ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, July 14, 2008

CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404

Members Absent:    Ald. Jean-Baptiste
Staff Present:      Lara Biggs, John Burke, Paul D’Agostino, Joellen Daley, Carolyn Collopy, David Cook, Ken Cox, Rajeev Dahal, Robert Dorneker, Steven Drazner, Chief Eddington, Suzette Eggleston, Doug Gaynor, Beth Howlett, Jewell Jackson, Jacquelyn Johnson, Gavin Morgan, Sat Nagar, Morris Robinson, Rolanda Russell, Bruce Slown, Dave Stoneback, Evonda Thomas, Chief Whalen, Lisa Woods
Others Present:     Dick Peach, Dempster Auto
                     Jonathon Perman, Evanston Chamber of Commerce
                     Alderman Bernstein
Presiding:         Ald. Hansen

I. DECLARATION OF QUORUM
With a quorum present, Alderman Hansen called the meeting to order at 5:45 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING of June 23, 2008
Minutes were unanimously approved 4-0.

III. ITEMS FOR CONSIDERATION

(A1)* City of Evanston Payroll through 06/26/08 $2,717,339.38
City of Evanston Payroll through 07/10/08 $2,775,016.06
Item A.1 was unanimously approved 4-0.

(A2)* City of Evanston Bills through 07/15/08 $5,411,127.55
Ald. Wollin asked if the changes mentioned in the bills questioned changed the dollar amount of the Bills List. Gavin Morgan (Assistant to the City Manager) said they did not as the amount was deducted earlier. Ald. Rainey referred to the payment to Schiff Hardin and wondered why it was made. G. Morgan said that it reflected their work on the Northwest Water Commission negotiations. Ald. Rainey asked how long the negotiations had to run. J. Burke (Public Works Director) said that it is near its conclusion. Ald. Rainey explained that her question had been a request to learn what the City pays each month to the Evanston Community Development Corporation (ECDC), an inclusive amount. The monies come from several sources, what is the total from 2100 Ridge? G. Morgan said that he would get the figures to her. Morris Robinson (Economic Development Planner) asked Ald. Rainey if she was including neighborhood business improvement funds. She said yes, that too would be an interesting list. Item A2 was unanimously approved 4-0.
(A3.1) *Approval of a One-Year Extension of Debris Hauling Contract Bid (08-07)*

Recommend approval of a one-year extension of the debris hauling contract Bid (08-07) with G&L Contractors (7401 N. St. Louis Avenue, Skokie, IL) in the amount of $165,000. Funding provided by the Water Fund ($50,000), the Sewer Fund ($50,000) and the Street & Alley Maintenance Fund ($65,000).

Item A.3.1 was unanimously approved 4-0.

(A3.2) *Approval of a One-Year Extension of Printing and Mail Preparation Contract (RFP 07-22)*

Recommend approval of a one-year extension of the printing and mail preparation contract for four issues of the Arts and Recreation magazine with HI-Liter Graphics (700 Blackhawk Drive, Burlington, WI) in the amount of $66,150. Funding provided by Parks/Forestry and Recreation Department’s Communications and Marketing Services.

Ald. Wollin asked if recycled paper would be used. Bob Dorneker (Superintendent of Recreation) said that this year it is not. Obtaining 100% recycled paper for the Fall issue was not possible because of the long lead-in time required. The printing company does not stock the required quantities. He mentioned that Martha Logon of Recreation will be working with Carolyn Collopy to effect this change. If the next two issues were to be printed on recycled paper, it would add $8000 to the cost. Ald. Wollin said that she asks this question every year. Ald. Rainey asked Bob Dorneker what he thought the direction was that the Committee was recommending he follow. B. Dorneker said he thought it was to obtain costs for the third year of the contract. Ald. Wollin asked then if the sooner will be the winter issue at four thousand per issue. B. Dorneker said that that is correct. Ald. Holmes asked if that would be the end of the three years. B. Dorneker said the last issues on this contract are fall and winter of this year and the first two issues of next year. Ald. Holmes stressed that the City needs to find vendors who are green and cheap. She suggested that maybe the City should begin looking at it now even while we are in a contract. Doug Gaynor (Director Parks, Forestry & Recreation) said we can talk with the vendor about changing for the winter issue and do a new bid. Ald. Holmes asked if the committee could see the product without bidding, what products are out there from other vendors. D. Gaynor said that the printer buys the supplies after we specify paper, pounds, grade, etc. and a bid is accepted. Ald. Holmes thought there ought to be a way to find other users of 100% recycled paper and who pay less. Carolyn Collopy (Sustainability Coordinator) said that the Recreation Department had looked into this issue and recycled paper was usually higher. Ald. Wollin asked for a clarification. If new numbers are gotten for the winter issue, what about the contract that is in place. D. Gaynor said yes, there is a contract but finding the paper we want would go to the printer. There is the additional cost of four thousand to forty-two hundred dollars and the question of availability of a large stock. If it is the Committee's desire to go that direction, I'll get something firmed up. Ald. Rainey asked if tonight’s council packet is on recycled paper. C. Collopy said she had heard that KINKOS used 80% recycled content in their paper. Ald. Rainey thought it would cost more if the City used a different vendor. Ald. Wollin noted that her college uses recycled for everything including publications and was sure they used as much paper as the City so that means there is a market out there. Ald. Hansen asked D. Gaynor and his staff to get hard numbers for the winter issue and suggested that the CMO get more recycled paper. C. Collopy said that most of the white copier paper purchased by the City is 100% Forest Stewardship Council (FSC) certified paper. Additionally, most of the colored paper is 50% recycled content paper. The city did ask their supplier about the availability of 100% recycled paper and it was substantially more expensive. Wollin asked if the City buys through the Northwest Municipal Conference. Jewell Jackson (Purchasing Manager) said the City does not. Ald. Rainey asked that this be looked into. G. Morgan said that staff will look in to this issue.

Item A3.2 was unanimously approved 4-0.
(A3.3)* Approval of Sole Source Geographic Information System Maintenance and Support Agreement
Recommend approval of the sole source Geographic Information System (GIS) annual maintenance and support agreement with the Environmental Systems Research Institute, Inc. (ESRI) (380 New York Street, Redlands, CA) in the amount of $21,800. Funding provided by Computer Licensing and Support operating account.

Ald. Rainey believes the GIS system is really great except when property information is requested. When you go on line, more often than not, the information is incorrect. She was told that every six months the Recorder of Deeds sent in new information. If that is true why is the City not updating the files? The information we give the residents is usually outdated. The City needs to find a way to stay current. Bruce Slown (Director Information Systems) said that Pat Keegan who oversees this program has tried for years to get valid information. He felt that the Recorder of Deeds was not always accurate. Ald. Rainey stated that the Recorder of Deeds is absolutely correct. A tax bill she said, could be wrong but Deeds are always right. B. Slown said he will look into why the program is not working. Ald. Rainey reminded him that she has mentioned this a number of times.

Item A3.3 was unanimously approved 4-0.

(A3.4)* Approval of Sole Source Purchase of Building Automation System
Recommend approval of purchase of sole source maintenance agreement with ITG Solutions, Inc. (17475 Palmer Boulevard, Homewood, IL) for the provision of software and equipment maintenance to the Citywide Building Automation Systems of Fleetwood, Chandler, Levy and Robert Crown Centers, Firehouse #3, the Boiler Room and Civic Center Cooling Tower and the Service Center Boilers in the amount of $22,713. Funding provided by the Facilities Management Approved account.

Ald. Wollin referred to the opening sentence in the summary for this item. It states that the service agreement expired February 28, 2008. D. Gaynor said that there will be a number of agreements that are delayed during this transition. Facilities is creating a spreadsheet so six months in advance of a due date, the City can start negotiating. His department and others are trying to catch up. Ald. Rainey asked how it was done eighteen months ago. D. Gaynor thought that one individual was in charge for twenty years, they left and no one was assigned the task. Ald. Rainey asked if the reason that ITG Solutions was selected is that they are the only ones qualified to work on the Andover BAS system and is the system obsolete? Dave Cook (Superintendent of Facilities) said the program is not obsolete. ITG wrote the program and installed it. Ald. Rainey asked if only ITG can maintain the system. D. Cook said that the people in Chicago wrote the program, developed the switches and are the only ones with factory trained staff available. Andover is a company on its own. Ald. Rainey said that when we had an earlier discussion on renewals, Jewell Jackson said she was working on the problem. J. Jackson said that she had put a plan on the P Drive and notified all Departments. They are working on it now. Ald. Rainey said she needed to give an ultimate deadline. Did you give one? J. Jackson said she did not. I send reminders, it is almost complete. Ald. Rainey asked how she knew. J. Jackson said she knew because of the information submitted that she has seen. Ald. Holmes asked J. Jackson if she had an anticipated end date. Steven Drazner (Interim Finance Director) said it will be ready for the August City Council meeting. Ald. Rainey said she saw no reason in the whole world why that date would not be reasonable. G. Morgan said it will be mentioned at the July 15 Director’s meeting.

Item A3.4 was unanimously approved 4-0.

(A3.5)* Approval of Sole Source Purchase for Fire Station #5 Breathing Air Compressor
Recommend approval of sole source purchase for Fire Station #5 of a Breathing Air Compressor, part of the reconstruction plan, from Air One Equipment, Inc. (360 Production Drive, South Elgin, IL) in the amount of $39,500. Funding provided by Fire Station #5 CIP account.
Item A3.5 was unanimously approved 4-0.

(A3.6)* Approval of Sole Source Purchase of Visar Portable Radio Inventory
Recommend approval of sole source purchase of forty-five (45) visar portable radios plus accessories for the Police Department, Investigative Services Division from Motorola, Inc., North American Group, (1309 East Algonquin Road, Schaumburg, IL) in the amount of $45,135.92. Funding provided by the Emergency Telephone System budget.
Ald. Rainey asked if there was any concern about the status of Motorola. Chief Eddington (Police Chief) said that the 911 Center decided to continue with Motorola, they were not ready to jump ship yet. Ald. Rainey said she was only suggesting the City needs to keep and eye on their status.
Item A3.6 was unanimously approved 4-0.

(A3.7)* Approval of Lowest Responsible and Responsive Bid (09-21) for the Asbestos Abatement at Police Headquarters
Recommend approval of lowest responsible and responsive bid (09-21) for contract with Bay Environmental, Inc. (6124 North Milwaukee Avenue, #5, Chicago, IL) as the asbestos containing material abatement contractor for the Police Headquarters Partial 2nd Floor Rehabilitation Project in the amount of $24,470. Funding provided by the 2nd Floor Police Headquarters rehabilitation CIP account.
Ald. Rainey asked that when bids were reviewed, why this vendor was selected. D. Cook replied that this was the lowest bid. Ald. Rainey asked if they have done work before. D. Cook said that their references were checked. Ald. Rainey said that she did not find any in the packet and found nothing on a computer search. Other than the price, why were they chosen? She also was amazed at the waiver of 96.3% of the M/W/EBE requirements. Did the other company meet the M/W/EBE requirements? Ald. Hansen asked if there was a timing problem on this item. D. Cook said that the City wants to get the asbestos work done as soon as possible and it must be done before the other work can start. It is in the tiles and the pipe-wrap on the second floor as well as in the basement. Ald. Rainey asked if it was in the whole building. D. Cook said it is in areas where the work is being done and disturbing it now necessitates its removal. The contractors will not begin work until it is removed. Ald. Rainey asked if this will increase the price. D. Cook said that they are concentrating on the one million plus project area. Ald. Rainey asked what is the renovation project. Chief Eddington said it is the area in the northern half of the building that is under renovation. Ald. Wollin asked where everyone will work. Chief Eddington said in very cramped areas. Ald. Rainey wondered if this is a quality company. They work out of one room and there is no information in the packet to tell the committee about them. Ald. Holmes asked if they had references. D. Gaynor said that he will provide the committee with a new set of references. He will personally make calls and get information for the Friday packet if not sooner. Ald. Rainey said that then this item should be held. Ald. Hansen asked if the contractor had been selected. D. Gaynor said that that would be presented at the next A & PW meeting but only if they go forward tonight. If the references turn out to be bad, he will cancel the contract.
Item A3.7 was held in committee.

(A3.8)* Approval of 2009 Street Resurfacing Program
Recommend approval of proposed list of projects to be included in the 2009 Street Resurfacing Program. Funding provided by MFT, CIP, State and Federal funds.
Ald. Hansen asked if Dodge Avenue south of Lee was being done in 2010. J. Burke said he would get the information to her before the Council meeting.
Item A3.8 was unanimously approved 4-0.

(A4)* Resolution 43-R-08 Authorizing the City Manager to Enter into a Lease for 1223 Simpson Street
Consideration of proposed resolution 43-R-08 authorizing the City Manager to enter into a lease with Norma and Nolan Robinson for the property at 1223 Simpson Street.
Ald. Rainey opened the discussion saying that she moves that this not be done tonight. From what she has read about the six months of rent that is due, if a lease is presented, it should be for a higher amount. However, she really felt that the tenants should be sent a thirty day notice and that eviction proceedings should be started. A lot of money was spent to remodel the unit and bring it up to standards. We need the rent. Ald. Wollin added that she does not believe it will be easy for the tenants to pay. D. Cook mentioned that the husband is unemployed but the wife has a job. Ald. Wollin reiterated, how can they pay. Ald. Rainey said they can’t. And I have another question she continued. How come there has not been a lease for six months. The lease actually expired two years ago. The Legal Department has to take the responsibility for this. Ald. Wollin said we have been subsidizing them. Ald. Rainey said the Legal Department should begin eviction proceedings. Since we let them stay without a lease, we should help with the move, perhaps a $1000. Ald. Wollin asked if there is any reason to believe they can pay the new rent and the owed amount. D. Cook noted that they fell behind in 2005 and got caught up. So, these terms are the same that they were given then. Ald. Wollin asked if June had been paid. D. Cook said it had. Ald. Rainey motioned that the City not offer this lease. The City should explain their position and offer to help with a move. The motion was seconded and voted on.

Item A4 was unanimously denied the renewal of the lease on this property.

(A5)* Resolution 47-R-08 Relating to Weapons
Consideration of proposed resolution 47-R-08 authorizing the Corporation Counsel and Law Department to prepare amendments to Chapter 8 of the City Code to conform said chapter to the decision of the United States Supreme Court in District of Columbia v. Heller, 554 U. S. (2008).

Item A5 was unanimously approved 4-0.

(A6)* Ordinance 69-O-08 Code Update Deleting and Amending Various Portions of the City Code Related to the Immobilization of Vehicles
Consideration of proposed ordinance 69-O-08 by which the City Council would repeal Sections 10-6-14 through 10-6-21 and amend Section 11-2-11 to be the prevailing policy on the Immobilization Program for the City of Evanston.

Item A6 was unanimously approved 4-0.

(A7)* Ordinance 82-O-08 Dedicating a Portion of 1228 Emerson Street to the City of Evanston
Consideration of proposed ordinance 82-O-08 dedicating a portion of the 1228 Emerson Street parcel to the City of Evanston for the purpose of improving the adjacent public alley.

Ald. Rainey to clarify asked was Ferris going to do the alley and then the City will take care of it just a regular alley. J. Burke said that is correct. The delay was the vacation is complete and we wanted to be sure they have done the work with no environmental problems. Ald. Rainey said it looks like a good solution. Ald. Wollin asked if a traffic sign stating “No Left Turn” on Emerson was in place. Rajeev Dahal (Senior Traffic Engineer) said it was.

Item A7 was unanimously approved 4-0.

(A8)* Ordinance 83-O-08 Amending Various Sections of Title 8, Chapters 5 and 5 1/2 Establishing a City Franchise for Waste Services
Consideration of proposed ordinance 83-O-08 amending various Section 8-5 and 8-5 1/2 of the City code to establish a City of Evanston Solid Waste Franchise. The franchise would require all businesses and larger residential properties to use the hauler selected and licensed by the City to remove and dispose of their solid waste establishing a Citywide Franchise for Waste Services.

Ald. Rainey asked to have it explained, if apartment buildings are going to have the service, will they get free recycling. Suzette Eggleston (Superintendent Streets and Sanitation) said yes they would, right away and with a free recycling cart. Ald. Hansen, referring to the top of page 6 that says service will be provided on a once a week basis for
all multiple dwellings of four or fewer units, that her constituents prefer it more often. J. Burke said that this is the city collectors not the franchise. Ald. Hansen asked what we maintain under the franchise. It is not in the language of Section 8-5-9-3-1. Instead of open-ended phrasing, what keeps the City from saying we believe once a week is enough even though the residents use to get it twice a week. S. Eggleston said that this gives the City the power to get increases. Ald. Hansen said this will allow less service until the City department comes out to determine needs. S. Eggleston said that is the minimum for collection. If it was five times a week, that will be arranged between the dwelling and the hauler. And, the City can go in and ask for more pick-ups. Ald. Hansen noted that the ordinance does not spell out cart sizes and the pick-up specifics. These items have been talked about for a year. Ald. Rainey said that the current system for large condos was twice a week pick-up. She asked if that will change. S. Eggleston said it would not. Ald. Rainey asked if the apartment that had pick-up three times a week can negotiate with the hauler. S. Eggleston said it will not change. The franchise will pick-up as many times as they want. In the majority of bills studied, the franchise fees were lower. Some vendors will buy containers from the company who did not get the bid. Dick Peach, Dempster Auto, said though a number of businesses we are told will save money, no figures have been supplied. He said he was told his cost would go from $67 to $99 and his container would need to be changed. He stated further that he would like his business to be allowed to opt out of the franchise. He asked how many surveys were sent out and responded to. Jacquelyn Johnson (Public Works Management Analyst) said that the initial informational survey, when this process was started, had a mailing of 1700 pieces and approximately 250 responses were received. A fact finding data collection was done a few months ago to determine if the user’s current rates would be lower than the proposed rates. The Streets & Sanitation staff randomly called 100 potential users and an email blast was sent out by both EVMARK and the Chamber with 25 businesses responding. SWANCC did the analysis and found five were above their price and twenty were below. Date was supplied and all their rates were lower than the franchise. Ald. Rainey felt it unfair to allow the big guys to opt out of the program and not others. The City needs to allow others to opt out. S. Eggleston said the franchise is based on quantity participation. If their rates are higher, the business can go on a three year plan and the City will help pay the difference. J. Burke said more franchises are coming out. As they are re-bid, the price will be lower. Dick Peach said that a vendor who cannot give better than a 50% increase hurts him. S. Eggleston mentioned that other vendors were not as lucky as him, they are currently paying more. Dick Peach said that he is then be penalized. Ald. Hansen stated that when this idea was first proposed, they were told that if a business was going to have to pay more, they would be exempt and that is not true today. The City talks about economic development but takes away the right to negotiate. This is a bad feeling. Lisa Woods (Legal Counsel) said that part of the Law Departments concern is equal protection, similarities need to be treated the same. If one entity is not getting their price ------- that is not a corporate exemption. Ald. Rainey asked if Sam’s Club was exempt. S. Eggleston said that if they have a nationwide contract they are exempt. Ald. Rainey asked if an apartment owner with 5000 units here and in Chicago with a unified contract would be exempt. S. Eggleston said he would not. L. Woods stated that the corporate contract disallows the site to break the contract. Jonathon Perman (Evanston Chamber of Commerce) said that Ald. Hansen has said it well. If this plan meets the claims as told them on page 9, then fix Section 8-5-9-3-2. Fix the language to be more specific. How can Public Works handle this ambiguity. S. Eggleston said part of this is that Public Works cannot presume every type of exemption. Ald. Rainey asked if they had a list of exemptions from Skokie. J. Johnson said they were not sure if Skokie would provide a list. Ald. Rainey asked if hospitals and Northwestern were exempt. S. Eggleston said the hauler gave them their price so they signed on. Ald. Wollin said that since this is only for introduction I move to forward it to Council.

Item A8 was unanimously approved for introduction at City Council but would be referred back to Committee.
Rules and Regulations of the National Flood Insurance Program
Consideration of proposed ordinance 85-O-08 amending various sections of Title 4, Chapter 16 to comply with the rules and regulations of the National Flood Insurance Program.
Item A9 was unanimously approved 4-0.

IV. ITEMS FOR DISCUSSION

(APW1) AT&T Lightspeed Project Update/Status on Where the Project is Today
J. Burke did a PowerPoint presentation on the AT&T Lightspeed Project. This is a project to provide AT&T subscribers with access to AT&T’s new internet protocol television product named U-Versu. In 2007 the State granted AT&T a statewide franchise. The City of Evanston strengthened its Right Of Way Ordinance concerning construction in the right of way. AT&T agreed to provide $1500 per cabinet for visual screening. Numerous meetings were held between Public Works, Parks & Forestry and AT&T as pre-constructions meetings, on site field visits for discussion of location of boxes, construction scheduling (conflicts with other work being accomplished in the City), AT&T’s responsibility to contact owners of coming work and for AT&T to restore the site within six weeks of the construction. The original number of boxes has been reduced from 119 to 95 and will all be installed by the end of 2008. 40 of the 95 VRAD boxes are in the process of being installed or are already installed.

V. COMMUNICATIONS

VI. ADJOURNMENT : 7:15 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department