MEETING MINUTES
Administration & Public Works
Monday, March 11, 2013
5:45P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
Council Chambers


Staff Present:  Lara Biggs, Wally Bobkiewicz, Jose Calderon, Dolores Cortez, Paul D’Agostino, Brandon Dieter, Chief Eddington, Grant Farrar, Sarah Flax, Doug Gaynor, Louis Gergits, Stephen Griffin, Chief Klaiber, Martin Lyons, Jim Maiworm, Joe McRae, Jeff Murphy, Homayoon Pirooz, Ashley Porta, Suzette Robinson, Michelle Smith, Jennifer Spaulding, Rickey Voss

Others Present:  Christopher A. Casas – Owner, La Macchina Café
Jonathan Nieuwsma – President, Citizen’s Greener Evanston

Presiding Member:  Alderman Holmes, Chair

I.  DECLARATION OF A QUORUM:
Alderman Holmes, Chair, called the meeting to order at 5:55 p.m.

II.  APPROVAL OF MINUTES OF REGULAR MEETING OF February 25, 2013.
A voice vote was taken and the minutes were unanimously approved.

III.  ITEMS FOR CONSIDERATION

(A1)  City of Evanston Payroll through 2/24/13  $2,702,758.10
A voice vote was taken and the Payroll was approved unanimously.

(A2)  City of Evanston Bills FY2013 3/12/13  $2,772,227.99
Credit Card Activity – Period End January 31, 2013  $  96,188.50
A voice vote was taken and the Bills of 3/12/13 and the Credit Card activity ending 01/31/13 were approved unanimously.

(A3.1) **Approval of Agreement with dbHMS for Professional Consulting Services for the 2013 HVAC Improvement Project (RFP 13-03)**

Staff recommends that City Council authorize the City Manager to execute a contract for professional consulting services for the 2013 HVAC Improvement Project to dbHMS (303 W. Erie, Suite 510, Chicago, IL) at a total cost of $72,804. Funding is provided by the Capital Improvement Program: Account 416144 for Police/Fire Headquarters; Account 415602 for Levy Center; and Account 415697 for Fleetwood-Jourdain Center.

A voice vote was taken and A3.1 was approved unanimously.

(A3.2) **Approval of Estimated Annual User Charge for 2013 with the Metropolitan Water Reclamation District of Greater Chicago for Disposal of Sludge**

Staff recommends City Council approval of the Estimated Annual User Charge for 2013 with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for disposal of sludge generated as part of the water treatment process in the amount of $343,732.27. Funding for this work will be from the Water Fund, Account 7110.62420.

Ald. Rainey said that this is an expense that perhaps few residents know about. The build up of sludge is a byproduct of filtering the water. The Greater MWRD of Chicago charges us to dispose of this build up in the bottoms of our underground basins. The total bill last year was nearly one million. The City of Evanston has no control over this amount. The quantity that needs to be disposed of depends on weather and the clearness of the lake water.

A voice vote was taken and A3.2 was approved unanimously.

(A3.3) **Approval of Northeastern Illinois Public Safety Training Academy 2013 Membership Dues**

Staff recommends approval of payment for the 2013 Fire and Public Works membership fee to Northeastern Illinois Public Safety Training Academy (NIPSTA) in the amount of $25,042. Funding is provided by the Fire Department Account 2305.62360 for both the Fire and Public Works Departments. The membership fee has not increased since 2011.

A voice vote was taken and A3.3 was approved unanimously.

(A3.4) **Approval of Contract Award to Mullin & Lonergan Associates for the Analysis of Impediments to Fair Housing Choice (RFP 12-170)**

Staff recommends that City Council authorize the City Manager to execute a contract for the Analysis of Impediments to Fair Housing Choice (AI) to Mullin & Lonergan Associates (800 Vinial Street, Suite B414, Pittsburgh, PA), in the amount of $24,990. Funding is provided by CDBG Administration Account 5220.62490 and NSP2 Administration Account 5005.62490 in the amounts of $12,495 each. Analysis of impediments is required by HUD for CDBG, HOME and NSP2 grant funding.

Ald. Rainey asked if this analysis was required last year. Sarah Flax (Housing and Grant Administrator) replied that it was not done last year. It is required
every five years. Ald. Rainey asked if the results from the last analysis could be made available. S. Flax said that it showed nothing but a need in some zoning areas. Ald. Rainey suggested that every five years is too often. A voice vote was taken and A3.4 was approved unanimously.

**(A3.5) Approval of Three (3) Replacement Vehicle Purchases for Utilities Department**
Staff recommends City Council approval for the purchase of three (3) replacement vehicles for the Utilities Department in the total amount of $529,558.08 as follows: Ford F-550 truck from Currie Motors (9423 W. Lincoln Highway, Frankfort, IL) in the amount of $76,381.08; International Harvester (I.H.) 4700 from Prairie Archway International (401 S. Dirksen Parkway, Springfield, IL) in the amount of $124,177; and I.H. 7400 from Standard Equipment Company (2033 W. Walnut Street, Chicago, IL) in the amount of $329,000. Funding is provided by Water and Sewer Fund Accounts.
Ald. Rainey noted that the follow-up to the question of the Bills List showed what each vehicle was. She expressed the hope that such information would automatically be included in future recommended actions. A voice vote was taken and A3.5 was approved unanimously.

**(A3.6) Approval of Renewal of Annual Accela (PAL) Sole Source Maintenance and Support Agreement**
Staff recommends that City Council authorize the City Manager to renew the sole source agreement with Accela Inc. (2633 Camino Ramon, San Ramon, CA) for the City's Accela automation software system (PAL – Permits and Licensing), in the amount of $128,000, a 2.2% decrease from the 2012 cost. This agreement covers the period March 15, 2013 through March 14, 2014. Funding is provided by the Computer Licensing and Support Account 1932.62340.
A voice vote was taken and A3.6 was approved unanimously.

**(A3.7) Approval of Renewal of Building Automation Service Agreement with Schneider Electric for 2013**
Staff recommends that City Council authorize the City Manager to execute a one-year renewal of the service agreement for the Schneider Building Automation System (BAS) at eight City facilities with Schneider Electric (formerly ITG Solutions) (17475 Palmer Blvd, Homewood, IL) in the amount of $23,640 for FY 2013. This price reflects no increase from FY 2012 to FY 2013. Funding is provided by Facilities Management Account 3807.62509.
A voice vote was taken and A3.7 was approved unanimously.

**(A3.8) Approval of Renewal of Building Automation Service Agreement with Siemens for 2013**
Staff recommends that City Council authorize the City Manager to execute a one-year renewal of the 2013 sole source annual service agreement for the Building Automation System (BAS) at the Police Headquarters/911 Center with Siemens Building Technologies, Inc., (585 Slawin Ct., Mount
Prospect, IL). Funding is provided by Facilities Management Account 3807.62225 and E911 Center Account 5150.62509 for a total cost of $25,022. Ald. Rainey asked if there was a way the two services (A3.7 and A3.8) could be consolidated into one bid. Paul D'Agostino (Parks/Forestry & Facilities Management Supervisor) said that unfortunately no, the equipment is proprietary to the manufacturers. Martin Lyons (Assistant City Manager/CEO) pointed out that over the years many agreements such as these have been standardized and consolidated.

A voice vote was taken and A3.8 was approved unanimously.

(A4) Approval of Change Order #1 for the 2012 Washroom Renovation Project at Lorraine H. Morton Civic Center (Bid 12-137)

Staff recommends approval of change order #1 in the amount of $59,262 for the 2012 Washrooms Renovation Project at the Lorraine H. Morton Civic Center (LHMCC). This change order will increase the current contract amount from $284,880 to $344,142. Funding is provided by 2013 CIP account #415175 with a budget of $415,000.

Ald. Holmes said that she found this to be interesting reading. She wondered if when the rest of the building work was started would there be problems. P. D'Agostino replied that they have found that the third floor men’s restroom abuts an elevator shaft. It may have to be shut down for a period of time. Extra care will be required. From the preliminary investigations of this wing, P. D’Agostino said, no new surprises are expected.

A voice vote was taken and A4 was approved unanimously.


M. Lyons began this item with the comment that the quarterly reports are online and this is the summation of the four quarters. He referred his next comments to the slide show presentation “Fiscal Year 2012, Year-End Financial Review.” These slides are of un-audited figures. Those are anticipated in June. The General Fund net deficit of approximately $346K compared to the planned deficit of $1.75M is very good. Ald. Rainey asked about the discrepancy between 2011 and 2012 (page 184) concerning the Library fund. M. Lyons said the Library fund was taken out of the 2012 budget as planned and that did cause a deficit to be shown. Sales tax came in under budget and will be closely looked at. It was a pleasant surprise that income tax came in above budget. Ald. Rainey commented on how much more in taxes are being generated saying it is impressive. One slide showed a 100.6% increase of actual taxes over budgeted taxes. Ald. Rainey thought the Neighborhood Stabilization Fund figure was very good and M. Lyons said that was due to the large grant drawdown. Ald. Rainey asked if the revenue was only the $8M in grant money and M. Lyons said yes. Wally Bobkiewicz (City Manager) noted that the auditors see the actual deficit in the General Fund, though lower than the budget, as a deficit, the residents see it as good. Ald. Rainey asked for more information concerning the 911 budget wondering if they were considering a bond issue. M. Lyons said he would talk with Chief Eddington though he does not believe they are thinking of issuing a
bond. They currently have a balance of $1.2M which will keep them in the good for another round of infrastructure work. Chief Eddington (Police Chief) mentioned that the 911 Board will be meeting at the end of March. There is new legislation in Springfield to bring up the line charge taxes. A voice vote was taken and A5 was approved unanimously.

(A6) Approval of Contract with Evanston Police Sergeants Association
Staff recommends that the City Council authorize the City Manager to execute and negotiate any additional terms for a collective bargaining agreement with the Evanston Police Sergeants Association (the “Sergeants Union”) affiliated with Illinois Fraternal Order of Police Labor Council effective January 1, 2013 through December 31, 2013. City Council approval will ratify the tentative agreement reached between the parties throughout the negotiation process.
Ald. Rainey asked how many Sergeants there are and Chief Eddington answered that there are eighteen.
A voice vote was taken and A6 was approved unanimously.

(A7) Resolution 16-R-13 Amending the Plan of Operation and Governance for the City of Evanston Electricity Aggregation Program
Staff recommends adoption of Resolution 16-R-13 amending the Plan of Operation and Governance for the City of Evanston Electricity Aggregation Program, which will allow greater flexibility in obtaining prices in order to get the best prices for Evanston residents.
Jonathan Nieuwsma, 1408 Dempster, VP Citizen’s Greener Evanston, thanked the City staff for all their work on the aggregation for Evanston. This will allow the City to go beyond into energy efficient projects offering more benefits to all.
Ald. Holmes asked if there were any plans to talk with residents about bill changes. Lara Biggs (Assistant Superintendent Water & Sewers) said that they have not performed that kind of survey yet. However, facts they have can be shared with the committee. Ald. Holmes felt it would be good to share the information with the residents. Ald. Rainey suggested an insert in the water bill explaining how a resident could get into this program. L. Biggs replied that a new service will need to go through this again. W. Bobkiewicz said that the hesitation is because the City is going through a new phase. On April First there will be a request to go with a new company or to stay with the current one. Ald. Holmes asked if a new company is chosen, will the residents have to sign up again and W. Bobkiewicz said he did not believe so. If the same company is selected it will be a fast process. If a new company is selected, there will be some work in registering, etc.
A voice vote was taken and A7 was approved unanimously.

(A8) Resolution 14-R-13 Authorizing the City Manager to Sign a Notification and Conditions of Grant Award to Fund the Long Term Care Ombudsman Program
Staff recommends City Council approval of Resolution 14-R-13 authorizing the City Manager to sign notification of grant awards in the amount of
$27,960 to fund and operate the Long Term Care Ombudsman Program for the City of Evanston.  
A voice vote was taken and A8 was approved unanimously.

(A9) Resolution 17-R-13 Authorizing Apartment Lease Renewal for 1223 Simpson Street  
Staff recommends approval of Resolution 17-R-13, authorizing the City Manager to execute a lease between the City of Evanston and Norma and Nolan Robinson for the apartment located at 1223 Simpson Street.  
Ald. Rainey asked why the City was late in issuing this lease.  P. D’Agostino said that it was a staff oversight.  Ald. Rainey asked why there was no increase.  P. D’Agostino noted that the lease is partially funded by the Cook County Housing Authority and they do not raise rents.  Ald. Rainey suggested that he read the policy again. She believes rent increases are allowed.  
A voice vote was taken and A9 was approved unanimously.

(A10) Ordinance 29-O-13, Permitting Issuance of a Class B Liquor License to Fercas, LLC d/b/a La Macchina Café  
Staff recommends City Council adoption of Ordinance 29-O-13, which amends Subsection 3-4-6-(B) of the City Code to increase the number of authorized Class B liquor licenses to eighteen (18), and thereby permit issuance of a liquor license to Fercas, LLC, d/b/a La Macchina Café, 1620 Orrington Ave.  
Christopher A. Casas – Owner, La Macchina Café, related that this will be a vintage wine bar with small shared plates and larger ones for a full meal.  Also, he is opening a coffee roastery in west Evanston which will be wholesale on line to Evanston residents and then to the Chicago market.  
A voice vote was taken and A10 was approved unanimously.

(A11) Ordinance 30-O-13, Permitting Issuance of a Class C Liquor License to Coast Central Corporation  
Staff recommends City Council adoption of Ordinance 30-O-13, which amends Subsection 3-4-6-(C) of the Evanston City Code to increase the number of authorized Class C liquor licenses to thirty (30), and thereby permit issuance to Coast Central Corporation d/b/a Coast Sushi Central, 2545 Prairie Ave.  
Ald. Rainey asked if there was one place where she could look at all the fees.  Grant Farrar (Corporation Counsel/City Attorney) said that the Liquor Licensing Manager maintains a list and he would get it to Ald. Rainey before the next meeting.  He continued to say he is working on this code to try and streamline it.  Ald. Rainey asked why for a “C” liquor license, 500 seats or 5000, would cost the same.  G. Farrar agreed that the code has moved/changed since 1972 in many ways. Order is needed.  Ald. Rainey suggested that the Liquor Commission Committee really writes policy.  
A voice vote was taken and A11 was approved unanimously.
Ald. Rainey stated that she does not believe that any restaurant with a liquor license will eat into their profits by buying a BYOB license. If they already have a license, I believe there should be no charge for a BYOB license. In addition I think $1500 is a lot for a BYOB population. Ald. Holmes said that she agrees, if you have a liquor license you should not have to have a BYOB license. Ald. Rainey asked if McDonald’s could have a BYOB license. G. Farrar said that the genesis of this ordinance came up from pop-up restaurants. After research I found there was no consistent policy or plan. Ald. Rainey said she thought there should be a clear distinction between licensee and non-licensee. G. Farrar said that he thought he heard more information is needed on this subject and there is some concern over the annual fee.

A voice vote was taken and A12 was held in committee.

Ordinance 34-O-13 Amending the City Code Relating to Parking on the East Side of McDaniel Avenue
The Transportation/Parking Committee and staff recommend that City Council consider Ordinance 34-O-13 amending Title 10, Motor Vehicles and Traffic, Residents Parking Only Districts, adding District 16, the east side of McDaniel (1315 – 1341) from Dempster Street to Greenwood Street to 24 hour daily, seven days a week.

A voice vote was taken and A13 was approved unanimously.

IV. ITEMS FOR DISCUSSION

Discussion of 727/729 Howard Street (City Lit) Project
Stephen Griffin (Director Community and Economic Development) related his last meeting with City Lit. Ald. Rainey, who attended, and I realize that City Lit is more than a theatre. They have been in business for thirty-three seasons. As attested to in the hand-out, they are doing many things in the community. They offer five major programs besides live theatre, programs such as bringing plays to the grade schools so that the students are encouraged to read and Shakespeare where girls get to play all the parts. And, they will have an economic impact on Evanston. It is called the multiplying effect. Those who go to the theatre might come in early for dinner, or stay after for a light meal and a drink and pay for parking. Ald. Rainey said that the reason the hand-out was created is that these offerings have not been here in Evanston before except the “Books on the Chopping Block.”
V. COMMUNICATIONS

VI. ADJOURNMENT
Ald. Rainey motioned and Ald. Braithwaite seconded that the meeting be adjourned. It was unanimously approved. Chair Holmes adjourned the meeting at 7:16 p.m.

Respectfully Submitted,
Phillip Baugher
Administrative Secretary, Administrative Services