

**Administration and Public Works Committee Meeting
Minutes of June 25, 2018
James C. Lytle Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center**

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

MEMBERS ABSENT: C. Fleming

STAFF PRESENT: Chief Eddington, Chief Scott, H. Desai, A. Mackey, T. Nunez, S. Nagar, W. Bobkiewicz, J. Leonard, L. Hemingway, L. Biggs, P. Zalmezak

PRESIDING OFFICIAL: Ald. Rainey

I. DECLARATION OF A QUORUM: ALDERMAN RAINEY, CHAIR
A quorum being present, Ald. Rainey called the meeting to order at 6:12p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 29, 2018
Ald. Braithwaite moved to accept the Minutes of May 29, 2018 and the A&PW meeting as submitted, seconded by Ald. Rue Simmons.

The Minutes of the May 29, 2018 A&PW meeting were approved unanimously 4-0.

III. CONSENT CALENDAR

All matters listed under the Item III (3), Consent Calendar, are considered by the Committee to be routine and will be enacted in one motion without discussion. If discussion is desired, that item may be removed and considered separately.

(A1) Payroll – May 28, 2018 through June 10, 2018 \$2,914,751.37

For Action

Ald. Braithwaite moved to recommend approval of the City of Evanston Payroll for the period May 28, 2018 through June 10, 2018 in the amount of \$2,914,751.37, seconded by Ald. Rainey

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

(A2) Bills List – June 26, 2018 \$3,366,487.59

For Action

Ald. Braithwaite moved to recommend approval of the City of Evanston Bills list through June 26, 2018 in the amount of \$3,366,487.59, seconded by Ald. Rue Simmons.

At Ald. Rainey's inquiry, Assistant City Manager Erika Storlie explained that staff procures a list of addresses that moved into the 60201 and 60202 area codes from the U.S. Post Office quarterly for the purpose of mailing new resident post cards. She will provide a copy of the postcards for the aldermen and new residents in their ward.

At Ald. Rainey's inquiry, Acting Public Works Director Lara Biggs explained that the Solid Waste study is visually examining the waste stream going to SWANNC to ensure appropriateness of what is being disposed for the purpose of resident education.

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

(A3) One-Year Contract Renewal with Sam Goss & Associates for Handyman Services

Staff recommends that City Council authorize the City Manager to execute the final year of a three (3) year agreement with Sam Goss & Associates (1727 Brummel, Evanston) to provide handyman services for the Handyman Program. This agreement will cover the period of July 1, 2018 through June 31, 2019 at a cost not to exceed \$35,000 (\$30/hour for labor plus materials/supplies purchased to complete a task). Funding is provided from the Affordable Housing Fund (Account 250.21.5465.63095), with a budget of \$35,000.00.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute the final year of a three (3) year agreement with Sam Goss & Associates (1727 Brummel, Evanston) to provide handyman services for the Handyman Program. This agreement will cover the period of July 1, 2018 through June 31, 2019 at a cost not to exceed \$35,000 (\$30/hour for labor plus materials/supplies purchased to complete a task), seconded by Ald. Rue Simmons.

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

(A4) Contract with American Surveying & Engineering, P.C. for the Survey Benchmark Update

Staff recommends City Council authorize the City Manager to execute a contract for the Survey Benchmark Update (No. 18-26) with American Surveying & Engineering, P.C. (150 N. Wacker Drive, Suite 2650, Chicago, IL 60606) in the amount of \$49,447.42. This will verify the accuracy of the existing 18 survey monuments and to install an additional 20 monuments around the City. The monuments are utilized by contractors, developers, engineers, and City staff to design and construct projects ranging from roadway improvements to commercial development. Funding for this project will be provided from Capital Improvement Program (CIP) 2018 General Obligation Bonds (Account 415.40.4118.65515 – 418015), which has a budget allocation of \$50,000, all of which is remaining.

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to execute a contract for the Survey Benchmark Update (No. 18-26) with American Surveying & Engineering, P.C. in the amount of \$49,447.42 to verify the accuracy of the existing 18 survey monuments and to install an additional 20 monuments around the City utilized by contractors, developers, engineers, and City staff to design and construct projects ranging from roadway improvements to commercial development, seconded by Ald. Rainey.

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

(A5) Contract with Construction Consulting & Disbursement Services for the Water Treatment Plant Door Renovations

Staff recommends City Council authorize the City Manager to execute a contract with Construction Consulting & Disbursement Services (5836 Lincoln Avenue, Suite 200, Morton Grove, IL) for the Water Treatment Plant Door Renovations (Bid 18-29) in the amount of \$80,500. Funding will be provided from the Water Fund (Account No. 513.71.7330.65515 – 718002), which was budgeted at \$130,000 in FY 2018 and has \$128,040 remaining.

For Action

Ald. Suffredin moved to recommend City Council authorize the City Manager to execute a contract with Construction Consulting & Disbursement Services for the Water Treatment Plant Door Renovations (Bid 18-29) in the amount of \$80,500, seconded by Ald. Rue Simmons.

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

(A6) Sole Source Contract with Elcast Lighting to Repair the City of Evanston's Street Light Fixtures and Units

Staff recommends the City Council authorize the City Manager to execute a sole source contract for the repair of ninety-three (93) Tallmadge Induction lighting units and fifty-eight (58) Induction Davit fixtures with Elcast Lighting (815 S. Kay Avenue, Addison, Illinois, 60101) in the amount of \$36,473.00. Funding for this purchase will come from Capital Improvement Fund – Street Improvement Program – Lighting (Account 415.40.4118.65515-418024) budgeted in the amount of \$175,000.00 with a remaining balance of \$85,000.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a sole source contract for the repair of ninety-three (93) Tallmadge Induction lighting units and fifty-eight (58) Induction Davit fixtures with Elcast in the amount of \$36,473.00, seconded by Ald. Rainey.

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

(A7) Contract with Garland/DBS, Inc. for the Fire Station 2 Roof Replacement

Staff recommends City Council authorize the City Manager to execute a contract for the Fire Station 2 Roof Replacement with Garland/DBS, Inc. (3800 East 91st St., Cleveland, OH) in the amount of \$234,057. Funding will be provided from the

GO Bond Capital Improvement Fund (Account 415.40.4118.65515 – 418007). The roof replacement project was budgeted at \$220,000 in FY 2018. The additional \$14,057 for the masonry repairs will be provided from Facilities Contingency.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a contract for the Fire Station 2 Roof Replacement with Garland/DBS, Inc. in the amount of \$234,057, seconded by Ald. Rue Simmons.

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

(A8) Contract with Garland/DBS, Inc. for Mason Park Fieldhouse Roof and Exterior Improvements

Staff recommends City Council authorize the City Manager to execute a contract for Mason Park Fieldhouse roof and exterior improvements with Garland/DBS, Inc. (3800 East 91st St., Cleveland, OH) in the amount of \$109,996. Garland/DBS Inc. was the selected contractor for roofing and masonry work through the U.S. Communities cooperative purchasing program. Funding will be provided from Community Development Block Grant Funds (Account 415.40.4318.65515 – 618009). This project was budgeted at \$110,000 in FY 2018.

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to execute a contract for Mason Park Fieldhouse roof and exterior improvements with Garland/DBS, Inc. in the amount of \$109,996, seconded by Ald. Rainey.

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

(A9) Contract with MAG Construction Co. for the South Standpipe Pump Station Motor Control Center and Building Renovation

Staff recommends the City Council authorize the City Manager to execute a contract for the South Standpipe Pump Station Motor Control Center and Building Renovation (Bid 18-17) with MAG Construction Co. (629 Homewood Avenue, Highland Park, IL 60035) in the amount of \$377,000.00. Funding for will be provided from the Water Fund (Account 513.71.7330.65515 – 717006), which has an FY2018 budget of \$325,000. Funding for the difference between the budget and the bid cost is available in the Water Fund from delays on other projects, specifically the Clearwell 9 Replacement Project.

For Action

Ald. Suffredin moved to recommend City Council authorize the City Manager to execute a contract for the South Standpipe Pump Station Motor Control Center and Building Renovation (Bid 18-17) with MAG Construction Co. in the amount of \$377,000.00, seconded by Ald. Rue Simmons.

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

PUBLIC COMMENT

Junad Rizki discussed his opposition to:

- Item A9 because funds allocated are being redirected to a different project and the Clearwell project has not started yet.
- He expressed concern about the City's loss of \$50,000 in the Smylie Brother lease termination (item A15) and that money needs to be recovered.
- He suggested the City increase the lease price to cover the contract increase.
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APW1 – CM fire pension cost higher than salaries on a daily basis. State factual information

IV. ITEMS FOR CONSIDERATION

(A12) Resolution 39-R-18, Local Agency Agreement with the Illinois Department of Transportation for the Central Street Bridge Phase II Engineering Funding

Staff recommends City Council adoption of Resolution 39-R-18 authorizing the City Manager to sign a Local Agency Agreement with the Illinois Department of Transportation (IDOT) for the Central Street Bridge Phase II Engineering (construction plans). The Agreement establishes the maximum grant funding at 80% of the engineering cost and commits Evanston to fund 20% of the engineering cost. In accordance with IDOT procurement procedures, City staff negotiated a final cost for the Phase II Engineering with Stanley Consultants. The total Phase II Engineering cost is \$519,512, of which \$415,674 (80%) will be funded from a federal grant from the Surface Transportation Program – Bridge Program (STP-BR) and \$103,918 (20%) from the City's Capital Improvement Program (CIP) General Obligation Bonds.

For Action

Ald. Braithwaite moved to recommend City Council adoption of Resolution 39-R-18 authorizing the City Manager to sign a Local Agency Agreement with the Illinois Department of Transportation (IDOT) for the Central Street Bridge Phase II Engineering (construction plans) establishing the maximum grant funding at 80% of the engineering cost and commits Evanston to fund 20% of the engineering cost for a negotiated final cost for the Phase II Engineering with Stanley Consultants of \$519,512, of which \$415,674 (80%) will be funded from a federal grant from the Surface Transportation Program – Bridge Program (STP-BR) and \$103,918 (20%) from the City's Capital Improvement Program (CIP) General Obligation Bonds, seconded by Ald. Rue Simmons.

The Committee voted unanimously 4-0 to adopt the resolution.

(A13) Resolution 40-R-18, Agreements with Illinois Department of Transportation and Stanley Consultants, Inc. for the Central Street Bridge Phase II Engineering Study

Staff recommends City Council adoption of Resolution 40-R-18 authorizing the City Manager to sign a Preliminary Engineering Services Agreement for Federal

Participation with the Illinois Department of Transportation and a Professional Services Agreement with Stanley Consultants, Inc. (850 West Higgins Road, Suite 730, Chicago, IL 60631) for the Central Street Bridge Phase II Engineering. The total cost of the Phase II Engineering Services with Stanley Consultants, Inc. is \$519,512. A federal grant will reimburse the City for 80% of the engineering cost, or \$415,674 and the remaining 20%, or \$103,918 will be from the Capital Improvements Fund, 2018 General Obligation Bonds, account 415.40.4118.62145-416513.

For Action

Ald. Rainey moved to recommend City Council adoption of Resolution 40-R-18 authorizing the City Manager to sign a Preliminary Engineering Services Agreement for Federal Participation with the Illinois Department of Transportation and a Professional Services Agreement with Stanley Consultants, Inc. for the Central Street Bridge Phase II Engineering for a total cost of the Phase II Engineering Services with Stanley Consultants, Inc. of \$519,512, seconded by Ald. Rue Simmons.

The Committee voted unanimously 4-0 to adopt the resolution.

(A14) Resolution 44-R-18, Approval of Amended Agreement for the Northern Illinois Police Alarm System

Evanston Police Department Staff recommend City Council adopt Resolution 44-R-18, authorizing the City Manager to approve an amended mutual aid agreement for the Northern Illinois Police Alarm System (NIPAS). NIPAS is a mutual-aid group that provides the Evanston Police Department with emergency services capability, mobile field force capability, and a large contingent of bicycle-officers trained for crowd control.

For Action

Ald. Rue Simmons moved to recommend City Council adopt Resolution 44-R-18, authorizing the City Manager to approve an amended mutual aid agreement for the Northern Illinois Police Alarm System (NIPAS) a mutual-aid group that provides the Evanston Police Department with emergency services capability, mobile field force capability, and a large contingent of bicycle-officers trained for crowd control, seconded by Ald. Rainey.

The Committee voted unanimously 4-0 to adopt the resolution.

(A15) Resolution 27-R-18, Termination of Lease at 2222 Oakton; and Issuance of a Request for Qualifications/Proposals for Reuse

Staff seeks direction on the next steps for the City-owned property at 2222 Oakton Street, including issuance of a Request for Qualifications/Proposals. Staff recommends continuation of Resolution 27-R-18, "Authorizing the City Manager to Execute a Mutual Termination of Lease Agreement for City-Owned Real Property Located at 2222 Oakton Street with Smylie Brothers Draft and Package LLC" to the next Administration & Public Works Committee meeting.

For Action

Ald. Rue Simmons moved to direct staff to combine the request for proposal and the request for qualification for a taxable user to be presented at a subsequent meeting, seconded by Ald. Braithwaite.

Assistant City Manager Erika Storlie read a written statement from Ald. Fleming:

“I do not agree with the proposed RFP timeline provided in tonight’s packet. This 9-10 month process only prolongs our ability to liquidate the building and use the funds for things like designated capital improvements, debt repayment, or pension payments. I do not support the City going into another lease agreement given the ineffective execution of the current lease and the previous lease with The Evanston Arts Center. In addition, acting as a lessor would likely require the city to invest money into the building to repair the parking lot as was laid out in the current lease. This is money we simply do not have. I regret not being present to voice my strong support for the sale of this building.”

Ald. Rainey prefers to take a lease-to-own route for this property. It is not costing the City anything if it is unoccupied.

Ald. Rue Simmons agrees with Ald. Rainey and is opposed to selling. She would like to hold the property because of the proximity to the school and park. She hopes that the City will be more thoughtful of the next use for the property.

At Aids. Braithwaite and Suffredin’s inquiry, Braithwaite Community Development Director Johanna Leonard confirmed that Smylie Brothers does not owe taxes on the property because they did not finalize their site plan before the deadline to be added to the tax rolls in October.

The Committee voted unanimously 4-0 to approve the direction to staff.

(A16) Resolution 29-R-18, Authorizing the City Manager to Enter into a Six Month Lease Agreement for Studio 220 at the Noyes Cultural Arts Center

Staff recommends City Council approval of Resolution 29-R-18, authorizing the City Manager to enter into an agreement for a six (6) month lease term with new tenant Soccorro Mucino, an Evanston resident, to lease vacant studio 220 at the Noyes Cultural Arts Center.

For Action

Ald. Braithwaite moved to recommend City Council approval of Resolution 29-R-18, authorizing the City Manager to enter into an agreement for a six (6) month lease term with new tenant Soccorro Mucino, an Evanston resident, to lease vacant studio 220 at the Noyes Cultural Arts Center, seconded by Ald. Rue Simmons.

The Committee voted unanimously 4-0 to adopt the resolution.

(A17) Resolution 46-R-18, Amendment to the Commercial Lease of City-Owned Property located at 727 Howard Street to Hip Circle Empowerment Center

Staff recommends City Council adoption of Resolution 46-R-18, authorizing the City Manager to amend the five year lease agreement with Hip Circle Empowerment Center located in city-owned property at 727 Howard Street to account for additional expenses related to construction of tenant improvements.

For Action

Ald. Rainey moved to recommend City Council adoption of Resolution 46-R-18, authorizing the City Manager to amend the five year lease agreement with Hip Circle Empowerment Center located in city-owned property at 727 Howard Street to account for additional expenses related to construction of tenant improvements, seconded by Ald. Rue Simmons.

At Ald. Suffredin's inquiry, Economic Development Manager Paul Zalmezak explained that after a plan review by a new contractor there are additional repairs/upgrades necessary to the electrical box and to make the bathroom ADA compliant. Hip Circle has incurred an \$11,000 cost increase and will offset the other costs by doing their own labor.

The Committee voted unanimously 4-0 to adopt the resolution.

(A18) Ordinance 67-O-18, Updating Authorized Signatories and Financial Institutions for Deposits/Investments of City Funds

Staff recommends City Council adopt Ordinance 67-O-18 to allow the City to invest money using services of 5/3 Securities, Inc., PFM Investment Services and Wintrust Community Bank.

For Introduction

Ald. Rue Simmons moved to suspend the rules and recommend City Council adopt Ordinance 67-O-18 to allow the City to invest money using services of 5/3 Securities, Inc., PFM Investment Services and Wintrust Community Bank, seconded by Ald. Braithwaite.

The Committee voted unanimously 4-0 to suspend the rules and adopt the ordinance.

(A19) Ordinance 72-O-18, Increasing the Onsite Beer Sample Sale Size Limit From 24 to 32 ounces for the Class K license Class.

Local Liquor Commissioner recommends City Council adoption of Ordinance 72-O-18, amending Evanston City Code Subsection 3-4-6-(K) to increase the onsite beer sample sale size limit from 24 to 32 ounces.

For Introduction

Ald. Suffredin moved to suspend the rules and recommends City Council adoption of Ordinance 72-O-18, amending Evanston City Code Subsection 3-4-6-(K) to increase the onsite beer sample sale size limit from 24 to 32 ounces, seconded by Ald. Rue Simmons.

The Committee voted unanimously 4-0 to suspend the rules and adopt the ordinance.

(A20) Ordinance 73-O-18, Amending Sunday Service Hours to Begin at 10 a.m. for Restaurant Liquor Licenses

Local Liquor Commissioner recommends City Council adoption of Ordinance 73-O-18, amending Evanston City Code Subsections 3-4-6-(A), 3-4-6-(C), 3-4-6-(C-1), 3-4-6-(D), 3-4-6-(H), 3-4-6-(I), and 3-4-6-(J) to amend Sunday alcohol service hours to begin at 10 a.m.

For Introduction

Ald. Braithwaite moved to suspend the rules and recommends City Council adoption of Ordinance 73-O-18, amending Evanston City Code Subsections 3-4-6-(A), 3-4-6-(C), 3-4-6-(C-1), 3-4-6-(D), 3-4-6-(H), 3-4-6-(I), and 3-4-6-(J) to amend Sunday alcohol service hours to begin at 10 a.m., seconded by Ald. Rue Simmons.

The Committee voted unanimously 4-0 to suspend the rules and adopt the ordinance.

(A21) Ordinance 74-O-18, Decreasing the Number of Class C Liquor Licenses for Cheesie's Pub and Grub LLC, located at 622 Davis Street

Staff recommends City Council adoption of Ordinance 74-O-18, amending Evanston City Code Subsection 3-4-6-(C) to decrease the number of Class C Liquor Licenses from twenty-five (25) to twenty-four (24), due to the closure of Cheesie's Pub and Grub located at 622 Davis Street. *Staff recommends suspension of the rules for Introduction and Action at the June 25, 2018 City Council meeting.*

For Introduction and Action

Ald. Rainey moved to suspend the rules and recommends City Council adoption of Ordinance 74-O-18, amending Evanston City Code Subsection 3-4-6-(C) to decrease the number of Class C Liquor Licenses from twenty-five (25) to twenty-four (24) due to the closure of Cheesie's Pub and Grub located at 622 Davis Street, seconded by Ald. Rue Simmons.

The Committee voted unanimously 4-0 to suspend the rules and adopt the ordinance.

V. ITEMS FOR DISCUSSION

(APW1) Fire Department Services Evaluation

Staff requests the Administration and Public Works Committee receive a report providing an overview and evaluation of current Fire Department staffing and resource delivery along with budgetary considerations for the department relative to FY 2019.

For Discussion

Chief Scott presented a Fire Department services evaluation to the Committee. He highlighted the average number of daily staff (26), average travel response time compared to the national standard (3 minutes 15 seconds EFD vs 4 Minutes national) and staffing comparisons to similar departments in our region. EFD did not meet the national deployment standard for engine company minimum staffing, truck company minimum staffing and deployment staffing for

commercial/apartments and high-rise buildings.

Chief Scott also presented three items for budgetary consideration:

- Elimination of one or more public education/community engagement programs including the Citizen Fire Academy, Fire Explorer program and CPR classes. The cost of these programs is approximately \$73,000.
- Holding of FTE vacancies would save approximately \$600,000.
- Reducing daily staffing minimums to reduce operational overtime, which would result in a reduction of the City's overall emergency response force and increase emergency response times.

Ald. Braithwaite discussed the community outreach commitment made to the residents. The demographics should mirror and match the community.

At Ald. Rue Simmons' inquiry, Chief Scott will provide the number of people that participate in the community outreach programs.

VI. COMMUNICATIONS

VII. ADJOURNMENT

Ald. Braithwaite moved to recommend adjournment, seconded by Ald. Rainey. The meeting adjourned at 7:13pm.