Administration and Public Works Committee Meeting
Minutes of January 26, 2015
Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center

MEMBERS PRESENT: D. Holmes, J. Grover, C. Burrus, P. Braithwaite, A. Rainey


STAFF ABSENT: M. Muenzer, M. Sumar, Chief Klaiber, E. Thomas-Smith, R. Voss, A. Porta, A. Thorpe

PRESIDING OFFICIAL: Ald. Holmes

I. DECLARATION OF A QUORUM
A quorum being present, Ald. Holmes called the meeting to order at 6:08 p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF January 12, 2015
Ald. Burrus moved to approve the minutes of the January 12, 2015 A&PW meeting as submitted, seconded by Ald. Braithwaite.

The minutes of the January 12, 2015 meeting were approved unanimously 5-0.

Citizen Comments
Junad Rizki, 2784 Sheridan, questioned which organization would be responsible for paying for A4 and urged City Council to review the Water Supply Contract with the Northwest Water Commission.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through January 11, 2015 $2,853,768.41

For Action
Ald. Holmes moved to approve the City of Evanston Payroll (A1) through January 11, 2015, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to approve the payroll.

(A2) FY2014 City of Evanston Bills – January 27, 2015 $1,150,586.73
FY2015 City of Evanston Bills – January 27, 2015 $ 252,606.25

For Action
Ald. Holmes moved to approve the City of Evanston Bills for fiscal year 2014 through January 27, 2015 and the City of Evanston Bills for fiscal year 2015 through January 27, 2015, seconded by Ald. Burrus.

Ald. Rainey requested a photo of the art on Sherman to go with the description.

Marty Lyons replied that staff was currently looking for pictures; the contract only included a written description.

City Manager Wally Bobkiewicz replied that a tour took place in 2012. The piece includes multiple panes of glass and is best viewed at night. He suggested another tour and offered to take a video of the piece.

The Committee voted unanimously 5-0 to approve the bills.

(A3.1) Approval of Sole Source Renewal of Annual Accela (PAL) Maintenance and Support Agreement

Staff recommends that City Council authorize the City Manager to renew the existing sole source agreement with Accela Inc. (2633 Camino Ramon, San Ramon, CA), year 9 of the City’s 10 year contract in the amount of $128,362.82. This renewal agreement will cover the period of March 15, 2015 through March 14, 2016. Funding is provided from the Information Technology Division Computer Licensing and Support Account 100.19.1932.62340 with a 2015 Budget of $138,850.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to renew the existing sole source agreement with Accela Inc. (2633 Camino Ramon, San Ramon, CA), year 9 of the City’s 10 year contract in the amount of $128,362.82, Ald. Burrus seconded.

Ald. Rainey requested a definition of PAL.

IT Division Manager Jose Calderon replied that PAL stands for Permits and Licensing.

The Committee voted unanimously 5-0 to recommend renewal of the agreement.

(A3.2) Approval of Sole Source Renewal of Police Service Agreement with Motorola Solutions, Inc.

Staff recommends that City Council authorize the City Manager to renew the annual sole source service agreement with Motorola Solutions, Inc. (1309 East Algonquin Road., Schaumburg, IL) for the amount of $77,092.92. The Agreement is effective from January 1, 2015 through December 31, 2015. Funding will be provided by the Emergency Telephone System Service Agreements & Contracts Account 205.22.5150.62509 with a FY2015 Budget of $237,000.
For Action
Ald. Burrus moved to recommend City Council authorize the City Manager to renew the annual sole source service agreement with Motorola Solutions, Inc. (1309 East Algonquin Road., Schaumburg, IL) for the amount of $77,092.92. The Agreement is effective from January 1, 2015 through December 31, 2015, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to recommend renewal of the agreement.

(A3.3) Approval of Sole Source Renewal of Otis Elevator Maintenance Contract
Staff recommends that City Council authorize the City Manager to renew the sole source service and maintenance agreement with OTIS Elevator Corporation (949 Oak Creek Drive, Lombard, IL) for the elevators at the Service and Civic Centers, and Maple Avenue and Church Street parking garages for a 1-year term at a cost of $64,208.76. The proposed 1-year service agreement is effective January 1, 2015 to December 31, 2015, and provides for a decrease from last year’s fees of approximately 7 percent. Funding is provided by budgeted accounts for the four structures.

For Action
Ald. Rainey moved to recommend City Council authorize the City Manager to renew the sole source service and maintenance agreement with OTIS Elevator Corporation (949 Oak Creek Drive, Lombard, IL) for the elevators at the Service and Civic Centers, and Maple Avenue and Church Street parking garages for a 1-year term at a cost of $64,208.76, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to recommend renewal of the agreement.

(A3.4) Approval of Solid Waste Agency of Northern Cook County (SWANCC) Disposal Fees for FY 2015
Staff recommends City Council approval of the 2015 refuse disposal fees to SWANCC (Solid Waste Agency of Northern Cook County) in not to exceed amounts of $60,000 for capital costs, $800,000 for operations and maintenance and $20,000 in recycling transfer fees. Funding is provided by the Solid Waste Fund Accounts: 520.26.7685.68310 (capital); 520.26.7685.62405 (operations and maintenance); and 520.26.7690.62415 (recycling).

For Action
Ald. Grover moved to recommend City Council approval of the 2015 refuse disposal fees to SWANCC (Solid Waste Agency of Northern Cook County) in not to exceed amounts of $60,000 for capital costs, $800,000 for operations and maintenance and $20,000 in recycling transfer fees, seconded by Ald. Braithwaite.
Ald. Rainey asked about audits and if the communities involved reviewed numbers.

Ald. Holmes asked if staff reviewed alternative providers.

Ald. Rainey asked about the charges and requested to know where the garbage was sent.

Director of Public Works Suzette Robinson replied that the waste was taken to Wisconsin and that internal audits were performed. Staff visited transfer station and monitored trucks.

Ald. Rainey asked about the capital costs.

Director Robinson replied that the capital costs are set each year and that the City is paying off bonds. Each year a budget is created. No improvements are made without the Board's approval. The Mayor and City Manager both sit on the board.

Ald. Grover pointed out that all reports and information were available on the SWANCC website.

Assistant City Manager Marty Lyons pointed out that SWANCC’s current Executive Director, David Van Vooren, could come and present to the Committee.

There was discussion about different transfer stations and office locations. There was also discussion about a past lawsuit against SWANCC.

Ald. Holmes requested a presentation.

Director Robinson agreed to arrange a presentation for one of the third Monday meetings in the upcoming months.

The Committee voted unanimously 5-0 to approve the renewal of the agreement.

(A3.5) Approval of Renewal of the Service Provider Agreement with Presence Behavioral Health

Staff recommends that City Council authorize the City Manager to renew the Service Provider Agreement with Presence Behavioral Health (Presence Health) for the provision of 24-hour Crisis Line Access, Mental Health Crisis Intervention and various community outreach and education services at a cost of $73,333.33. The agreement is dated January 1, 2015 to December 31, 2015. Funding is provided by the Health and Human Services Department Account 176.24.4651.62491.

For Action
Ald. Holmes moved to recommend City Council authorize the City Manager to renew the Service Provider Agreement with Presence Behavioral Health (Presence Health) for the provision of 24-hour Crisis Line Access, Mental Health Crisis Intervention and various community outreach and education services at a cost of $73,333.33. The agreement is dated January 1, 2015 to December 31, 2015, seconded by Ald. Burrus.

Ald. Braithwaite requested more information on the services provided.

City Manager Bobkiewicz explained that Evonda Thomas-Smith was out sick, but that he could attest to the good relationship between the service provider and the City's Fire and Police Departments. Specific numbers are available in the packet. The service was a missing component and fulfills a need.

The Committee voted unanimously 5-0 to approve the renewal of the agreement.

(A4) Approval of Change Order No. 2 for 48-Inch Diameter Water Intake Improvements (Bid 14-04)
Staff recommends City Council authorize the City Manager to execute Change Order No. 2 for the 48-Inch Diameter Intake Improvements with Lake Erie Diving, Inc. (362 Blackbrook Road, Painesville, OH). This change order will extend the contract duration by 110 days from April 12, 2015 to July 31, 2015. There will be no change to the current contract amount of $1,403,122.

For Action
Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute Change Order No. 2 for the 48-Inch Diameter Intake Improvements with Lake Erie Diving, Inc. (362 Blackbrook Road, Painesville, OH), seconded by Ald. Grover.

The Committee voted unanimously 5-0 to approve the Change Order.

(A5) Town of Evanston FY2013 Audited Annual Financial Report
Town of Evanston FY 2014 Jan-April 30 Audited Annual Financial Report

For Action: Accept and Place on File

The Committee voted unanimously 5-0 to accept and place the reports on file.
(A6) Resolution 6-R-15 Authorizing that Payments Relating to the FY 2015 Capital Improvement Plan (C.I.P.) Projects Be Reimbursed by the Subsequent 2015 General Obligation (G.O.) Bond Issuance

Staff recommends City Council adoption of Resolution 6-R-15 authorizing that payments relating to FY2015 Capital Improvement Plan (C.I.P.) project expenditures up to $14,320,650 be reimbursed by the subsequent 2015 General Obligation (G.O.) bond issuance.

For Action

Ald. Rainey moved to recommend City Council adoption of Resolution 6-R-15 authorizing that payments relating to FY2015 Capital Improvement Plan (C.I.P.) project expenditures up to $14,320,650 be reimbursed by the subsequent 2015 General Obligation (G.O.) bond issuance, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to adopt the resolution.

(A7) Resolution 7-R-15, Modification of Loan Terms for Chicago's Home of Chicken & Waffles Located at 2424 Dempster Street

Staff submits for consideration Resolution 7-R-15 a modification of terms of the loan agreement between the City of Evanston and Chicago’s Home of Chicken and Waffles.

For Action

Ald. Grover moved to accept Resolution 7-R-15 a modification of terms of the loan agreement between the City of Evanston and Chicago’s Home of Chicken and Waffles, seconded by Ald. Braithwaite.

Ald. Rainey pointed out that there were two different proposals, one by the borrower and one by staff.

Ald. Braithwaite replied that owners met with staff and agreed to move forward with staff’s recommendation.

Economic Development Division Manager Johanna Nyden replied that City staff was working with the owners to modify the loan by adjusting the amortization schedule, but that the loan terms and interest rate would be the same. The changes are comparable to other loans.

Ald. Rainey moved staff proposal to change the terms from a 20 year amortization rate to a 30 year amortization rate, but maintaining the interest rate and loan due date of March 1, 2020. The new payment would begin March 1, 2015.

ED Division Manager Nyden confirmed and added that the outstanding balance of the existing loan would be added to the total loan.

The Committee voted unanimously 5-0 to accept the modification terms.
(A8) **Ordinance 149-O-14 Amending the Water Supply Contract with the Northwest Water Commission**
Staff recommends City Council adoption of Ordinance 149-O-14 authorizing the City Manager to execute Amendment No. 2 to the amended and restated Water Supply Contract between the Northwest Water Commission and the City of Evanston. The proposed amendment provides language that would allow Evanston to feed two chemicals directly into the Commission’s pipeline.

For Introduction
Ald. Holmes moved to recommend City Council adopt Ordinance 149-O-14 authorizing the City Manager to execute Amendment No. 2 to the amended and restated Water Supply Contract between the Northwest Water Commission and the City of Evanston, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to adopt the ordinance.

(A9) **Ordinance 10-O-15, Amending City Code Title 4, Chapter 5, “Plumbing Code” to Adopt the Illinois Plumbing Code**
Staff recommends City Council adoption of Ordinance 10-O-15, amending City Code Title 4, Chapter 5, “Plumbing Code.” This ordinance would adopt the Illinois Plumbing Code (“IPC”) in its current form, without modification. The Illinois Department of Public Health requires all municipalities to adopt the most current IPC.

For Introduction

The Committee voted unanimously 5-0 to adopt the ordinance.

(A10) **Ordinance 2-O-15, Authorizing the City Manager to Enter into a Real Estate Contract for the Sale of City-Owned Real Property at 629-631 Howard Street to Ward Eight, LLC**
Staff recommends City Council adoption of Ordinance 2-O-15, “Authorizing the City Manager to Enter into a Real Estate Contract for the Sale of Certain City-Owned Real Property Located at 629-631 Howard Street, Evanston, Illinois.” A two-thirds majority of City Council is required to adopt Ordinance 2-O-15.

For Introduction
Ald. Burrus moved to recommend City Council adopt Ordinance 2-O-15, “Authorizing the City Manager to Enter into a Real Estate Contract for the Sale of Certain City-Owned Real Property Located at 629-631 Howard Street, Evanston, Illinois” seconded by Ald. Rainey.

The Committee voted unanimously 5-0 to adopt the ordinance.

(A11) **Ordinance 14-O-15, Amending City Code Section 3-4-6-(P) to Allow for the Retail Sale of Alcohol for On-Site Consumption**
Local Liquor Commissioner recommends City Council adoption of Ordinance 14-O-15, which amends Evanston City Code of 2012 Subsection 3-4-6-(P), as amended, to permit the retail sale of alcohol for on-site consumption by persons of at least twenty-one (21) years of age.

For Introduction
Ald. Rainey moved to recommend City Council adopt Ordinance 14-O-15, which amends Evanston City Code of 2012 Subsection 3-4-6-(P), as amended, to permit the retail sale of alcohol for on-site consumption by persons of at least twenty-one (21) years of age, seconded by Ald. Burrus.

The Committee voted unanimously 5-0 to adopt the ordinance.

(A12) Ordinance 109-O-14, Adding Title 3, Chapter 31, Regarding Transportation Network Providers
City staff submits Ordinance 109-O-14 for City Council consideration. City staff was directed to draft an ordinance to regulate transportation network providers such as Uber, Sidecar, and Lyft. This ordinance was held at the Administration and Public Works Committee on January 12, 2015.

For Introduction
Ald. Grover moved to recommend Ordinance 109-O-14 for City Council consideration.

Ald. Rainey commended staff on the memo and presentation of options. She approved of letting the State regulate.

City Manager Bobkiewicz thanked City Council Grant Farrar and stated that State regulation is now available. He recommends the Council direct the City Manager to have staff prepare a resolution stating that the City of Evanston wishes to have the State of Illinois and those laws govern the activities of the Transportation Network Providers. City staff would ensure that the businesses operating in Evanston would have the appropriate licensing with the State.

Ald. Burrus agreed that it was a great approach.

Ald. Grover pointed out that the State legislation addressed the primary concerns of public safety and consumer protection. The instant feedback mechanism enhances consumer protection as drivers get instant ratings on cleanliness and professionalism. She supports relying on State regulation.

City Manager Bobkiewicz restated the request to have the Committee direct staff to prepare the appropriate resolution.

Ald. Grover moved to direct the City Manager to have staff prepare a resolution stating that Illinois state law would regulate the licensing and operations of Transportation Network Providers, seconded by Ald. Tendam.
The Committee voted unanimously 5-0 to direct staff to draft the resolution.

IV. ITEMS FOR DISCUSSION

(APW1) Multi-Family Recycling Pilot
Staff recommends conducting a recycling pilot program aimed at increasing recycling in multi-family dwellings.

For Discussion
Director Robinson presented a report on the Multi-Family Recycling Pilot program. She opened by reviewing the current recycling operations including residential recycling, special pick-ups, business district/parking lot recycling and business district/parking lot refuse. She provided the hours of operation and a graph showing amounts collected since 2003. Recycled material collection has increased from 6 thousand tons to 9 thousand tons, but the City has reached a plateau. City staff proposes offering recycling options to multi-family units as a way of providing services to more Evanston residents; students and small businesses in particular have requested this service. She reviewed the fall pilot program which resulted in units saving money and diverting more materials to recycling. As a result of that success, she proposed expanding the pilot program and area. No extra staff would be needed since existing staff and equipment would be used to accommodate the program. She provided a scheduled for pick up and the number of addresses that would receive services. Ms. Robinson stated that the program would meet the Council’s stated goal of a 30% diversion rate. She outlined the benefits, including the financial benefits and closed by reviewing next steps. Staff will monitor the collection rates for three months and report findings in July 2015.

Ald. Rainey asked about the distribution of educational materials.

Director Robinson replied that staff was engaging with building maintenance.

Ald. Rainey encouraged stronger outreach including talking to building residents, distributing postcards, and putting clear directions on all collection receptacles.

Director Robinson pointed out that the receptacles were labeled.

Ald. Rainey asked why the cans were black and not blue.

Director Robinson replied that the receptacles came from the recycling center and were repurposed.

Ald. Grover agreed with Ald. Rainey and suggested that residents may not know how to recycle and education is critical. She agrees that the pilot program addresses needs and is very pragmatic. She expressed interest in Evanston’s recycling capacity.

Director Robinson stated that City wide diversion is 15% so there is great capacity and potential to divert more.
Ald. Holmes suggested Aldermen promote at ward meetings and perhaps work with schools to educate children on recycling.

Director Robinson stated that she was working with Sustainable Programs Coordinator Catherine Hurley to promote ideas within community.

Ald. Rainey stated that in Portland, OR it is against the law for disposing food waste. There was discussion around food waste and ways to reduce waste. There was further discussion around Evanston’s recycling requirements and containers.

**Treated Water Storage Report**

Staff is requesting City Council consideration of the Utilities Department plan to:

1) prepare an RFP to hire a consultant for the rehabilitation of clearwells 1-4, and
2) prepare an RFP to select a consultant to provide the engineering services for a new 5 million gallon clearwell at or near the current location.

**Citizen Comments**

Junad Rizki commented on the way the program would be funded and questioned which organizations would be responsible. He expressed concerns that water rates would increase, that projects would cost too much and take too long to complete.

Richard Lanyon, Chair of the Utilities Commission, opened by explaining the role of the Utilities Commission and offered support for alternative B, repair, and alternative C, replacement. He further stated that replacement would be the best option and provided reasons for his claim. He closed by further stating recommendations from the Utilities Commission.

Ald. Rainey asked if the contract with the Northwest Water Commission included a partial payment provision.

Mr. Lanyon replied that it did.

**For Discussion**

Director of Utilities Dave Stoneback provided a report on the treated water storage study provided by CDM. He opened by defining a clearwell and describing the storage units and facilities and explaining the concerns as identified by the CDM study. He reviewed the key findings in depth, the modifications suggested by the report, and the improvements that would result from the modifications. He then outlined next steps including the repairs to clearwells 1-4 and the inspection and maintenance of clearwells 5-8. He then reviewed the four options for the 1934 clearwell structure; a lifecycle cost analysis was used to determine the best option. Director Stoneback reviewed the results of the analysis and the options. Staff recommends replacement and Director Stoneback offered loan options. He discussed rehabilitation plans and a timeline for work, financial obligations and repayment options. As a result of the
structured payment plan, Director Stoneback stressed that there would be no increase in water rates. He closed by calling for questions.

V. COMMUNICATIONS
No communications to report.

VI. ADJOURNMENT
Ald. Burrus moved to adjourn, seconded by Ald. Braithwaite.

The Committee voted unanimously 5-0 to adjourn. The meeting was adjourned at 7:20p.m.

Respectfully submitted,
Jessica Wingader