ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, May 27, 2008

CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Chief Berkowsky, John Burke, David Cook, Paul D'Agostino, Joellen Daley, Bob Dorneker, Steven Drazner, Chief Eddington, Doug Gaynor, Beth Howlett, Jewell Jackson, Shanee Jackson, Lonnie Jeschke, Gavin Morgan, Perry Polinski, Rolanda Russell, Dave Stoneback, Evonda Thomas, Lisa Woods

Others Present: Dean and Mary Noonan – Winestyles
Smithprin Chantarangkul – Ruby of Siam
Matt Erickson – NICOR

Presiding: Ald. Hansen

I. DECLARATION OF QUORUM
With a quorum present, Alderman Jean-Baptiste called the meeting to order at 5:42 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of May 12, 2008
Minutes were tabled for the next committee meeting.

III. ITEMS FOR CONSIDERATION ON COUNCIL AGENDA

(A1)* City of Evanston Payroll through 05/15/08 $2,298,477.72
Item A.1 was unanimously approved 4-0.

(A2)* City of Evanston Bills through 05/28/08 $3,375,463.83
Ald. Rainey stated that she would appreciate that the questions asked by the Aldermen would be included with the answers. Ald. Rainey questioned p.6, the Colley Elevator Co. payment asking just how many contracts does the City have with how many elevator companies. She also questioned the item on p. 16 Brickman Landscaping. She stated that the maintenance is not what it should be. Much of the plantings are dead. The pots on Howard are cleaned out but not planted. The condition of the four corners area is horrible, all dead plants. She asked, who is watching over this. Paul D'Agostino (Superintendent of Parks/Forestry) said that he has met with the vendor Brickman and a list was made of work to be accomplished. But, due to weather, they are behind schedule. Ald. Rainey noted that private yards and gardens do not seem to have been held back by the weather. Continuing on to p.17, Teen Pregnancy Prevention Grant, Ald. Rainey mentioned that the Latino Outreach Coordinator commented that there is a lack of family planning services in the City. With this grant being around for years, Ald. Rainey asked how we, the City, can get people into the program. Gavin Morgan (Assistant to City Manager) said that an e-mail had been sent out saying that this topic would be discussed separately. Evonda Thomas (Director Health and Human Services) said that the Teen Pregnancy Prevention Grant does not handle direct medical services. She agreed that there is a need in the community for specialty services including Family Planning. Ald. Rainey asked why the money is spent on lunches, bus, etc. Where is the
provision for family planning service. Ald. Wollin asked if it was available to adult women. E. Thomas said that the grant does not cover that age group. Ald. Rainey asked if there was any way to get some flexibility in the grant. E. Thomas said that as a State grant, the deliverables for this particular grant are age and income specific so Adult women would not be eligible for these services. A State grant is very specific on whom and what services can be administered. The group Ald. Rainey is referring to cannot be assisted under this grant. “All Kids” covers the insurance coverage for family planning programs. E. Thomas said that there are not enough “All Kids” providers in the community. This often causes a delay in getting services provided. The City of Evanston does use Skokie and Rogers Park. Ald. Rainey moved that the City Manager comes back to the committee with a plan to reinstate these services in the City. Ald. Wollin asked about “Sliding Fees” on Howard. E. Thomas said that that is the same medical service mentioned Rogers Park Access and we use their services and refer to them. Ald. Wollin asked if the hospital picked up the slack. E. Thomas said that they have picked up some but are experiencing a three month delay before a person can go into care. Ald. Holmes suggested that the City’s Outreach person needs to hold workshops and offer them in several languages. Ald. Rainey asked if contraceptives are discussed. E. Thomas said that if a person came here, they would receive the item. She also stated that her Department is working with many agencies to develop relationships so that when they get family services in place we can use them. Ald. Rainey asked if the committee was reluctant to pursue the addition of a staff position. Ald. Holmes asked that the City Manager get the figures together. Ald. Rainey wondered about the payments to Chicago Title & Trust on p. 18, especially for 602 Mulford. Though the Bills list says $25,000 spent on two down payment assistances, the recorder of deeds reports $73,000 from the City at that address. Ald. Rainey noted that in addition to the 630K given to Reba Place to subdivide a building we then gave the owner 73K but to date there has only been one buyer and one closing. G. Morgan will get all the particulars together. What is the status of the firing range was the next question. Chief Eddington (Chief of Police) said some bids have come in and they all were much higher than anticipated by up to a quarter of a million dollars. As concerns the Bar Coded Evidence Analysis Statistics and Tracking (BEAST) Police Property Management System, Chief Eddington stated that it is the only bar coded system that is compatible with the State system. Currently the City of Evanston is not in this area. Ald. Rainey asked why the results of the cigarette sting were not made public. Chief Eddington said that he would see to it.

Item A2 was approved unanimously, 5-0

(A3.1)*Approval of Sole Source Contract for the Purchase of Mobile Data Browser Software for the Fire Department

Recommend approval of a sole source software purchase from Sungard Public Safety that will enable Fire Department emergency vehicles to communicate with the 911 Center via the vehicle computers. The cost for this purchase is $83,046.94.

Funding provided by the Emergency Telephone System Budget.

Ald. Holmes asked when will the purchase arrive and be installed. Chief Berkowsky (Fire Chief) said that the hardware had to come first. Ald. Rainey noted that two years ago the Fire Department got approval for hardware and two years later we are now buying software. Will they be compatible. Chief Berkowsky said he has involved our IS Department to endure the compatibility of the hardware and software. Many steps were needed to get to this point. Ald. Jean-Baptiste asked if the City staff were performing the interface. Chief Berkowsky said they have been part of the procedure for these past two years. Ald. Jean-Baptiste asked that since SUNGARD is the sole source provided, we should have additional language covering the safeguards for compatibility. Lisa Woods (Staff Attorney) said that that could be done, provided SUNGARD agrees.
Ald. Jean-Baptiste would like to see the coverage go for at least four years. Chief Berkowsky said that the software vendor said the system is compatible with our 911 system but they cannot control our hardware. They provided a list of changes needed. CAD 6.0 is the latest change. We have watched Skokie who has the same system and their systems are working. Ald. Jean-Baptiste said that if they say their system will work, they should be willing to put it in writing.

Item A3.1 was approved unanimously, 5-0

(A3.2)*Approval of Contract (RFO #08-74) for the Evanston Water Utility Supervisory Control and Data Acquisition SCADA Study

Recommend approval of a contract for the Evanston Water Utility Supervisory Council and Data Acquisition (SCADA) Study to CDM (125 South Wacker Drive, Suite 600, Chicago, IL 60606) in the amount of $136,790.00. Funding provided by the operating funds in the Water Depreciation, Improvement, and Extension (DIE) account.

Ald. Rainey wanted to clarify that the 136K is only for engineering reports, not the end product. Dave Stoneback (Water Superintendent) said that is correct, the total project will be 800 to 900K. It was mentioned that the City is having to switch due to the newest changes in the field. The reality of technology is the need to upgrade. Asked if this was a capital fund, D. Stoneback said it was, the water capital fund. Ald. Rainey thought is was good that eleven responses had come in.

Item A3.2 was approved unanimously, 5-0

(A3.3)*Approval of Contract (RFP 09-10) for Replacement of Fire/Police Radio Antenna Tower

Recommend approval of a contract with T. Steele Construction (8300 42nd Street West, Rock Island, IL) in the amount of $170,335 for the purchase and installation of a 140 foot radio antenna tower for Fire/Police radio. Funding provided by the Emergency Telephone System budget.

Jewell Jackson (Purchasing Manager) stated that this is a time sensitive request and though some items have not been filed, it is asked that it be approved pending receipt of narrative explaining why they need a waiver for the M/W/EBE requirements. Ald. Rainey asked how the evaluators of the bids could give every bid the same value for technical compliance. Perry Polinski (911 Center Communications Coordinator) said that those questioned all had a familiarity with cellular towers. Ald. Rainey asked if it was going to be taller than the existing tower. P. Polinski said that it would be by thirty feet. Ald. Rainey asked if the neighbors have been notified of the upcoming changes. Even though the work is being done on municipal property, neighbors of the property need to be informed. Chief Berkowsky said that the new tower will be thinner and there is no need for guide wires. In response to Ald. Hansen’s questions he said that he would set up a meeting with Ald. Bernstein to share the information concerning demolition and construction. Ald. Jean-Baptiste asked when the vendor requested a waiver from the City’s M/W/EBE requirement. J. Jackson said that it was part of the RFP and at the time of submission of a bid, a waiver can be requested. Ald. Rainey asked if the company Divane has requested a waiver. J. Jackson said that of the three who bid, one ignored the requirement, one met a part of it and one requested a waiver. Roland Russell (Interim City Manager) stated that this item was not handled properly. L. Sheppard (Business Development Coordinator) will be contacted to regarding the compliance for M/W/EBE. Staff will follow up on the administrative errors.

Item A3. was held in committee.
(A3.4)*Approval of Enactment of the 4th Optional Contract (Bid # 05-30) Year with Total Building Service Inc. for Janitorial Services at City-owned Buildings
Recommend approval for the City to enact the 4th optional year of the contract (Bid # 05-30) with Total Building Service, Inc. (340 Bennett Road Elk Grove Village, IL) for an additional year for the purchase of janitorial services at the Police and Fire Headquarters', Police Outpost, Civic Center and Library in the annual amount of $228,027.48. Funding provided by budgeted operating budgets of each division as detailed in the attached memo.
Ald. Rainey asked if the City missed a deadline. Doug Gaynor (Director Parks Forestry & Recreation) said no, we are right on target. Ald. Rainey said that the services provided are excellent but asked if he could get the windows cleaned at the Police Outpost. D. Gaynor said he will see to it.
Item A3.4 was approved unanimously, 5-0

(A3.5)*Approval of the Lowest Responsible and Responsive Bid (09-05) for Torgerson Park Renovations Project
Recommend approval of a construction contract from Pedersen Construction, Inc. (936 Holmes Avenue, Deerfield, Illinois) in the amount of $206,750 for the Torgerson Park Renovations project. Funding provided by Capital Improvement Program (CIP).
Ald. Rainey said that this proposal is perfect and suggested that the firm be informed of all upcoming projects. P. D’Agostino noted that they had been sub-contracts on other projects.
Item A3.5 was approved unanimously, 5-0

(A3.6)*Approval of the Lowest Responsible and Responsive Bid (09-12) for the 2008 Dutch Elm Disease Control Program
Recommend approval of contract in the amount of $476,307 from Landscape Concepts Management, Inc. (LCMI) (31745 Allegheny Road, Grayslake, IL) for the 2008 Dutch Elm Disease Control Program. Funding provided by the General Fund in ($248,300) and Reserve funds from previous years ($354,185).
Ald. Rainey asked why this is so expensive since we are in the fourth year of this program. P. D’Agostino said that this is beginning all over again. Ald. Rainey asked if he was confident. P. D’Agostino responded that he is a little hesitant since this is not a contractor that the City has used before but their references are favorable. Ald. Wollin asked how citizens are informed. P. D’Agostino said that once a contract is signed, a press release will be issued to inform residents.
Item A3.6 was approved unanimously, 5-0

(A3.7)*Approval of Lowest Responsible and Responsive Bid (09-13) to Purchase Multi-Purpose Tractors and Attachments
Recommend approval of contract to purchase two multi-purpose tractors and attachments for the Parks, Forestry and Recreation Department and Streets & Sanitation Division from Town and Country Power, Inc.(1080 E. Park Avenue, Libertyville, IL) in the amount of $49,162.00. Funding provided by the FY 08/09 Fleet Service Capital Outlay Budget.
Ald. Rainey asked about these two new tractors and if they will do snow removal. Lonnie Jeschke (Manager Fleet Operations) stated that the tractors come with multiple attachments to handle multiple tasks. They even have an enclosed cab so the driver is out of the elements. They are not however, able to open alleys that have a high snow bank from the street. Ald. Hansen asked if they can be used on the streets. L. Jeschke said they are only for sidewalks and primarily, the purchase is for the “Downtown Snow Removal Initiative”. However, they can be used on a shared equipment basis with the Parks & Recreation Department for grass cutting, fertilizing and dragging the infields of softball diamonds.
Item A3.7 was approved unanimously, 5-0
(A3.8)*Approval of Lowest Responsible and Responsive Bid (09-14) for the Summer Food Service Program

Recommend approval of contract to Open Kitchen (1161 West 21st Street Chicago, IL) in an amount not-to-exceed $73,000 for the 2008 Summer Food Service Program. Funding provided by reimbursement revenue and program expenditures in Recreation Outreach Business.

Ald. Wollin remembered this vendor doing the lunches in 2005. She asked who did it last year. Bob Dorneker (Superintendent of Recreation) said it was a different vendor.

Item A3.8 was approved unanimously, 5-0

(A4.1)*Approval of Change Order #1 (RFP 07-35) with RJN Group for the 2007 Water Main Engineering Services

Recommend approval of change order #1 to RJN, Group (200 West Front Street, Wheaton, IL) for the 2007 Water Main Engineering Services contract. This change order will increase the contract amount by $23,747.70 from $248,628.90 to $272,376.60. Funding provided by the Water Depreciation, Improvement, and Extension (DIE) account.

Ald. Rainey asked how does it happen that with good City staff supervision that ramps are improperly installed and other work does not meet specifications. D. Stoneback stated that the consultant hired to oversee the project cannot direct the contractor's means and methods. At the time of the work being completed the engineer can only indicate that the work may not be accepted for payment. If the work is unacceptable, payment is withheld from the contractor. Ald. Rainey said that in this case the City did pay. D. Stoneback clarified that the City has not paid for the Custer pavement or for the ramps. When the contractor begins again, the City will attempt to get 14K in liquidated damages due to the delays. Ald. Jean-Baptiste asked if D. Stoneback was already working with the Legal Department. D. Stoneback said no he was not. The contract allows the City to assess damages and once done he will inform the Legal Department if the contractor challenges the findings. He noted that a considerable amount of money is being held against the contract. A sub-contractor has already written to the Mayor asking for assistance.

Item A4.1 was approved unanimously, 5-0

(A4.2)*Approval of Change Order #2 Construction Contract with Central Lakes Construction for Fire Station #5

Recommend approval of change order #2 to the construction contract with Central Lakes Construction (749 Pinecrest Drive in Prospect Heights, IL) for additional work performed at Fire Station #5 located at 2830 Central Street. This change order will increase the contract by $52,845 from $4,647,153 to $4,699,998. Funding provided by Capital Improvement Program (CIP).

Ald. Holmes expressed concern over the items A4.2, A4.3 and A4.4. asking if they all related and if so, how. Frank Kassen (Manager, Facilities Construction) stated that A4.2 is for the contractor and A4.3 is for the consultant, A4.4 is not related to either of these items. Ald. Wollin asked if these change orders would keep the project on schedule. F. Kassen said that there is now a new procedure that is being used to which Ald. Rainey said this is not a new procedure and it should have been followed. F. Kassen said that there were decisions that had to be made while the work was ongoing. D. Gaynor said procedures are not followed in three cases. 1) life safety, 2) slowing down the schedule, a cost consideration and 3) a significant dollar cost if the City waited. If the change is required under any of these three conditions and is under 10K, the City Manager is informed. If it is higher then it goes to committee. Of course it happens after the work is done. Ald. Rainey asked if this money has been spent. F. Kassen said that in the areas where there was no choice they have been paid. Ald. Rainey asked if the 52K plus has been paid. R. Russell said that it had. She reiterated that in non-emergency situations, if
a change is required and is under 10K, the City Manager can sign off on it. Anything above that will have to go to committee. Ald. Rainey said that this was not life threatening. With all the consultants involved why is this happening. Where is the responsibility from the consultants, the architects and the staff. This needs to be discussed. Ald. Hansen mentioned that Ald. Jean-Baptiste brought up this very matter two meetings ago. The Legal Department needs to be involved to hold firms accountable. To say now that they did not know about a city code and get away with it is a bad message to send to other contractors. R. Russell said that the City is committed to due-diligence and to get all of this on the front end of the process. Ald. Holmes asked if it was an emergency situation, would the City Manager be made aware of it. D. Gaynor said that the minute he knows, he walks upstairs or brings it to the next City Council meeting. Ald. Rainey questioned the CATH items # 13 and 14. F. Kassen said CATH assists the City in managing projects. They negotiated fees down from what the contractor proposed, they charged us for the service. New drawings, new permits and IDOT approval caused delays. The architect was told about these fees of approximately 10K as a result of their missing the items. The architect sent plans to the City to go out with the bid but they were received to late.

Item A4.2 was approved unanimously, 5-0

(A4.3)* Approval of Change Order #3 Construction Manager's Contract for Fire Station #5
Recommend approval of change order #3 to CATH Associates (2401 Main Street, Evanston, IL) for additional services at Fire Station #5 (2830 Central Street). This will increase the contract amount by $19,360 from $216,714.93, totaling $236,074.93. Funding provided by Capital Improvement Program (CIP).
Ald. Jean-Baptiste requested the list of additional work be sent to the committee.
Item A4.3 was approved unanimously, 5-0

(A4.4)* Approval of Change Order #3 Fire / Police Radio System Upgrade
Recommend approval of change order #3 to Motorola (1309 East Algonquin Road, Schaumburg, IL) for the Fire/Police Radio System Upgrade that was implemented in February 2008. This also includes the re-installation of the base station radio and antenna for Fire Station #5. Total cost is $81,992. Funding provided by the Emergency Telephone System budget ($65,969) and Fire Station #5 Funding provided by Capital Improvement Program (CIP) Construction Account ($16,023).
Ald. Rainey recognized that this tower is important so that the Fire/Police Departments can talk with the dispatchers at any time from any location. What do cities do when they are bigger than eight square miles? Chief Berkowsky stated that this system improves the departments capabilities by fifty percent. Large cities had gone digital and the systems failed. Evanston stayed with an analog system and this change will enhance the existing abilities. Our system is unique due to the terrain and the buildings. This new receiver site will help greatly.
Item A4.4 was approved unanimously, 5-0

(A5)* Approval of Contract Between the Evanston Police Sergeants Association and the City of Evanston
Item A5 was approved unanimously, 5-0
(A6)* **Approval of Memo of Understanding Between the Evanston Firefighters Association and the City of Evanston**
Recommend approval of a Memo of Understanding between the Evanston Firefighters Association and City of Evanston as presented in the Memo of Understanding dated May 12, 2008 addressing Article XI, Section 11.2 Group Hospital – Surgical - Major Medical Insurance, Subsection D.
Item A6 was approved unanimously, 5-0

(A7)* **Resolution 39-R-08 Lease of Certain Room space on the 1st Floor of the Civic Center (room 1030) to the League of Women Voters of Evanston from 6/1/08 through 5/31/09**
Consideration of proposed resolution 39-R-08, authorizing the City Manager to enter into a new lease extending from June 1, 2008 to May 31, 2009 with a rent increase from $193.00 per month to $197.00 with the League of Women Voters for Room 1030 at the Civic Center.
Ald. Wollin asked if committee members who are members of the League of Women Voters need to be recused. The vote was unanimously no.
Item A7 was approved unanimously, 5-0

(A8)* **Resolution 40-R-08 Authorizing the City Manager to Execute a Settlement Agreement with ADT Security Services, Inc.**
Consideration of proposed resolution 40-R-08 to execute a settlement agreement between ADT and the City of Evanston for bid number 08-21 awarded to ADT Fire and Security Systems on September 10, 2007. The award was in the amount of $51,206 for the installation of a new fire alarm system for Robert Crown Center.
Ald. Rainey asked if the City knew about this. Why was it not discussed in executive session. J. Jackson had a hand out that had not made it into the packet. She stated that ADT submitted a non-responsive bid and should never been awarded the bid. When they submitted their bid they included a request for clarifications that was attached to the bid bond and not the actual bid. Therefore, it was overlooked. Ald. Hansen asked if the bid was going out again. J. Jackson said no, we are waiting for Council approval.
Item A8 was approved unanimously, 5-0

(A9)* **Resolution 42-R-08 City Manager Authorization of Easement Agreement Between the City of Evanston and Northern Illinois Gas Company**
Consideration of proposed resolution 42-R-08 authorizing the City Manager to execute an easement agreement with the Northern Illinois Gas Company (NICOR) allowing the installation of natural gas regulating and monitoring facilities within the City of Evanston’s property known as Fireman’s Park.
Ald. Wollin asked what the timeline is. Matt Erickson of NICOR said that the bids will go out in August and be opening in late September/October.
Item A9 was approved unanimously, 5-0

(A10)* **Ordinance 70-O-08 Four-Way Stop at McDaniel Avenue and Simpson Street**
Consideration of proposed ordinance 70-O-08 amending Section 10-11-5, Schedule V (D) of the City Code establishing four-way stop control of the McDaniel Avenue and Simpson Street intersection.
Item A10 was approved unanimously, 5-0

(A11)* **Ordinance 71-O-08 Four-Way Stop at Wesley Avenue and Noyes Street**
Consideration of proposed ordinance 71-O-08 amending Section 10-11-5, Schedule V (D) of the City Code establishing four-way stop control of the Wesley Avenue and Noyes Street intersection.
Item A11 was approved unanimously, 5-0
(A12) *Ordinance 72-O-08 Increase in the Number of Class D Liquor Licenses
Consideration of proposed ordinance 72-O-08 amending Section 3-5-6(D) of the City Code to increase the number of Class D liquor licenses from 21 to 22 due to new ownership of Ruby of Siam (1125 Emerson, Evanston, IL).
Ald. Wollin asked if it was true that if it is a corporation the citizenship requirement need not be met. G. Morgan said that that is true. Ald. Rainey asked what it meant to be operating under a conditional license. G. Morgan said that it is the same as a regular license but expires in thirty days and may be issued by the Liquor Commissioner if the application is complete and acceptable other than the results of fingerprinting. Ald. Rainey suggested that the rules not be suspended at Council as the owner is operating under conditional license anyway.
Item A12 was approved unanimously, 5-0

(A13) *Ordinance 73-O-08 Decrease in the Number of Class Y Liquor Licenses
Consideration of proposed ordinance 73-O-08 amending Section 3-5-6 (Y) of the City Code to decrease the number of Class Y liquor licenses from 1 to 0 due to change in ownership of Winestyles (1741 Sherman Avenue, Evanston, IL).
Item A13 was approved unanimously, 5-0

(A14) *Ordinance 74-O-08 Increase in the Number of Class R Liquor Licenses
Consideration of proposed ordinance 74-O-08 amending Section 3-5-6 (R) of the City Code to increase the number of Class R liquor licenses from 1 to 2 due to opening of Harlow, LLC dba Taylor Street, (2916 Central Street, Evanston, IL).
Ald. Wollin noted that there was no one here from Taylor Street and they are operating under a conditional license. She asked if this is a new procedure. G. Morgan said conditional licenses can be issued at the discretion of the Liquor Commissioner.
Item A14 was approved unanimously, 5-0

(A15) *Ordinance 75-O-08 Increase in the Number of Class Y Liquor Licenses
Consideration of proposed ordinance 75-O-08 amending Section 3-5-6 (Y) of the City Code to increase the number of Class Y liquor licenses from 0 to 1 due to new ownership of Winestyles (1741 Sherman Avenue, Evanston, IL).
Ald. Wollin mentioned that the minutes of the Liquor Commission only mentioned only one member present and asked if it is valid to hold a meeting. G. Morgan said that a quorum of members is not required.
Item A15 was approved unanimously, 5-0

V. ITEMS FOR DISCUSSION

VI. COMMUNICATIONS

VII. ADJOURNMENT: 7:05 p.m.

Respectfully submitted:
Phillip Baughner
Administrative Assistant, Finance Department