. DECLARATION OF QUORUM
With a quorum present, Alderman Wollin called the meeting to order at 5:40 pm.

A moment was taken by Matthew A. Grady, III (Director of Finance) to introduce Jewell Jackson, Manager of Purchasing & Contracts and Steven Drazner, Assistant Finance Director. Both began employment June 4, 2007

II. APPROVAL OF MINUTES OF REGULAR MEETING of May 29, 2007
Minutes were unanimously approved 5 – 0.

III. ITEMS FOR CONSIDERATION ON COUNCIL AGENDA
Items were individually considered.

(A1) *City of Evanston Payroll through 5/31/07 $2,257,939.09
Item A1 was unanimously approved, 5-0.

(A2) *City of Evanston Bills through 6/12/07 $1,934,862.26
Ald. Rainey asked about the expenditures for boarding. When told it was by residents requests for vacant properties, she asked why the owners did not do the work. Gavin Morgan (Assistant to the City Manager) did not have specific figures and will e-mail them to her when obtained. Ald. Holmes asked if a lien was placed against the property holders. Gavin. Morgan said yes. Ald. Jean-Baptiste asked about the tuition reimbursement program and are we following policy that the classes must be work related. Julia Carroll (City Manager) said we are. Two years ago the policy was refined to state, classes must be work related, not to exceed a total is $5200 and if the recipient leaves the City before two years after the course work, the monies must be paid back. Ald. Rainey questioned the adherence to the policy and Julia Carroll stated that the recipients all fit the criteria. Ald. Rainey is not confident that the education received benefits the City. Ald. Rainey said that the response concerning Ward expenditures was not adequate. The alderman questioned the addresses and recipients. Ald. Wollin wondered if it is a question of privacy. Elke Purze (Assistant
Corporation Counsel) said only medical information is private, food and rent are not. Gavin Morgan will pass the questions to Alisa Dean (Coordinator, Health and Human Services).

*Item A2 was unanimously approved, 5-0.*

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Mayor Morton asked to be allowed to speak even though she was not on the agenda. She had two points to bring up. One, the American Legion Post wrote to her concerning the Veteran’s Memorial site in town commemorating Evanston veterans who gave their lives for freedom. No flag was flown on Memorial Day, not even during the City ceremony. Two, was her concern and consternation about the condition of Fountain Square. She parked in the area and walked by on her way to dinner. Citizens stopped her and complained about the disrepair the leaves and dirt in the fountains and on the ground. In addition, one of the fountains had standing water in it as deep as her hand, a good place for mosquitos to breed. She asked, “Why do we allow this to happen?” There is money in TIF to repair the area. She recommends that the Committee goes on record to use the funds now and get the work done. She says it is an embarrassment to her and the City. Ald. Wollin said that she was shocked to hear about the flag. Julia Carroll said the Parks & Forestry staff admitted their error. The facility is under Public Works who will do necessary patches until the decision on the development of the area is made. Ald. Wollin said not to wait until then. Ald. Rainey mentioned that the City gives EVMARK funds to keep downtown areas clean, the Fountain Square should sparkle. Ald. Holmes asked if funds in TIF could be used if not specified. Mayor Morton said yes they can and we should get Dave Cook, (Assistant Director Facilities Management) on it, he is good. Julia Carroll asked for clarification, renovation now or cleaning. Mayor Morton confirmed renovation now since funds are available.

*Ald Jean-Baptiste moved and Alderman Hansen seconded to support the Mayor’s request. The request for support was approved unanimously, 5-0.*

(A3.1)*Approval of lowest responsive and responsible bid for the 2007 block curb and sidewalk program from Schroeder & Schroeder Inc., (7307 Central Park Avenue, Skokie, IL) in the amount of $220,666. Funding provided by Capital Improvement Program Funds ($134,463) and Community Development Block Grant Funds ($86,203).

Ald. Holmes appreciates the memo from Lloyd Shepard (M/W/EBE Coordinator).

*Item A3.1 was unanimously approved, 5-0.*

(A3.2)*Approval of lowest responsive and responsible bid for the 2007 Parking Lots Improvement Project to Chicagoland Paving Company (225 Tesler Road, Lake Zurich, IL) in the amount of $235,056. Funding provided by Parking Bond funds.

Ald. Jean-Baptiste asked how the priority of lots to be improved was set up. John Burke (Transportation Director) said the list was compiled from citizen comment/complaints touring the areas and the Parking Committee. Ald. Jean-Baptiste also asked how the dollar amount was concluded. John Burke stated that all lots in the system are included so eventually they all get worked on. This is a new initiative in the system. Ald. Jean-Baptiste asked for an overall plan and John Burke said that he would get it to him.

*Item A3.2 was unanimously approved, 5-0.*

(A3.3)*Approval of lowest responsive and responsible bid for the Chicago Avenue signal upgrades from Grove to Greenwood to Lyons Electric Company, Ltd. (650 East Elm Avenue, LaGrange, IL) in the amount of $489,700. Funding provided by Capital Improvement Program Funds.

Ald. Hansen noted that our expenses estimated are much lower then what it costs. Ald. Hansen asked why is the job using old figures? John Burke agreed and responded that material costs were not adjusted. This was a staff oversight. Ald. Hansen noted that the estimate was off eighty-seven thousand dollars and asked if this caused problems? How negative an impact is this on the City? John Burke said no and none. Ald. Jean-Baptiste said the impact was that more money was spent. John Burke said that the parking estimate was done in January and was used for a Capital Improvement Program Fund request. Ald. Jean-Baptiste noted that we have so much extra money. He asked how we can avoid this trap in the future. Julia Carroll said the department had money from another project they could use this year. The total of the two projects will not be exceeded.
Item A3.3 was unanimously approved, 5-0.

(A3.4)*Approval of construction engineering services with Christopher Burke Engineering, Ltd. (9675 West Higgins Road, Suite 600, Rosemont, IL) for Chicago Avenue Signal project in the amount of $40,591.48. Funding provided by Capital Improvement Program Funds.

Item A3.4 was unanimously approved, 5-0.

(A3.5)*Approval of contract for Organizational Development, Leadership Training and Teambuilding services (RFQ 07-47) with AZ Consultants and Alea Associates (708 Leonard Street, Madison, WI) in the amount of $30,000. Funding provided by the City-wide Training Budget.

Ald. Rainey noted that the City is hiring a lot of consultants to assist the City. She added that the selection of this candidate is not justified. Gavin Morgan had more documentation to submit to the Aldermen which he explained. He is very enthusiastic about the firm and their fit in the City Of Evanston Strategic Plan. “They respect our culture and see our direction to the future. They are dealing with the question of “brain drain” due to early retirements. There are plans for the future by having a legacy team.” Ald. Rainey asked why this new information was not available when this meeting’s packets were distributed. Gavin Morgan said that it was an oversight. She stated that there was not enough information for the Council to make a decision. Ald. Hansen said that when entering new territory, more information is needed and needed earlier. Ald. Jean-Baptiste has not read it yet and recommends a “hold” on the motion. Ald. Rainey asked if there was a problem with a hold since the firm was to interview those leaving the city and some were at that point. Julia Carroll said that the first one to leave was at the end of July. She said that supervisors and up will be interviewed by the Legacy Team and as usual all employees have an exit interview with Human Resources.

Item A3.5 was unanimously put on hold, 5-0.

(A3.6)*Approval of final list of projects to be included in the 2008 Street Resurfacing Program. Funding provided by Motor Fuel Tax, Capital Improvement Program Funds, and State and Federal funds.

Item A3.6 was unanimously approved, 5-0.

(A3.7)*Approval to purchase three replacement trucks for Parks, Forestry & Recreation. They are a 2008 International 7400 4X2 with a 70 foot aerial ($148,153) a 2008 International 7400 4X2 with chipper box ($76,312) and a 2008 Ford 4X2 with Utility Service Body ($38,924) for a total amount of $263,390. Funding provided by Fleet Services Fund.

Ald. Rainey asked how the City evaluates the current fleet for replacement. There used to be a year plan. Fleet Services should make a presentation of a replacement schedule. Pat Casey (Director of Management, Business & Information Services) stated that we do have a replacement schedule to which repairs were added which shows increased costs on older vehicles. The plan is to replace those with the most repairs. Ald. Rainey asked if there is standard cost per mile to replace a vehicle. Pat Casey stated that there are standards for some and not for others. This is an area that Fleet Services is working on. Ald. Rainey noted that the City sends employees to get Masters Degrees; does the City send Fleet staff to classes? Pat Casey said yes. There is constant attendance at schools offered by manufacturers and service reps who offer private classes.

Item A3.7 was unanimously approved, 5-0.

(A3.8)*Consideration of a proposal to adjust Day Sweeping Schedules to provide more daytime parking for business areas and other locations with high daytime parking demand.

Ald. Rainey says we need a map to understand this and Ald. Holmes wants more notice to go out to the residents. David Jennings (Director of Public Works) stated that when the loud speaker is used, many complaints come in. Ald. Hansen suggested not using the loud speakers. Ald. Holmes said that everyone on one block in her ward got a ticket. David Jennings said that when a program is new only warning tickets are given. The underlying schedule is studied for high traffic daytime demands. Instead of sweeping from 9 to 4, they might sweep from 4 to 9. Ald. Wollin said that the one-side no parking restriction is awkward, more clarification is needed. Ald. Rainey said that changing the
garbage pick-up schedule has caused great confusion and asked why weren’t the residents told? David Jennings said notices were sent out. Ald. Wollin asked if other methods of informing residents had been thought of. David Jennings responded fliers are being put on cars and given to businesses to give to their customers. Ald. Wollin asked for an update when this is done.

Item A3.8 was unanimously approved, 5-0.

(A3.9)*Approval of lowest responsive and responsible bid for the 2007 Capital Improvement Program Street Resurfacing Project from A. Lamp Concrete Contractors (800 West Irving Park Road, IL) in the amount of $3,353,624; contingent upon approval of Change Order #1 to the 2006 Additional Capital Improvement Program Funds Street Resurfacing Program. Funding provided by 2007/08 Capital Improvement Program Funds.

Ald. Rainey thought it absolutely outrageous that the staff would recommend hiring this firm after the terrible mess they caused last year. She encourages all Aldermen to vote against it. She recommends that this bid be defeated. Ald. Hansen stated that bid may be responsible but not reliable. They need a lot of facts. The City can be sued by the lowest bidder not being awarded the job. Ald. Holmes remembers all the e-mails and pictures circulating last year. “We need to look very carefully at this company,” she stated. Ald. Jean-Baptiste asked David Jennings why this company was chosen. David Jennings talked about the two projects last year. The City did not like the performance on the first project and the Company came in and corrected those items discussed. They did a quality job on the second project, on time and within budget. They responded to all complaints and fixed them. The city has changed the specs to make the work easier on the residents. Part time supervision has been changed to full time. Time periods to work in have been shortened. David Jennings said they were very responsible to the second project last year. Ald. Jean-Baptiste said that he respected Ald. Rainey’s position but when a company is confronted with criticisms and corrects them they might be a better contact for it. He recommends supporting this bid but stresses that Public Works has to be very vigilant. Ald. Rainey said that it is fine to support Public Works but the streets are in her ward and residential is treated differently than main arteries. They should have performed better without City oversight. She asked if her streets could be removed. David Jennings said yes but then it would be next year before they got done. Ald. Bernstein asked if this removal would have ramifications on the budget. David Jennings said work can be deleted. Ald. Rainey wants to talk to David Jennings about this. She asked if it is legal to move to the second lowest bidder. Johnson Paving Company cannot meet the City’s M/W/EBE criteria. Since they worked for us before, how did they get approved. David Jennings will get the information for Ald. Rainey as part of their meeting.

Item A3.9 was unanimously put on hold, 5-0.

(A4.1)*Approval of Change Order #1 to decrease the contract amount by $797,586 from $2,167,622 to $1,370,036 for the 2006 additional Capital Improvement Program Funds Street Resurfacing Program to A. Lamp Concrete Contractors (800 West Irving Park Road, Schaumberg, IL). Funding provided by 2006/07 Capital Improvement Program Funds.

Ald. Rainey asked if A3.9 is on hold, can they pass this Change Order. David Jennings said yes. Item A4.1 was unanimously approved, 5-0.

(A5)* Resolution 26-R-07 Authorizing the City Manager to Execute A Lease Agreement Between the City of Evanston and Evanston School District 65 for Foster Field

Consideration of resolution 26-R-07 authorizing the City Manager to execute a lease agreement between the City of Evanston and the Evanston School District 65 for Foster Field. The lease refers to the area of land north and east of the Fleetwood-Jourdain Community Center. The lease is a 15 year agreement that includes the use, maintenance and any potential improvements to the field, tennis courts, basketball courts and/or fields and open space.

The Mayor asked where the open space was. Bob Dorneker (Superintendent of Recreation) said that it is the athletic field/baseball diamond slightly east of Fleetwood-Jourdain.

Item A5 was unanimously approved, 5-0.
(A6)* Resolution 30-R-07 Authorizing the City Manager to Sign a Lease Agreement with the League of Women Voters
Consideration of resolution 30-R-07 authorizing the City Manager to sign a lease agreement with the League of Women Voters, 2100 Ridge Avenue, Room 1030.
Item A6 was unanimously approved, 5-0.

(A7)* Ordinance 58-O-07 Neighborhood Traffic management Plan: Three-Way Stop at Elmwood Avenue and Seward Street
Consideration of proposed ordinance 58-O-07 amending Section 10-11-5, Schedule V (C) of the City Code to establish a Three-Way Stop at Elmwood Avenue and Seward Street.
Ald. Hansen had unanimous support for her recommendation that the rules be suspended in Council for Introduction and Action.
Item A7 was unanimously approved, 5-0.

(A8 )* Ordinance 61-O-07 No Parking Any Time on Michigan Avenue between Hamilton Street and Burnham Place
Consideration of proposed ordinance 61-O-07 amending Section 10-11-8, Schedule VIII (A) of the City code to prohibit parking on the west side of Michigan Avenue (east leg) and the east side of Michigan Avenue (west leg) between Hamilton Street and Burnham Place.
Ald. Rainey asked if the removal of parking spaces would be a problem. David Jennings said that when even one car parks on each side of the street, no other car can drive down the street.
Item A8 was unanimously approved, 5-0

IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 7:10 p.m.

Respectfully submitted:
Phillip G. Baugher, Finance Department Administrative Assistant