ADMINISTRATION & PUBLIC WORKS COMMITTEE
MINUTES
Monday, June 23, 2008
CIVIC CENTER, 2100 RIDGE AVENUE, ROOM 2404


Members Absent:

Staff Present: Chief Berkowsky, John Burke, Paul D’Agostino, Hitesh Desai, Chief Eddington, Suzette Eggleston, Ron Gannon, Doug Gaynor, Jewell Jackson, Shane Jackson, Lonnie Jeschke, Mary Johns, Kevin Lookis, Gavin Morgan, Rolanda Russell, Dave Stoneback, Evonda Thomas, Lisa Woods

Others Present: Alderman Bernstein, Alderman Tisdale

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 9, 2008
Minutes of June 9 were unanimously approved 5-0.

III. ITEMS FOR CONSIDERATION

(A1)* City of Evanston Payroll through 06/08/08 $2,489,783.56
Item A.1 was unanimously approved 5-0

(A2)* City of Evanston Bills through 06/24/08 $4,078,442.42
Ald. Rainey asked why the Comcast bill for the Aldermen did not appear on the Bills List. Gavin Morgan (Assistant to the City Manager) said this bill was for high speed internet for the former City Manager. She is reimbursed for one third of the bill which also covers cable and phone service. Ald. Rainey had asked for a list of payments to EVMARK. She wanted to know what the City portion was. G. Morgan said that the payment is annual and will be about thirty thousand dollars. Ald. Rainey asked if the City’s 30K and the 17K covers streets and sanitation work. G. Morgan said that it did. Ald. Rainey asked if the fees paid to Crawford & Co. were for May to which G. Morgan said yes. She asked how many claims that covered and G. Morgan said he would get the information to her. Ald. Rainey suggested that the City should hire a claims adjuster and not use Crawford. Ald. Rainey also noted that the claim was for seven thousand but the City paid $18,204. G. Morgan explained that the handout showed the breakdown of fees by type of claim and that the full monthly charges are based on the number of claims of each type. She requested that this system be an agenda item at a future A & PW meeting. Ald. Hansen had a question about the CDBG eligibility program. Ald. Jean-Baptiste suggested that the discussion should be on the next CDBG agenda. G. Morgan will look into it.
Item A.2 was unanimously approved 5-0
Acceptance of Grant from Illinois Clean Energy Foundation

Recommend acceptance of a grant from the Illinois Clean Energy Foundation for energy efficiency lighting upgrades at Fire Station #4 and the Police Station in the amount of $11,305. Acceptance of the grant funding requires a match of $20,593.48 from the Contingency Fund.

Ald. Rainey said that this is an example of being green costing the City. To get eleven thousand dollars we spent twenty thousand and that generates a savings of twenty-two thousand. Is it true she asked that the Fire Department and the Police Department do not have electric bills. Chief Berkowsky (Fire Department) said that is true. Ald. Rainey asked if that means that hours used per year times 11 cents is twenty-two thousand dollars which is the charge to the City of Evanston. She did not believe it was a fair trade for the amount of free electricity received. This happened in Reba Place, she noted, who were asking for more funds so they could get a small grant but they were assured their electric bill would go down. The City’s won’t. Ald. Jean-Baptiste asked Doug Gaynor (Director Parks, Forestry & Recreation) if sustainability was part of his department. D. Gaynor said that it will soon be in his department. Ald. Rainey reiterated that it is expensive being green but that she supports it. D. Gaynor said that it is worth it over time. Ald. Jean-Baptiste asked whose department contingency fund the twenty thousand was coming from. D. Gaynor said it was not his department, he does not have a contingency fund. It is the City that controls the fund. The last figure he saw was 350 thousand dollars. Ald. Jean-Baptiste asked how he rationalized paying double. D. Gaynor said the City will get more, additional funding, after the twenty thousand is paid. Ald. Jean-Baptiste suggested that he save the environment and also get more grants for the City. D. Gaynor said agencies are looking for cites that are already participating in these kind of programs. Most departments in the City know the grant they are applying for. Ald. Jean-Baptiste asked if there is a contingency fund policy. Rolanda Russell (Interim City Manager) said that there is a policy in place and that a quarterly report is issued to the Aldermen. She said that the City will be aggressive in pursuing grants that have no contingencies of there own. Ald. Jean-Baptiste asked that the policy be reissued. Ald. Wollin noted that on page three, the letter the City was preparing had to be submitted by May 16th. D. Gaynor said that acceptance of this grant is by City Council. He believed that there was an extension. Ald. Wollin said with a 180K in project extensions, who decided what parts to fund. D. Gaynor said the City submitted grant applications to areas the City thought would get funded. Ald. Wollin asked if the 11K is specific or can it be used as deemed necessary. R. Russell said the use of the money is specified by the grantor. Ald. Wollin asked what the ratio is when matching 11K to 20K. Ald. Jean-Baptiste presumed that before he City applied for the grant they knew they would have to pay more. D. Gaynor said that few of the programs have much money anymore and consequently the City did not expect big dollars. Ald. Holmes pointed out that there is no date on the correspondence and suggested that is not good. D. Gaynor acknowledged that the Alderman was correct and thanked her. Ald. Rainey referred to the letter of April 16, 2008 that approved the grant. However, in bold type it clearly states, …..respond no later that one month from today. D. Gaynor said he would get more facts. R. Russell suggested that if it is on the agenda this late in the year, Dave Cook has obtained an extension. Ald. Hansen suggested that the item be held due to multiple questions. Ald. Jean-Baptiste suggested that the item be supported but with a follow-up to clarify these issues. Ald. Hansen said the letter said the reminder will be paid by CIP. D. Gaynor said that renovation is a CIP project. It is a one million dollar project. This request is to help the project. Ald. Hansen said originally the lighting was for two park centers and now they cannot be included. Are the additional dollars due to a
reduction in kilowatt hours from centers going to cause us to not receive the 11K. Ald. Jean-Baptiste said he agreed that the committee needed to hold this item. R. Russell said that there will be an attempt to contact D. Cook but that he had been out ill all day.

Ald. Rainey said the City cannot lose by approving this tonight. The City can send a letter later saying that it is not working out. D. Gaynor said that Ald. Rainey is correct. The City does not have to sign a contract. R. Russell said that if the City goes forward the Committee will get all the information in their Friday packets. If required, I shall not sign a contract.

Item A.3.1 was unanimously approved 5-0

(A3.2)* Approval of Sole Source Purchase of Hot Mix Asphalt Materials

Recommend approval of sole source purchase of hot mix asphalt materials from Orange Crush, LLC (3219 Oakton Street, Skokie, IL) in the amount of $50,000. Funding provided by Street and Alley Maintenance Fund ($25,000), Water Maintenance Materials Fund ($12,500) and Sewer Maintenance Materials Fund ($12,500).

Ald. Jean-Baptiste said he appreciated the rational of choosing a company so close to the City so as to get hot asphalt as needed. Suzette Eggleston (Superintendent Streets and Sanitation) said the City picks it up. Ald. Jean-Baptiste agreed that the closer the better but asked if the City’s equipment did not keep it hot. S. Eggleston said that there is only one piece of equipment to work with and it is not insulated. Ald. Rainey stated that this purchase was needed. Ald. Jean-Baptiste asked if the vendor had a contract for life. John Burke (Director Public Works) stated that this project is only for small emergency-type street maintenance jobs, where quantities are not known well in advance as opposed to larger contracted street resurfacing projects, where material, equipment and installation are bid and scheduled well in advance.

Item A.3.2 was unanimously approved 5-0

(A3.3)* Approval to Purchase 23 Vehicles for Police and Fire Departments

Recommend approval to purchase 22 Ford Crown Victoria vehicles (20 for Police Department and 2 for Fire Department) through a Northwest Municipal Conference Bid from Currie Motors (9423 West Linden Highway, Frankfort, IL) in the amount of $521,362 and one Ford 12-Passenger Van for the Police Department through a state bid from Landmark Ford (2401 Prairie Crossing Drive, Springfield, Il) in the amount of $20,956.48. Funding provided by Fleet Capital Outlay Budget for Automotive Equipment Purchases.

Ald. Jean-Baptiste stated that it was evident that a lot of work went into this agenda summary. He noted that in the third paragraph of the summary the overall budget was $575,000. His question was if this proposed purchase at over $542,000 means Fleet Services was done making purchases for the year. Lonnie Jeschke (Manager Fleet Operations) said that is not so, there are eighteen more pieces of equipment that are needed. This is it for the Police and Fire Departments. Ald. Jean-Baptiste asked if servicing was included. L. Jeschke said it was strictly a capital outlay. Ald. Tisdale mentioned that a year ago she had asked if hybrids could be purchased. L. Jeschke answered that in the last week of August 2007 this possibility was looked into and in October of that year a hybrid was ordered. In December he was informed that all orders were cancelled. The vendor said the purchase order would go through this past week and the vehicle would be delivered in a couple of weeks. It is a replacement for the Facilities Management Supervisor’s vehicle. Ald. Tisdale asked if the City was going to look into purchasing more due to rising gas prices. L. Jeschke said each purchase goes through a sixteen step process looking into the proposed use by the employee. One of the steps is
could something serve better. A Crown Victoria is $300 more but we have inventory to maintain the vehicle. For the hybrid we have mechanic training to provide for and new inventories to build. That will well exceed the $2,300 difference between the two vehicles. The Federal Government is pushing legislation that would mandate Fleet vehicles reach 35 mpg by the year 2011. That is for a medium size vehicle. A Crown Victoria gets 17.5, a Taurus gets 18.5. The saving is $73 per car, per year plus the cost of inventory and training mechanics. The City is watching the market for right-handed hybrid jeeps. However, they only have an eight year warranty. Then what happens? The Fleet Department is committed to reducing costs and to being green. Ald. Rainey suggested a hybrid vehicle would not have much speed for the Police Department. L. Jeschke said that she was correct. Ald. Rainey said she heard that the resale price can exceed the purchase price even if it is $4000 more. L. Jeschke said a Taurus is usually 4% for the sale price and a Crown Victoria, by an auction market, is 8% of the purchase price. L. Jeschke also mentioned that user safety needs to be addressed. The Crown Victoria also can stay in the field for a longer period of time, 75 to 80 thousand miles. Some of the current vehicles are exceeding their purchased warranty.

Item A.3.3 was unanimously approved 5-0

(A3.4)* Approval of Lowest Responsible and Responsive Bid (08-86) for Lighthouse Landing ADA Improvement Project

Recommend approval of lowest responsive and responsible bid (08-86) for construction contract for the Lighthouse Landing ADA improvement project to Claus Brothers, Inc., (360 West Schaumburg Road, Streamwood, IL) in the amount of $437,572. Funding provided by Capital Improvement Program (CIP) ($410,613) and CIP Contingency fund ($26,959). Private donations will provide an additional $22,041 for potential change orders.

Ald. Rainey asked if there were two CIP categories. Paul D’Agostino (Superintendent of Forestry) said there are two different funding line allocations but it is all one project.

Item A.3.4 was unanimously approved 5-0

(A3.5)* Approval of Pre-qualification of Contractors for Cured-In-Place Pipe Rehabilitation of Sewer Mains

Recommend approval to pre-qualify five (5) contractors to rehabilitate sewer mains using the Cured-In-Place Pipe (CIPP) process for a three year period.

Ald. Rainey asked when the City reviews qualifications does the City re-vet them and do they reapply. Dave Stoneback (Superintendent Water and Sewer Division) said no. His department looks at experience to handle the work, we do not have to re-qualify them. Ald. Rainey asked why not when they have not done this type of work since 2005. D. Stoneback said true but the vendor was in the pipeline. Ald. Rainey asked about the new vendor. D. Stoneback said they had been pre-qualified.

Item A.3.5 was unanimously approved 5-0

(A4)* Ordinance 78-O-08 Increasing Permit Fees for New Water Service Connections

Consideration of proposed ordinance 78-O-08 amending sections of Title 7, Chapter 12 (City Waterworks System) of the City Code to increase permit fees for new water service connections.

Ald. Wollin said that with the first reading she thought this was about developments being hooked up. But, residents told her every year they have to get their system checked for usually a fee of $100. Now this is an addition $35. D. Stoneback said this will not impact the system she mentioned. This is only for new service connections. Ald. Holmes asked about Sections 7.12.8 and 7.12.9.2 (C). She asked what are the charges for these two items, fire service and air conditioning device demand. D. Stoneback said there are only five air conditioning devices in the City and no more are allowed. The fire service is usually not on single family houses, it in only on multiples. He added that this ordinance will not modify the existing service. With a new building, a larger pipe will
result in an increased fee. This is only for brand new meters.
Item A.4 was unanimously approved 5-0

(A5)* Ordinance 80-O-08 Decrease in the Number of Class B Liquor Licenses
Consideration of proposed ordinance 80-O-08 amending Section 3-5-6 (B) of the City Code to decrease the number of Class B liquor licenses from 16 to 15 due to the liquor class change/upgrade of BAT 17 (1709 Benson Avenue, Evanston, IL).
Item A.5 was unanimously approved 5-0

(A6)* Ordinance 81-O-08 Increase in the Number of Class B1 Liquor Licenses
Consideration of proposed ordinance 81-O-08 amending Section 3-5-6 (B1) of the City Code to increase the number of Class B1 liquor licenses from 5 to 6 due to a liquor class change/upgrade of BAT 17 (1709 Benson Avenue, Evanston, IL).
Jim Pamerantz and James Harley, from BAT 17, were introduced to the Board. Ald. Wollin remembered that this is one of the licenses that were pro-rated. But, she wondered why they had to be open on Thanksgiving Day. G. Morgan said that is a part of the ordinance language. Ald. Rainey asked what the profitability was if they stayed open every day until 3 a.m. J. Pamerantz said that the clients seemed to like the place particularly because the kitchen stays open until midnight/one a.m. We extended hours so we do not have to push out our customers who will simply walk down the street to competitors. Ald. Jean-Baptiste asked if the extended hours are profitable. J. Pamerantz said truthfully he would rather go home but yes, it is profitable. Ald. Rainey asked it they serve liquor without food and J. Pamerantz said they had a bar.
Item A.6 was unanimously approved 5-0

IV. ITEMS FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT: 6:55 p.m.

Respectfully submitted:
Phillip Baugher
Administrative Assistant, Finance Department