ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, November 26, 2007
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404

Members Absent: Ald. Jean-Baptiste
Staff Present: John Burke, Julia A. Carroll, David Cook, Rajeev Dahal, Joellen Daley, Steven Drazner, Suzette Eggleston, Matthew A. Grady III, Beth Howlett, Jewell Jackson, David Jennings, Vincent Jones, Gavin Morgan, Elke Purze, Rolanda Russell,
Presiding: Ald. Rainey

I. DECLARATION OF QUORUM
With a quorum present, Alderman Rainey called the meeting to order at 6:37 p.m. City Manager Julia Carroll reported to the committee that Ald. Jean-Baptiste had called the City Manager’s office earlier in the day to indicate he would be unable to attend the meeting.

II. APPROVAL OF MINUTES OF REGULAR MEETING of November 12, 2007
Ald. Rainey asked the committee if the approval of the minutes from the November 12 meeting could be enhanced and resubmitted at the next meeting. She felt that some important information that had been conveyed during this meeting had not been appropriately noted in the minutes as submitted. This request was unanimously approved 4-0.

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

(A1)* City of Evanston Payroll through 11/15/07 $2,417,391.79
Item A1 was unanimously approved, 4-0

(A2)* City of Evanston Bills through 11/27/07 $4,241,552.06
Item A2 was unanimously approved, 4-0

(A3.1)*Approval of award of the bid for the 2007/2008 Salt Supplier contract using the Township of Palatine’s bid, a Northwest Municipal Conference member, to Morton Salt Company (123 North Wacker Drive, Chicago, IL.) to purchase up to 5000 tons of salt in the amount of $210,850. Funding provided by Snow and Ice Control Fund. Item A3.1 was unanimously approved, 4-0

(A3.2)*Approval of professional services contract with T. Y. Lin International (200 Wacker Drive, Suite 1400, Chicago, IL.) for the development of a Citywide 20 year Multi-Modal Transportation Plan (RFQ 08-31) for the City, in the amount of $349,992. Funding will be provided as follows: $189,992 from Capital Improvement Plan Multi-Modal Transportation Plan, $80,000 from Regional Transportation Planning Council.
Authority and $80,000 from General Fund Public Works.

Ald. Wollin indicated she had many questions with regards to the project. Her first question was in hope of receiving a discounted rate since the same firm had performed the work for the Evanston Bike Plan. John Burke, Director of Transportation indicated that there was not a discount but that information collected from both the Bike and Lakefront Plan’s would be used in the development of this plan. Ald Wollin also indicated there were many requests throughout several other plans including the Downtown Plan, the West Side Plan for numerous changes (example: changing one way streets back to two way streets and vice versa) and would this information be considered as well. Mr. Burke indicated yes and that traffic modeling for many scenarios had come out in the Downtown plan study. He indicated they delayed action on the Multi Modal Plan until more information collected on the Downtown Plan had been analyzed and was closer to approval. Ald. Wollin asked if the pedestrian crossing “countdown signal” measure indicators were to be used, as an example at Sheridan which was suggested in the Lake Front Plan. Ald. Wollin also asked if some of the new technologies, such as activators imbedded in the streets and other best practices would be included in the Transportation Plan and looked at as options. Mr. James Considine, the representative from T.Y. LIN International answered this question indicating that pedestrian improvements would be included as part of the study as well as additional guidelines for additional improvements for bike users. Rajeev Dahal, Engineering Division, also indicated that there were many items and ideas in what is referred to as the “tool box” for these types of studies and best practices would be utilized. Ald. Wollin indicated at this time that she had some reservations regarding the involvement of the CTA and other transit organizations in terms of coordination and improvements as they had been uncooperative and unresponsive with regards to the study facilitated by Representative Hamos, Ald Tisdahl, and Ald Wollin. Direct requests for changes and improvements made to the CTA were refused. Mr. Burke indicated he was comfortable with the program and there was not too much involvement regarding Chicago or Springfield and that the CTA, RTA, Pace, and Metra were involved in the discussion leading up to the plan. He also indicated that the RTA is providing some funding for the program. Ald. Hansen asked if this study was a case where RTA was going to tell the City how to make things better or will Evanston take the lead. She asked if this would result in the RTA indicating the City had determined the direction to proceed and now the burden is on the City to make the plan effective. Ald. Rainey commented that there was not funding available for this type of work. Ald. Hansen also asked, if the RTA will be more cooperative after this study. Mr. Burke responded that the RTA and other agencies appeared to be more cooperative at this time. RTA recognizes that there are a lot of overlapping services in many communities, such as the hospital areas etc. and that solutions need to be formulated at the local level. Ald. Rainey commented that when discussions with the RTA with regards to service and routing occurred, the RTA’s usual response was to indicate thanks for the input and the practical reality was that the RTA would not take the suggestions under consideration. Mr. Burke indicated that the transportation plan is a good first step in resolving these issues. He indicated that this would help us to identify all overlapping services for use in the City’s GIS system. At this time there is not a single map which shows all of the overlapping transportation services available. Ald. Rainey discussed how she has tried to suggest improvements to the CTA at the Howard Street Shopping Plaza and would like this plan to address bus service to this area. She indicated that the Target store would like to see this service improved and that many times there are 10-15 people waiting on all four corners of the center for a bus and most likely up to 100 per day. She indicated the CTA claims that the Target store does not want the service. She also indicated that the service to the public was poor and many times shoppers are waiting in the rain and snow with packages and that this has an effect on our sales tax revenue from Chicago or Evanston residents. Ald.
Rainey then asked how do we presume to plan for 20 years and what is the term of the contract outlined on Page three of the document. Mr. Burke responded that this was a one year contract and that they would like to set a tentative schedule to start in January and finish in December of 2008. Mr. Burke deferred to Mr. Considine with reference to a 20 year plan. Mr. Considine indicated that most transportation plans were 1- to 30 years in length with emphasis on the short term (0-5 year period) but also on some intermediate (5-10 year) programs. The primary reason to plan for the long range is to secure the financing and funding for a long range capital plan. Also the long range planning looks at infrastructure issues in order to improve the life span of improvements. Ald. Rainey indicated her favorite part of the plan regards the alleys in the City and how we are going to use “green methods”. She indicated a few of these ideas have been tried in several locations and why do we need a 20 year plan for these activities. Mr. Burke indicated there are a number of programs important to the Council and the alley program is the single most expensive program in Streets and Sanitation and at this rate it will take a little over 30 years to complete them. He would like to get them done faster and in a more sustainable way. This program was included more as a policy as opposed to the 20 year element. Ald. Wollin then asked about the parking plan and downtown plan and what they will look like, and the discussion regarding changing some of the parking requirements depending on whether it is transit or community parking. There has been much debate over whether there needs to be more parking in areas with many of the new condos and whether there is a need for more or less parking in these areas. How will these decisions be made in that there is a lot of building going on and there will be more of this in the future? How will this effect parking policy and has the Parking Committee made any recommendations with regards to these issues. Mr. Burke indicated the Parking Committee would eventually make recommendations and will have input into this process. The Parking Committee did have input into the parking plan during the last full analysis in 1994 which was primarily a supply and demand and turnover full study. He indicated that the South Boulevard district for example, which has both residential and commuter parking requirements, uses old data and that effort into new pricing and promotion needs to be done. Ald. Holmes indicated that parking on the west side was also at a premium and had many problems and not to leave out this area as part of the plan. Ald. Rainey indicated that in her ward there was not enough curb space for parking. She also asked a question regarding the firm Fish Transportation Services in Oak Park which will perform some of the work for the plan. She indicated she could not find a web site for the firm and does not recognize the name from a parking perspective. Mr. Considine replied that this was company with over 20 years of experience in the industry especially in the area of traffic counts. Mr. Burke indicated the firm was used for some work on the Evanston Lake Side Plan project. Ald. Rainey found it odd that there was so little public information regarding the company. Mr. Considine indicated that most of the Fish Transportation work would be in making traffic and pedestrian counts. Ald. Wollin brought up the issue of signage and how this is an important issue. She wanted to include signs identifying historical sites and have them include more information than just a sign and arrow directing residents. She was concerned as to if this would happen later in the plan as long as ten years from now or would this be addressed sooner. She sees this as an opportunity to make this esthetically and educationally important to the community. Mr. Considine responded that it may not be 10 years and could be established in the planning process in terms of the priorities and may be sooner than that. In addition one of the sub-consultant firms, which is also a design consultant, will be looking at current parking and traffic signage and making recommendations for the future. Ald. Rainey asked Mr. Burke for an update on the Skokie Swift Project. Mr. Burke indicated that the RTA was slow in releasing the information, (Ald. Rainey, referred to the earlier RTA discussion used this as an example of the poor cooperation from the RTA), but he had the executive summary report and is waiting for the remainder
of the study to be made available. Ald. Rainey indicated that she received a call from Ald Tisdahl with regards to some issues in the plan. Since she was not present at this point in the meeting, Ald. Rainey indicated that Ald. Tisdahl may have questions on the Council floor later in the evening. Ald. Rainey then asked for the committee’s pleasure on the plan. Ald. Rainey indicated she would like more information on the 20 year plan and what are some of the items that you will sustain and how will you go forward after 5 years. Mr. Burke indicated that at the previous city where he was employed did a 20 year comprehensive plan 7 years ago. Ald. Rainey asked how the plan looks today. Mr. Burke responded that many issues come into play in terms of projecting traffic, land use and population growth. If no planning were to occur, projections are made as to the impact of these functions. The plan helps to determine if there are other or better investments to stay ahead of transportation problems. Ald. Wollin asked if we would get information from Springfield and look at the mess the state is in terms of transit and what will be the effect if the state legislators decide to cut out routes etc. Are we at their mercy? Ald. Rainey indicated there was a bus eliminated from service to Evanston Township High School. She also indicated that in her discussions with the Evanston/Rogers Park (Chicago) groups she was asked if Evanston was going to be doing anything to survive the potential CTA cuts. Mr. Burke indicated his belief that these issues are part and parcel to what is being discussed as part of the plan. He indicated that these agencies would be part of the meetings discussing the options for the future. Ald. Rainey indicated it was a lot to do in one year. Mr. Burke agreed that it was a big job but that due to the 10 year bridge plan, the viaduct plan, roadway studies, and bike plan that much of this information could be used and pulled together as part of a comprehensive plan. Ald. Rainey referred to Ald. Wollin’s comments about all of the studies and consulting work that is in progress that interacts will be a challenge. She asked what the projected time frame for the Transportation study was and Mr. Burke indicated that the plan is for an early January start up and have involvement from the Lake Front and Downtown plans and that is in the current proposal. Ald. Rainey asked if the plan was to wait on the results and acceptance of the other plans. Mr. Burke indicated it would be best to move ahead at this time.

Item A3.2 was unanimously approved, 4-0

(A3.3)*Approval of Professional Services Contract (RFP 08-64) with The PAR Group Public Management Consultants, LLC (100 North Waukegan Road, Suite 211, Lake Bluff, IL) to provide an Executive Search for the Community Development Director and the Public Works Director in an amount not-to-exceed $40,000. Funding provided by the Human Resources Line Recruitment.

Ald. Wollin indicated that these positions were very important and we want to recruit the best possible candidates. Since the City had used PAR in the past, would they also make recommendations on candidates for positions other than the Community Development and Public Works Directors since there will be other openings in the near future. Human Resources Director Joellen Daley said yes and this would be the case. Ald. Rainey asked why there were so many candidates deemed non responsive due to lack of MBE/WBE/EBE requirements and the contract awarded to PAR who asked for an exemption to the requirement. She wanted to know how this was reconciled. Ms. Daley indicated that she and Lloyd Shepard, MBE/WBE/EBE coordinator spoke at length and he determined the applicability for the candidates. She indicated that the firms that did not comply did not attempt to comply. There were some firms that attempted to comply but in the end asked for a waiver for the requirement. Ald. Rainey asked if any of the firms whose proposal we received were in compliance. Ms. Daley indicated that none of the firms complied at the 10 % threshold. One respondent was at 5 % and one was at 3 %. Ald. Rainey asked at what percentage was the PAR Group. Ms. Daley indicated 0 %. Ald. Rainey asked if there was any effort to search out firms which have expertise in
minority candidates. Ms. Daley indicated this was addressed in the proposal and that we can demonstrate that there can be a diverse candidate pool in terms of recruitment. While the PAR group did not meet the MBE/WBE/EBE requirement she is confident they will be able to bring candidates forward that have a diverse background. Ald. Wollin indicated she is confident in the PAR group because of their past experience. Ald. Rainey indicated there was no chart showing how the firms were rated. She asked that this type of chart with comparison information on all respondents be included in the future as this is helpful to see how the process was performed. Ald. Rainey indicated she does have a bias towards this firm and that it is ironic that the City would hire a search firm and then grant a waiver for the small amount required to comply with MBE/WBE/EBE program. Ald. Holmes indicated it could have been minority or woman owned businesses and that there was no Evanston business involvement in the search. Ald Rainey indicated that she knew the president of the PAR Group is a woman and former city manager and that is positive.

Item A3.3 was unanimously approved, 4-0

(A3.4)*Approval of sole source purchase of 600 QL induction lighting units from Elcast Lighting (815 South Kay Avenue, Addison, IL) to complete the Tallmadge Streetlight Upgrade Project citywide in the amount of $159,798. Funding provided by the Capital Improvement Plan Streetlight Upgrade Fund.

This purchase is to complete the street lighting upgrade in areas in the North, Northwest and Central Street areas of the City. Ald. Rainey asked if there were any comments with regards to the streetlight program to date. Ald. Holmes said the trees do block some light. She hopes the lights will appear brighter in the winter months. Public Works Director David Jennings responded to a question from Ald. Rainey with regards to the wattage of the lights. He indicated that there is a wattage mixture. Ald. Rainey reminded the committee that since this was a sole source purchase, a two-thirds vote in the affirmative would be required.

Item A3.4 was unanimously approved, 4-0

(A5)* Resolution 64-R-07 Authorizing the City Manager to Execute a Joint Agreement with the Illinois Department of Transportation.

Consideration of resolution 64-R-07 authorizing the City Manager to execute a joint agreement with the Illinois Department of Transportation (IDOT) for the Emerson Street Bridge Replacement Project in the amount of $83,950. Funding provided by the following: $80,500 from 2008 Capital Improvement Plan Street Lighting and $3,450 from 2008 Traffic Signal Upgrade Funds.

Ald. Rainey indicated that the project is valued at $5, 557,000 and the City will only pay a small portion of this cost to upgrade the light on McDaniel and upgrade street lights. Mr. Burke also indicated that there a bike lane and sidewalk upgrade at no cost to the City. Ald. Wollin indicated the project would be done by November of 2008. Ald. Rainey asked how the traffic flow would work and what would be closed down. Mr. Dahal of the Engineering Division indicated that the detour east bound would be primarily McCormick to Dempster to Dodge which is the current truck route. Ald. Wollin commented that she counted thirty-seven trucks on Sherman that day going south. She wondered if Dempster could handle the trucks and both Mr. Burke and Mr. Dahal indicated that this should not be a problem. Ald. Holmes also mentioned that the Church Street Bridge is also an alternative. Ald. Wollin asked where the Mather trucks would go. Mr. Dahal indicated the Mather trucks should not be an issue. Ald. Rainey asked if staff could determine where these trucks are coming from and their destination. The detour route was then discussed in more detail. West bound traffic on Emerson will see signs posted prior to Dodge indicating the detour ahead. However, Ald. Holmes indicated that initially there would be increased traffic on Hovland and Hartrey with cars
turning around. Mr. Dahal agreed but felt that after a few days the detour should work well.

Item A5 was unanimously approved, 4-0

(A6)* Resolution 65-R-07 Authorizing the City Manager to execute a Funding Resolution with the Illinois Department of Transportation.
Consideration of resolution 65-R-07 authorizing the City Manager to execute a funding resolution with the Illinois Department of Transportation (IDOT) for the Emerson Street Bridge Replacement Project in the amount of $83,950. Funding provided by the following: $80,500 from 2008 Capital Improvement Plan Street Lighting and $3,450 from 2008 Traffic Signal Upgrade Funds.
Item A6 was unanimously approved, 4-0

(A7)* Resolution 67-R-07 Authorizing the City Manager to Establish a Municipal Line of Credit.
Consideration of resolution 67-R-07 authorizing the City Manager to establish a municipal line of credit with XXX to assist with anticipated tax revenue delays in the amount of $15,000,000.
Ald. Rainey indicated that this item was being taken off the agenda and asked Finance Director Matt Grady to explain the positive reasons for its removal. Mr. Grady indicated that Cook County Property Tax revenue was already beginning to be sent to the City and more would be coming on at least a weekly basis and the line of credit would no longer be required. Since the tax bills are due in early December, revenues are coming in. The line of credit was to help if tax revenue was delayed, as the City might have needed to borrow funds to meet December obligations.
Item A7 was unanimously approved for removal from the Administration and Public Works Agenda, 4-0

(A8)* Ordinance 106-O-07 Reduction of Class C Liquor Licenses
Consideration of Ordinance 106-O-07 whereby the City of Evanston would amend the City Code to reduce the number of Class C liquor licenses from twenty-four to twenty-three because of the closing of Café Luciano & Pizzeria (2676 Green Bay Road, Evanston, IL.)
Ald. Rainey asked staff present if anyone knew why the Café Luciano was closed. Assistant to the City Manager, Vincent Jones, responded that he would check into the reasons and report back to the Committee. Ald. Rainey suggested that staff, possibly from Economic Development make an effort to have an exit interview with business owners and ascertain some information as to why the business was closing.
Item A8 was unanimously approved, 4-0

IV. ITEMS FOR DISCUSSION

(APW1) Sanitation Update Overview
Suzette Eggleston presented a Power Point update on the Sanitation overview presented originally in October of 2006. While the diversion rate landfill versus recycle material this year is 37.50% she would like to see this go to 50%. The staff recommendations of last year were discussed and the programs to reduce costs and be closer to SWANCC’s average level. Since adding the collection of buildings with 4-6 units the costs this year have been reduced to only 11% higher than SWANCC’s average. Ald. Rainey wanted to clarify the 4-6 unit buildings were those that are owner occupied and Ms. Eggleston confirmed this information. This change resulted in an increase from 15,544 to 14,889
units that were serviced by city staff. The change to the dumpster program also resulted in a cost savings as well as more efficient to residents. The yard waste collection program was also discussed indicating cost savings from staff reductions that are due to vacancies at this time. A second alternative for yard waste using a private contractor was discussed but the costs are unknown at this time due to fuel cost increases and other expenses. The Village of Skokie, which utilizes a private contractor, saw their bid cost rise (final numbers due in February) by a large margin due to these issues. The yard waste sticker program voted down by Council was discussed briefly as well as the change from a recycling fee of $3.72 per month to a sanitation fee of $5.00 per month was also discussed. Ms. Eggleston indicated that there was still comments and discussion from residents with regards to the sanitation fee but that the program was going well. The upcoming managed competition for cost efficiency was discussed and needs to be studied in more detail. Customer service is an issue as well as concerns with AFSCME. The union has discussed the issue with City Manager, Julia Carroll and a committee at Streets and Sanitation meets frequently to discuss the options. The recommendation on a solid waste franchise to collect commercial waste was then discussed. Mr. Jennings clarified to Ald. Rainey that an RFP was sent out November 15, 2007 to see if there would be a cost savings to the City if this was implemented. Ms. Eggleston indicated that firms submitting were required to attend a mandatory pre-proposal meeting. The issue of the number and cost for more than one refuse cart per residence was discussed and the current recommendation was to implement a $2.50 monthly sanitation charge for each additional cart. The pilot recycling program was discussed and the success of the program. The Streets and Sanitation Division made many of the large cart deliveries on Saturdays so that education into recycling could be discussed with the residents. The success of the pilot indicates that while citywide replacement costs will be $800,000, the program is worth the expense. The City’s Sustainability Coordinator is exploring state grants for $60,000 per year for the next four years to help offset the cost. The changes and improvements to the leaf hauling and composting options were discussed and the last item presented were proposed changes to the special pick-up process. Ald. Hansen asked that the City use heavy duty carts as she has had complaints in terms of damage to the carts. Ms. Eggleston indicated the carts being used in the new program were better but unfortunately not squirrel proof. There will be updates and more education information in the spring edition of “Highlights”. Ald. Holmes indicated concern at rental properties and education on keeping the cart lid closed, not overfilling, etc. and that landlords be fined in compliance is not achieved. Ms. Eggleston indicated the Health department can and does cite residents for these violations. Ald. Rainey asked what if the problem at a rental property became to severe to charge a special pick-up fee. Ald Wollin asked the status of the list for receiving new refuse bins and Ms. Eggleston indicated they were current at this time. Ald. Hansen also asked if it would be possible to change the month for the bulk pick program from April as it seemed too early in the spring. Ms. Eggleston indicated the Division would look into this. However, during May there is a lot of NWU students moving in and out which increase the work load for some of that period.

V. COMMUNICATIONS

VI. ADJOURNMENT: 7:52 pm

Respectfully submitted,

Kevin Lookis, Revenue Manager