

**Administration and Public Works Committee Meeting
Minutes of February 26, 2018
James C. Lytle Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center**

MEMBERS PRESENT: T. Suffredin, R. Simmons, A. Rainey

MEMBERS ABSENT: P. Braithwaite, C. Fleming

STAFF PRESENT: A. King, D. Stoneback, G. Farrar, W. Bobkiewicz, L. Biggs, M. Hernandez, S. Flax, T. Nunez, K. Richardson, S. Cary, E. Cano, S. Ciolek, S. Clement, S. Mangum, K. Johnson, E. Storlie, E. Thomas-Smith

PRESIDING OFFICIAL: Ald. Rainey

I. DECLARATION OF A QUORUM: ALDERMAN RAINEY, CHAIR
A quorum being present, Ald. Rainey called the meeting to order at 6:15p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 12, 2018
Ald. Rue Simmons moved to accept the Minutes of February 12, 2018 A&PW meeting as submitted, seconded by Ald. Suffredin.

The Minutes of the February 12, 2018 A&PW meeting were approved unanimously 3-0.

III. ITEMS FOR CONSIDERATION

(A1) Payroll – January 22, 2018 through February 4, 2018 \$ 3,079,462.01

(A2) Bills List – February 27, 2018 \$ 1,520,935.04
For Action

Ald. Suffredin moved to recommend approval of Payroll January 22, 2018 through February 4, 2018 in the amount of \$3,079,462.01 and Bills through February 27, 2018 in the amount of \$1,520,935.04, seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to approve the payroll and bills.

(A3.1) Pilot Landlord Rehabilitation Assistance Program

Staff recommends City Council approval of a Pilot Landlord Rehabilitation Assistance Program to support improvements and repairs for rental units that are committed to be rented to households earning 60% of AMI. The proposed program budget is \$200,000 for the 2018 fiscal year and will be provided from the Affordable Housing Fund. Funding will be from the Affordable Housing Fund

(Account 250.21.5465.65535). The Affordable Housing Fund has a current uncommitted cash balance of approximately \$800,000.

For Action

This item was held in Committee until the March 12, 2018 meeting.

(A3.2) Purchase of Police, Fire & Administrative Service Vehicles from Currie Motors

Staff recommends City Council approval of the purchase of seven (7) Ford SUVs and (1) Chevrolet SUV outfitted with lights, sirens and other necessary equipment for operations. Four (4) Fords and one (1) Chevrolet will be allocated to the Evanston Police Department Field Operations Division, two (2) Ford will be allocated to the Fire Department Administration Division and one (1) Ford will be allocated to the Administrative Services Department Facilities Division. The replacement vehicles will be purchased from Currie Motors (9423 W. Lincoln Highway, Frankfort, IL 60423) in the amount of \$238,418.89. Funding for the vehicles will be from the Equipment Replacement Fund (Account 601.19.7780.65550) in the amount of \$238,418.89, which has a budgeted amount of \$1,522,977.

For Action

Ald. Rue Simmons moved to recommend City Council approval of the purchase of seven (7) Ford SUVs and (1) Chevrolet SUV outfitted with lights, sirens and other necessary equipment for operations to be allocated to the Evanston Police Department Field Operations Division, Fire Department Administration Division the Administrative Services Department Facilities Division from Currie Motors in the amount of \$238,418.89, seconded by Ald. Rainey.

The Committee voted unanimously 3-0 to approve the purchases.

(A3.3) One Year Contract Renewal for Purchase of Emergency Lighting & Sirens from Havey Communications Inc.

Staff recommends City Council approval of a one (1) year contract renewal for the purchase of emergency lighting, sirens and after-market products and services in the amount of \$80,960.00 to Havey Communications Inc. (28835 Herky Drive # 117, Lake Bluff, IL 60044). Funding will be as follows: \$40,480 from Account 600.19.7710.65060, with a FY18 budget of \$1,050,000, and \$40,480 from Account 601.19.7780.65550, with a FY18 budget of \$1,522,977.

For Action

Ald. Rainey moved to recommend City Council approval of a one (1) year contract renewal for the purchase of emergency lighting, sirens and after-market products and services in the amount of \$80,960.00 to Havey Communications Inc., seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to approve the contract renewal.

(A3.4) Criminal History Applicant Eligibility Policy

Staff submits for City Council the City of Evanston Criminal History Applicant Eligibility Policy to accept and place on file. Pursuant to Alderman Fleming's

request, City staff met with Alderman Fleming and interested community members to review current hiring policies related to prospective applicants with criminal records and to update the policy in conformance with best practices.

For Action: Accept and Place on File

Ald. Suffredin moved to recommend City Council accept and place on file the City of Evanston Criminal History Applicant Eligibility Policy, seconded by Ald. Rue Simmons.

PUBLIC COMMENT

Dale Griffin, Unitarian Universal Prison Ministry, supports the effort to employ ex-offenders.

Sarah Vanderwicken was part of the committee that revised the proposal before the Committee tonight. She was against the results of the hiring decision being placed in personnel file. This information should not be accessible for supervisor review. It is against federal policy.

The Committee voted unanimously 3-0 to accept and place the report on file.

(A3.5) Utility Bill Reimbursement Policy

Staff recommends City Council accept and place on file the proposed Reimbursement and Payment Policy. Staff modeled the proposed policy based on Illinois Administrative Code which establishes that all complaints for the recovery of damages shall be filed within a maximum two (2) year time limit from the time that the produce, commodity or services as to which the complaint is made was furnished or performed.

For Action: Accept and Place on File

Ald. Rue Simmons moved to recommend City Council accept and place on file the proposed Reimbursement and Payment Policy based on Illinois Administrative Code which establishes that all complaints for the recovery of damages shall be filed within a maximum two (2) year time limit from the time that the produce, commodity or services as to which the complaint is made was furnished or performed, seconded by Ald. Rainey.

The Committee voted unanimously 3-0 to accept and place the report on file.

(A3.6) One Year Contract Extension with G & L Contractors for 2018 Debris Hauling

Staff recommends that City Council authorize the City Manager to execute a one year contract extension for debris hauling with G & L Contractors (7401 N St. Louis Ave Skokie, IL) in the amount of \$81,000.00. This contract award is part of a bid let by the Municipal Partnering Initiative (MPI). Funding will be as follows: \$38,000 budgeted from the Water Fund (Account 510.40.4540.62415), \$38,000 budgeted from the Sewer Fund (Account 515.40.4530.62415), and \$5,000 budgeted from the General Fund (Account 100.40.4510.62415).

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a one year contract extension for debris hauling with G & L Contractors in the amount of \$81,000.00, seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to approve the contract extension.

(A3.7) One Year Contract Extension for the Purchase of Granular Materials from G & L Contractors

Staff recommends that City Council authorize the City Manager to execute a one-year contract extension for the purchase of Granular Materials with G & L Contractors (7401 N. St. Louis Ave, Skokie, IL) in the amount of \$37,000. This contract award is part of a bid let by the Municipal Partnering Initiative (MPI). Purchase of materials under this contract will be funded as follows: \$21,000 from the Water Fund, Account 510.40.4540.65055, with a budget of \$150,000; and \$16,000 from the Sewer Fund, Account 515.40.4530.65055, with a budget of \$43,000.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a one-year contract extension for the purchase of Granular Materials with G & L Contractors in the amount of \$37,000, seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to approve the contract extension.

(A3.8) Contract with Monson Nicholas Inc. for Service Center Parking Deck Restoration

Staff recommends City Council authorize the City Manager to execute a contract for Service Center Parking Deck Restoration (Bid 18-02) with Monson Nicholas Inc. (714 North Yale Avenue, Villa Park, IL) in the amount of \$526,074.00. Funding will be provided from the Capital Improvement Program (CIP) 2018 General Obligation Bonds: \$500,000 from Account 415.40.4118.65515-617023 with FY18 budget of \$500,000, and \$26,074 from Account 415.40.4118.65515-617023 with FY18 budget of \$30,000.

For Action

Ald. Suffredin moved to recommend City Council authorize the City Manager to execute a contract for Service Center Parking Deck Restoration (Bid 18-02) with Monson Nicholas Inc. in the amount of \$526,074.00, seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to approve the contract.

(A3.9) Contract with Sumit Construction Company, Inc. for Lovelace Park Pond Rehabilitation

Staff recommends the City Council authorize the City Manager to execute a contract for the Lovelace Park Pond Rehabilitation (Bid 18-06) with Sumit Construction Company, Inc. (4150 West Wrightwood Avenue, Chicago, IL) in the amount of \$107,000.00. Funding will be provided from the Capital Improvement Program 2016 General Obligation Bonds in the amount of \$100,000 (Account

415.40.4116.65515-518004) with a budget of \$100,000, and from the 2018 General Obligation Bonds in the amount of \$7,000 (Account 415.40.4118.65515-518004) with a budget of \$15,000.

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to execute a contract for the Lovelace Park Pond Rehabilitation (Bid 18-06) with Sumit Construction Company, Inc. in the amount of \$107,000.00, seconded by Ald. Rainey.

The Committee voted unanimously 3-0 to approve the contract.

(A3.10) Lovelace Tennis Court Rehabilitation

Staff recommends the City Council authorize the City Manager to proceed with the Lovelace Tennis Court Rehabilitation for construction in 2018. While not budgeted in 2018, funding for this proposed project will be provided from the Capital Improvement Program (CIP) 2018 General Obligation (G.O.) Bonds - Facilities Contingency with a 2018 budgeted amount of \$450,000.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to proceed with the Lovelace Tennis Court Rehabilitation for construction in 2018, seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to approve the project.

(A3.11) Sole Source Contract with Designs 4 Dignity for Interior Design Services for the Fleetwood-Jourdain Community Center

Staff recommends that City Council authorize the City Manager to execute a sole source contract to provide interior design services for the Fleetwood-Jourdain Community Center with Designs 4 Dignity (445 N. Wells, Suite 402, Chicago, IL 60654) in the amount of \$35,000.00. Funding for this project will be provided from the Good Neighbor Fund (Account 415.40.4218.62145 – 618008), which has an FY 2018 budget allocation of \$325,000.00 for this project.

For Action

Ald. Suffredin moved to recommend City Council authorize the City Manager to execute a sole source contract to provide interior design services for the Fleetwood-Jourdain Community Center with Designs 4 Dignity in the amount of \$35,000.00, seconded by Ald. Rue Simmons.

PUBLIC COMMENT

James Engelman supports the interior design contract for Fleetwood-Jourdain.

The Committee voted unanimously 3-0 to approve the contract.

(A3.12) Contract with Bulley & Andrews for Construction Management Services for the Robert Crown Community Center, Ice Complex and Library

Staff recommends that City Council authorize the City Manager to execute a contract to provide construction management services for the Robert Crown Community Center, Ice Complex and Library (RFP 17-57) with Bulley & Andrews

(1755 W. Armitage Avenue, Chicago, IL 60622). The initial contract recommendation is for pre-construction services only in the amount of \$41,510.00. A recommendation for construction services will occur upon successful completion of the pre-construction phase, completion of the project's design documentation and negotiation of the construction price. Funding for this project will be provided from Capital Improvement Program (CIP) 2018 General Obligation Bonds (Account 415.40.4118.65515 – 616017).

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to execute a contract to provide construction management services for the Robert Crown Community Center, Ice Complex and Library (RFP 17-57) with Bulley & Andrews for initial contract recommendation for pre-construction services only in the amount of \$41,510.00, seconded by Ald. Suffredin.

PUBLIC COMMENT

Dan Stein, President of Friends of the Robert Crown Center, expressed his support for the contract and his organization's continued commitment to raising funds for the Crown Community Center project.

The Committee voted unanimously 3-0 to approve the contract.

(A4) Ordinance 34-O-18, Authorizing the City to Borrow Funds from the Illinois Environmental Protection Agency Public Water Supply Loan Program

Staff recommends City Council adopt Ordinance 34-O-18 authorizing the City to borrow funds from the Illinois Environmental Protection Agency (IEPA) Public Water Supply Loan Program for the construction of the Clearwell 9 Replacement Project. This ordinance authorizes the City to borrow up to \$25,000,000. The debt service will be paid from the Water Fund.

For Introduction

Ald. Rainey moved to recommend City Council adoption of Ordinance 34-O-18 authorizing the City to borrow funds from the Illinois Environmental Protection Agency (IEPA) Public Water Supply Loan Program for the construction of the Clearwell 9 Replacement Project authorizing the City to borrow up to \$25,000,000, seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to adopt the ordinance.

(A5) Ordinance 11-O-18, Amending City Code Title 1, Chapter 11 to Update Operational Functions with the Finance Division

City staff recommends City Council adoption of Ordinance 11-O-18 which amends Title 1, Chapter 8 of the City Code to reflect current City operations with respect to the Finance Division.

For Introduction

Ald. Suffredin moved to recommend City Council adoption of Ordinance 11-O-18 which amends Title 1, Chapter 8 of the City Code to reflect current City operations with respect to the Finance Division, seconded by Ald. Rue Simmons.

The Committee voted unanimously 3-0 to adopt the ordinance.

(A6) **Ordinance 32-O-18, Decreasing the Number of Class D Liquor Licenses for Kabul House located at 2424 Dempster Street**

Staff recommends City Council adoption of Ordinance 32-O-18, amending City Code Subsection 3-4-6-(D) to decrease the number of authorized Class D liquor licenses from fifty-one (51) to fifty (50). Kabul House located at 2424 Dempster Street is not renewing its liquor license. *Staff recommends suspension of the rules for Introduction and Action at the February 12, 2018 City Council meeting.*

For Introduction and Action

Ald. Rue Simmons moved to recommend City Council suspend the rules and adopt Ordinance 32-O-18, amending City Code Subsection 3-4-6-(D) to decrease the number of authorized Class D liquor licenses from fifty-one (51) to fifty (50), seconded by Ald. Rainey.

The Committee voted unanimously 3-0 to suspend the rules and adopt the ordinance.

(A7) **Ordinance 31-O-18, Amending City Code Section 3-4-6 By Creating the New Class X Liquor License**

Local Liquor Commissioner recommends City Council to adopt Ordinance 31-O-18, amending City Code Section 3-4-6 by creating the new Class X Liquor License. Ordinance 31-O-18 was prepared to allow arts and crafts studios the sale of beer and wine for on-site consumption.

For Introduction

Ald. Rainey moved to recommend City Council adopt Ordinance 31-O-18, amending City Code Section 3-4-6 by creating the new Class X Liquor License. Ordinance 31-O-18 was prepared to allow arts and crafts studios the sale of beer and wine for on-site consumption, seconded by Ald. Suffredin.

The Committee voted unanimously 3-0 to adopt the ordinance.

(A8) **Ordinance 33-O-18, Amending City Code Section 3-4-6 By Creating the New Class F-2 Liquor License**

Local Liquor Commissioner and staff recommend City Council adopt Ordinance 33-O-18, amending City Code Section 3-4-6 creating the new Class F-2 Liquor License for a retail liquor dealer/gourmet food and amenity store.

For Introduction

This item was held in Committee until March 12, 2018.

IV. ITEMS FOR DISCUSSION

(APW1) **Steps Toward Homeownership: Update on Homeownership Resources and Small Lot Housing**

Staff provides updated information on resources available to moderate and middle income households seeking to purchase homes in Evanston. Staff is developing a web page with information about mortgage products, pre-purchase

counseling and other resources, and will discuss additional strategies to expand ownership among moderate and middle income households.

For Discussion

Housing and Grants Manager Sarah Flax asked the Committee to consider 2122 Darrow as a test for special use for small lot homes because the City owns the property. Ald. Rue Simmons supports this proposal as an option for affordable housing.

Ald. Rainey suggested looking at the Central Street properties that Dan Schermerhorn presented at the Zoning Board of Appeals meeting last week.

Housing and Grants Manager Flax will return to the Committee prior to the May rollout with information from preferred lenders that are experienced with IHDA loan requirements.

V. COMMUNICATIONS

VI. ADJOURNMENT

Ald. Rainey moved to adjourn, seconded by Ald. Rue Simmons. The Committee voted unanimously 3-0 to adjourn at 6:53pm.