

**Administration and Public Works Committee Meeting
Minutes of April 9, 2018
James C. Lytle Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center**

MEMBERS PRESENT: T. Suffredin, R. Simmons, A. Rainey, C. Fleming, P. Braithwaite

STAFF PRESENT: K. Richardson, A. King, W. Bobkiewicz, M. Hernandez, S. Mangum, E. Storlie, A. Mackey, Chief Scott, S. Nagar, DC Parrott, L. Biggs, K. Hawk, S. Ciolek, L. Hemingway, A. Thorpe, Ald. Fiske

PRESIDING OFFICIAL: Ald. Fleming

I. DECLARATION OF A QUORUM: ALDERMAN FLEMING, CHAIR
A quorum being present, Ald. Fleming called the meeting to order at 6:05p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 26, 2018 AND MARCH 19, 2018

Ald. Braithwaite moved to accept the Minutes of February 26, 2018 and the March 19, 2018 A&PW meeting as submitted, seconded by Ald. Rainey.

The Minutes of the February 26, 2018 and the March 19, 2018 A&PW meeting were approved unanimously 4-0.

III. ITEMS FOR CONSIDERATION

(A1) Payroll – February 19, 2018 through March 4, 2018 \$2,762,402.14

Payroll – March 5, 2018 through March 18, 2018 \$2,780,773.27

For Action

Ald. Suffredin moved to recommend approval of Payroll February 19, 2018 through March 4, 2018 in the amount of \$2,762,402.14 and March 5, 2018 through March 18, 2018 in the amount of \$2,780,773.27, seconded by Ald. Rainey.

The Committee voted unanimously 4-0 to approve the payrolls.

(A2) Bills List – March 27, 2018 \$1,399,302.89

Bills List – April 10, 2018 \$4,292,911.16

For Action

Ald. Suffredin moved to approve the bills through March 27, 2018 in the amount of \$1,399,302.89 and bills through April 10, 2018 in the amount of

\$4,292,911.16, seconded by Ald. Rainey.

At Ald. Rainey's inquiry, Planning and Zoning Administrator Scott Mangum – explained that the Community Development Department used the vendor, Courbanize, on a trial basis for the 1450 Sherman and 601 Davis planned developments. We are no longer using their system.

At Ald. Rainey's inquiry, Revenue Manager Alex Thorpe explained that the hotel tax refund is the result of the hotel overpaying by using a rate of 8.5% of gross receipts instead of 7.5%.

At Ald. Rainey's inquiry, Assistant to the City Manager Kimberly Richardson explained that there was a communication error with receiving 2017 invoices. A process has been implemented to prevent it from happening in the future.

***Ald. Rue Simmons arrived at 6:13pm**

The Committee voted unanimously 4-0 to approve the bills.

(A3.1) Renewal Agreement with Express Press to Supply Clothing for the Parks, Recreation and Community Services Summer Programs

Staff recommends that the City Council authorize the City Manager to execute the renewal option of the agreement with Express Press, (18560 E St. Louis Street, Springfield, MO. 65802) for the Parks, Recreation and Community Services Department 2018 summer clothing, in an amount not to exceed \$24,500. A breakdown of the thirteen account numbers and budget allocations can be found on the corresponding transmittal memorandum.

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to execute the renewal option of the agreement with Express Press for the Parks, Recreation and Community Services Department 2018 summer clothing, in an amount not-to-exceed \$24,500, seconded by Ald. Braithwaite.

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

(A3.2) Agreement with Evanston Township High School to Supply Lunch Meals for the 2018 Summer Food Program

Staff recommends that City Council authorize the City Manager to execute an agreement between the City of Evanston and Evanston Township High School (E.T.H.S.), (1600 Dodge Avenue, Evanston 60201). This agreement is to provide lunch meals for the 2018 Summer Food Service Program in the not-to-exceed amount of \$3.25 per lunch. This is a reimbursement program in which the total amount of reimbursement the City will receive is solely dependent upon the number of meals served and varies depending on the levels of participation. Funding for this program is budgeted in business unit 100.30.3050, Recreation Outreach Program, where program expenditures are charged back and revenue

credited. There is \$125,000 allocated for food purchases of which \$15.79 has been expended.

For Action

Ald. Fleming moved to recommend City Council authorize the City Manager to execute an agreement between the City of Evanston and Evanston Township High School to provide lunch meals for the 2018 Summer Food Service Program in the not-to-exceed amount of \$3.25 per lunch, seconded by Ald. Rainey.

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

(A3.3) Sidewalk Café – French Kiss Café at 517 Dempster Street

Staff recommends City Council approval of first-time application for a sidewalk café permit for French Kiss Cafe, a Type 2 restaurant located at 517 Dempster Street. The sidewalk café will consist of two tables with two seats each for a seating capacity of four, and will operate Monday–Friday from 7:00 a.m.–7:00 p.m. and Saturday–Sunday from 11:00 a.m.–7:00 p.m.

For Action

Ald. Braithwaite moved to recommend City Council approval of first-time application for a sidewalk café permit for French Kiss Cafe, a Type 2 restaurant located at 517 Dempster Street consisting of two tables with two seats each for a seating capacity of four, and will operate Monday–Friday from 7:00 a.m.–7:00 p.m. and Saturday–Sunday from 11:00 a.m.–7:00 p.m., seconded by Ald. Rue Simmons.

At Aids. Rainey and Fleming’s inquiry, Building and Inspection Service Manager Gary Gerdes confirmed that all locations with sidewalk cafes will be required to display the site plan in their window. City field inspectors will monitor compliance to ensure a 6 foot clearance between the café and fixtures in the sidewalk to prevent mobility impediments.

The Committee voted unanimously 5-0 to approve the sidewalk café.

(A3.4) Sidewalk Café – Rock N’ Ravioli at 1012 Church Street

Staff recommends City Council approval of first-time application for a sidewalk café permit for Rock N’ Ravioli, a Type 1 restaurant located at 1012 Church Street. The sidewalk café will consist of six tables with two seats each for a seating capacity of 12, and will operate Wednesday – Sunday from 11:00 a.m. – 10:00 p.m.

For Action

Ald. Rue Simmons moved to approve City Council approval of first-time application for a sidewalk café permit for Rock N’ Ravioli, a Type 1 restaurant located at 1012 Church Street consisting of six tables with two seats each for a seating capacity of 12, and will operate Wednesday – Sunday from 11:00 a.m. – 10:00 p.m., seconded by Ald. Rainey.

The Committee voted unanimously 5-0 to approve the sidewalk café.

(A3.5) Contract to Provide a Street Condition Evaluation and Right-of-Way Asset Management with Infrastructure Management Services L.L.C

Staff recommends that City Council authorize the City Manager to execute a contract to provide a street condition evaluation and right-of-way asset management with Infrastructure Management Services L.L.C (1775 Winnetka Circle, Rolling Meadows, IL 60008) in the amount of \$206,720. This project will be funded from the City's Capital Improvement Program (CIP) 2018 General Obligation Bonds (Account No. 415.40.4118.62145-418005), which has an FY 2018 budget of \$250,000. The remaining fund balance is \$250,000.

For Action

Ald. Suffredin moved to recommend City Council authorize the City Manager to execute a contract to provide a street condition evaluation and right-of-way asset management with Infrastructure Management Services L.L.C in the amount of \$206,720, seconded by Ald. Rainey.

At Ald. Suffredin's request, Public Works Agency (PWA) Director Dave Stoneback explained the purpose of the street pavement assessment. This particular process includes laser scanners and cameras to identify cracks in the pavement for rating evaluation to address the streets with the worse rating. The laser scanners will also scan signage to be included in the GIS system.

Ald. Braithwaite suggested delaying this expenditure an extra year due to budget constraints.

At Ald. Rainey's inquiry, PWA Director Stoneback discussed extending the life of pavement with crack sealing (which is on the agenda for approval as well), patching streets and a rejuvenation process.

The Committee voted 4-1 with Ald. Braithwaite opposed to approval of the contract.

(A3.6) Contract Extension for 2018 with Patriot Pavement Maintenance for 2018 Crack Sealing Program

Staff recommends City Council authorize the City Manager to execute a one year contract extension for crack sealing services with Patriot Pavement Maintenance (825 Segers Rd., Des Plaines, IL 60016), in the amount of \$80,000. This contract award is part of a bid let by the Municipal Partnering Initiative. Funding for this work will from the Street Maintenance Fund (Account 100.40.4510.62509), with a budget of \$80,000. The account has a remaining balance of \$80,000.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a one year contract extension for crack sealing services with Patriot Pavement Maintenance in the amount of \$80,000, seconded by Ald. Rue Simmons.

The Committee voted unanimously 5-0 to approve the contract extension.

(A3.7) Contract Extension for 2018 with Precision Pavement Markings, Inc. for Pavement Marking Program

Staff recommends City Council authorize the City Manager to execute a one-year contract extension for pavement markings with Precision Pavement Markings, Inc. (P.O. Box 705 Elgin IL 60123) in the amount of \$92,600. This contract is part of a bid let by the Municipal Partnering Initiative (MPI). Funding for this work will be from the 2018 Capital Improvement & Parking System Funds: Capital Improvement (Account 415.40.4118.65515-41709) with a FY18 Budget of \$175,000 and a remaining balance of \$85,000; and Parking System (Account 505.19.7005.65515) with a FY18 budget of \$2,450,000 and a remaining balance of \$2,128,321.

For Action

Ald. Fleming moved to recommend City Council authorize the City Manager to execute a one-year contract extension for pavement markings with Precision Pavement Markings, Inc. in the amount of \$92,600, seconded by Ald. Rainey.

The Committee voted unanimously 5-0 to approve the contract extension.

(A3.8) Single Source Purchase of Riding Mower from Reinders, Inc.

Staff recommends the City Council authorize the City Manager to execute a purchase order for a Toro Groundsmaster Riding Mower, model GM3280-D, from Reinders, Inc., (3816 Carnation Street, Franklin Park, IL 60131), in the amount of \$21,997.70. Funding for this purchase is from the General Fund (Account 100.40.4330.65550) with a FY18 Budget and remaining balance of \$26,000.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a purchase order for a Toro Groundsmaster Riding Mower, model GM3280-D, from Reinders, Inc., in the amount of \$21,997.70, seconded by Ald. Rainey.

The Committee voted unanimously 5-0 to approve the purchase order.

(A3.9) Purchase of Vehicle for the Evanston Police Department from Currie Motors

Staff recommends City Council approval of the purchase a Ford SUV outfitted with lights, sirens and other necessary equipment for operations. This is a replacement vehicle for Evanston Police Department Patrol Unit #41, 2017 Ford SUV as it was in an accident and the insurance adjuster deemed the vehicle as totaled. The replacement vehicle will be purchased from Currie Motors (9423 W. Lincoln Highway, Frankfort, IL 60423) in the amount of \$28,486.00 and outfitted by Havey Communications, Inc. (28835 Herky Drive, Suite #117, Lake Bluff, IL 60044) in the amount of \$5,010.70 through a Northwest Municipal Conference Suburban Purchasing Cooperative Competitive contract. Funding for the vehicles will be from the Insurance Fund (Account 605.99.7801.65550) in the total amount of \$33,496.70.

For Action

Ald. Rue Simmons moved to recommend City Council approval of the purchase a Ford SUV outfitted with lights, sirens and other necessary equipment for operations as a replacement vehicle for Evanston Police Department Patrol Unit from Currie Motors in the amount of \$28,486.00 and outfitted by Havey Communications, Inc. in the amount of \$5,010.70, seconded by Ald. Rainey.

At Ald. Braithwaite's inquiry, Deputy Chief Parrott explained the vehicle being replaced was involved in a DUI crash. The vehicle was totaled and the offender was subsequently arrested and charged.

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

(A3.10)Purchase of Vehicle for the Evanston Fire Department from Foster Coach Sales, Inc.

Staff recommends City Council approval for the purchase of a new Fire Department Ambulance, a Ford F-550 chassis with a Horton EMT conversion outfitted with lights, sirens and other necessary equipment for operations. The replacement vehicle will be purchased from Foster Coach Sales, Inc. (903 Prosperity Drive, Sterling, IL 61081) in the amount of \$291,730.00 through the Northwest Municipal Conference Suburban Purchasing Cooperative Competitive contract #174. Funding for the vehicle will be from the Equipment Replacement Fund (Account 601.19.7780.65550) in the amount of \$291,730.00, which has a budgeted amount of \$1,522,977.

For Action

Ald. Suffredin moved to recommend City Council approval for the purchase of a new Fire Department Ambulance, a Ford F-550 chassis with a Horton EMT conversion outfitted with lights, sirens and other necessary equipment for operations to be purchased from Foster Coach Sales, Inc. in the amount of \$291,730.00, seconded by Ald. Fleming.

At Ald. Braithwaite's inquiry, Fire Chief Brian Scott discussed the process of getting the most usable life from our vehicles. The 2005 vehicle being replaced has over 69,000 miles in a town that is eight square miles. He also discussed the process of putting vehicles in front line and reserve status. Chief Scott agreed to send the Committee pictures and more information on the vehicles being replaced.

At Ald. Rainey's inquiry, Chief Scott confirmed that the City would ideally have 3 ambulances in service at all times, but he would have to take a fire truck out of service to do that.

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

(A3.11)Purchase of Three Vehicles for the Public Works Agency from Monroe Truck Equipment, National Fleet Auto Group and JX Peterbilt

Staff recommends City Council approval for the purchase of three (3) replacement vehicles for operations and allocated to the Public Works Agency -

Public Services Bureau. The replacement vehicles will be purchased from: Monroe Truck Equipment (1051 W. 7th Street, Monroe, WI 53566) in the amount of \$104,880.00, National Fleet Auto Group (490 Auto Center Drive, Watsonville, CA 95076) in the amount of \$171,726.00 and JX Peterbilt, (42400 Hwy 41, Wadsworth, IL 60083), in the amount of \$137,131.00 through the National Joint Powers Alliance contract. Funding for the vehicles will be from the Equipment Replacement Fund (Account 601.19.7780.65550) in the amount of \$413,737.00, which has a budgeted amount of \$1,522,977.

For Action

Ald. Rainey moved to recommend City Council approval for the purchase of three (3) replacement vehicles for operations and allocated to the Public Works Agency - Public Services Bureau purchased from: Monroe Truck Equipment in the amount of \$104,880.00, National Fleet Auto Group in the amount of \$171,726.00 and JX Peterbilt in the amount of \$137,131.00 through the National Joint Powers Alliance contract, seconded by Ald. Rue Simmons.

The Committee voted unanimously 5-0 to approve the vehicle purchases.

(A3.12) Single Source Purchase of Ford OEM Parts and Vehicle Service from Golf Mill Ford

Staff recommends approval of a contract with Golf Mill Ford Inc., located at 9401 N. Milwaukee Avenue, Nilus, IL 60714, in the amount of \$82,511.00 for automotive parts and services for City vehicles. Golf Mill Ford will provide Original Equipment Manufacturer parts and service from March 2018 through February of 2019. Funding for this expenditure will be from Account 600.26.7710.65060 (Major Maintenance, Materials to Maintain Autos).

For Action

Ald. Fleming moved to recommend City Council approval of a contract with Golf Mill Ford Inc., in the amount of \$82,511.00 for automotive parts and services for City vehicles from March 2018 through February of 2019, seconded by Ald. Rainey.

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

(A3.13) Agreement with Full Throttle Marine for Watercraft Maintenance and Repair Services

Staff recommends approval of the lowest responsive and responsible bid for Watercraft Maintenance and Repair Services (Bid # 18-11) to Full Throttle Marine, located at 93 Noll Street, Waukegan, IL 60085, in the amount of \$31,158.25 for the period of April 1, 2018 thru March 31, 2019 and for the possibility of three (3) one (1) year extensions in each subsequent annual period. The 2018 Budget for Materials to Maintain Autos is \$1,050,000.00 for these types of required maintenance and repairs. The allocation for these services within the budget is \$37,000.00. Funding provided by the Fleet Services Fund for Major Maintenance, Material to Maintain Autos (Account 600.19.7710.65060).

For Action

Ald. Braithwaite moved to recommend approval of the lowest responsive and responsible bid for Watercraft Maintenance and Repair Services (Bid # 18-11) to Full Throttle Marine in the amount of \$31,158.25 for the period of April 1, 2018 thru March 31, 2019 and for the possibility of three (3) one (1) year extensions in each subsequent annual period, seconded by Ald. Rainey.

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

(A3.14) Agreement with H-O-H Water Technology, Inc. for Chemical Water Treatment for HVAC Equipment in Various City Facilities

Staff requests approval to renew a three-year contract with H-O-H Water Technology, Inc., a sole vendor, to continue service providing chemical treatment of water HVAC systems in various City facilities. The contract include three (3) one (1) year extensions, subject to the acceptable performance of the vendor, The total cost of the three-year contract is \$40,341, which includes a 1.5% increase each year. Funding will be from Account 100.19.1950.62509 (Facilities Management Service Agreements).

For Action

Ald. Rue Simmons moved to recommend approval to renew a three-year contract with H-O-H Water Technology, Inc., a sole vendor, to continue service providing chemical treatment of water HVAC systems in various City facilities which include three (3) one (1) year extensions, subject to the acceptable performance of the vendor for a total cost of the three-year contract is \$40,341, which includes a 1.5% increase each year, seconded by Ald. Rainey.

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

(A4) Ordinance 49-O-18, Approving the Construction of a Local Improvement Known as Evanston Special Assessment No. 1523

Staff recommends City Council adopt Ordinance 49-O-18 allowing the paving of the alley north of Payne Street and east of McDaniel Avenue through the Special Assessment Process. Funding will be from: 2018 Capital Improvement Program (CIP) General Obligation Bonds (Account 415.40.4118.65515 – 418003) in the amount of \$220,395.00, which has \$250,000 budgeted in FY 2018; and Special Assessment funds (Account 415.40.4218.65515 – 418003) in the amount of \$220,395.00, which has \$250,000 budgeted in FY 2018. The remaining balance in both accounts is \$250,000.

For Introduction

Ald. Suffredin moved to recommend City Council adopt Ordinance 49-O-18 allowing the paving of the alley north of Payne Street and east of McDaniel Avenue through the Special Assessment Process, seconded by Ald. Rainey.

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

(A5) Ordinance 38-O-18 Amending City Code Section 3-17-9 Regarding Senior Citizen/Persons with Disabilities Taxicab Program

City staff recommends City Council adoption of Ordinance 38-O-18 which amends Title 3, Chapter 17-9 regarding Senior Citizen/Persons with Disabilities Taxicab Program. Amendment includes: an increase in the participant share from four dollars (\$4.00) to five dollars (\$5.00) and changing the boundaries of the program to within the corporate boundaries of Evanston. Ordinance 38-O-18 was held on March 12, 2018 until the April 9, 2018 City Council. *Staff recommends suspension of the Rules for Introduction and Action at the April 9, 2018 City Council meeting.*

For Introduction and Action

Ald. Rainey moved to recommend City Council suspend the rules and adopt Ordinance 38-O-18 which amends Title 3, Chapter 17-9 regarding Senior Citizen/Persons with Disabilities Taxicab Program. Amendment includes: an increase in the participant share from four dollars (\$4.00) to five dollars (\$5.00) and changing the boundaries of the program to within the corporate boundaries of Evanston, seconded by Ald. Braithwaite.

At Ald. Suffredin's inquiry, Ombudsman Audrey Thompson explained the amendments to the current program. The fee will increase from \$4 to \$5 and the program will be limited to the boundaries of the City of Evanston. Previously, participants paid 40% of the value of the coupon and the City subsidized 60%.

Under the new program, which will implement debit cards, there will be a 50/50 subsidy. She also hopes to transition the coupon program to the debit card as well after providing education to participants. Ombudsman Thompson noted that the debit card program allows riders to participate without the driver knowing the ride is being subsidized. Also, the rides and balances can be tracked using the debit card.

At Ald. Braithwaite's inquiry, Ombudsman Thompson explained that complaints are captured when the rider calls 311 to report issues.

The Committee voted 3-2 with Aids. Rue Simmons and Suffredin opposed to suspending the rules and adopting the ordinance.

(A6) Ordinance 43-O-18, Decreasing the Number of Class C Liquor Licenses for Lao Sze Chuan at 1633 Orrington Avenue

City staff recommends City Council adoption of Ordinance 43-O-18, amending City Code Subsection 3-4-6-(C) to decrease the number of authorized Class C liquor licenses from twenty-six (26) to twenty-five (25). A Bite of China, Inc., d/b/a Lao Sze Chuan, 1633 Orrington, is not renewing its liquor license. *Staff recommends suspension of the Rules for Introduction and Action at the April 9, 2018 City Council meeting.*

For Introduction and Action

Ald. Fleming moved to recommend City Council suspend the rules and adopt Ordinance 43-O-18, amending City Code Subsection 3-4-6-(C) to

decrease the number of authorized Class C liquor licenses from twenty-six (26) to twenty-five (25), seconded by Ald. Braithwaite.

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

(A7) Ordinance 44-O-18, Decreasing the Number of Class D Liquor Licenses for Las Palmas of Evanston at 817 University Place

City staff recommends City Council adoption of Ordinance 44-O-18 amending City Code Subsection 3-4-6-(D) to decrease the number of authorized Class D liquor licenses from fifty (50) to forty-nine (49). Las Palmas Restaurant of Evanston, Inc., Dba Las Palmas of Evanston located at 817 University Place is closed. *Staff recommends suspension of the Rules for Introduction and Action at the April 9, 2018 City Council meeting.*

For Introduction and Action

Ald. Rue Simmons moved to recommend City Council suspend the rules and adopt Ordinance 44-O-18 amending City Code Subsection 3-4-6-(D) to decrease the number of authorized Class D liquor licenses from fifty (50) to forty-nine (49), seconded by Ald. Rainey.

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

IV. ITEMS FOR DISCUSSION

(APW1) Sherman Plaza Parking Garage Rooftop Fence

At the February 12, 2018 City Council meeting Alderman Fiske requested that the topic of fencing for the rooftop of the Sherman Plaza Parking Garage be brought back for discussion.

For Discussion

Ald. Fiske discussed an attempted suicide that was averted at the Maple Avenue Garage. She asked the Committee to consider fencing the roof of the garage as a deterrent at an estimated cost of \$24,000.

City Manager Wally Bobkiewicz explained that issue has been before the Council a few years ago. He offered to have staff refresh the information and come back to the second meeting in May with an update.

Ald. Rainey suggested more research on effective ways to deter suicide attempts.

(APW2) Administrative Adjudication Report

Pursuant to the request of Alderman Fleming, staff submits a report on the Administrative Hearings Division caseload, costs, and statistics for discussion.

For Discussion

At Ald. Fleming Inquiry, Revenue Manager Alex Thorpe explained the hearing scheduling process. Parking and compliance tickets are scheduled separately. If fines are not paid by the due date a 10 day letter is mailed with a pre-determined

appearance date. Hearing judges are only paid for the hours they work, which also include time spent in the office doing online ticket appeal reviews. Usually Tuesdays are police related tickets, Wednesdays are parking tickets and Thursdays are property standard fines.

Ald. Rainey would like to see bottom line numbers. What are the expenses, revenues and salaries and is it costing the taxpayers money? Is it more economical to move everything to Circuit Court? Revenue Manager Thorpe explained that revenues collected are allocated back to the department that initiated the fine.

City Manager Bobkiewicz said the issue of the Administrative Adjudication Division should be discussed. The Council can make the decision to implement and online only system or move everything to the Circuit Court.

Ald. Braithwaite expressed concern about uncollected parking fines and the revenue that could be gained. City Manager Bobkiewicz noted that the new Chief Financial Officer will be looking at this process.

V. COMMUNICATIONS

VI. ADJOURNMENT

Ald. Fleming moved to adjourn, seconded by Ald. Rainey. The Committee adjourned at 7:18pm.