

**Administration and Public Works Committee Meeting
Minutes of October 8, 2018
James C. Lytle Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center**

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

STAFF PRESENT: H. Desai, M. Treto, D. Stoneback, E. Storlie, S. Flax, E. Cano, L. Hemingway, J. Leonard, J. Hurley, L. Biggs, M. Callahan, D. King, A. Villamin, A. Thorpe, G. Gerdes, DC Barnes

PRESIDING OFFICIAL: Ald. Rue Simmons

I. DECLARATION OF A QUORUM: ALDERMAN RUE SIMMONS, CHAIR
A quorum being present, Ald. Rue Simmons called the meeting to order at 5:58p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 17, 2018
Ald. Braithwaite moved to accept the Minutes of September 17, 2018 and the A&PW meeting as submitted, seconded by Ald. Fleming.

The Minutes of the September 17, 2018 A&PW meeting were approved unanimously 5-0.

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 – September 3, 2018 through September 16, 2018 \$ 2,869,809.10
For Action

(A2) Bills List – October 9, 2018 \$ 7,266,054.80

BMO Credit Card Activity – Period Ending July 26, 2018 \$ 198,002.38
For Action

(A4) Fiscal Year 2017 Single Audit Report

Staff recommends City Council accept and place on file the Single Audit report of federal grant money received/spent by the City of Evanston for the fiscal year ending December 31, 2017.

For Action: Accept and Place on File

(A6) Three-Year Agreement with LifeQuest Services, Inc. to Provide Collection Agency Services

Staff recommends City Council authorize the City Manager to execute a three-year agreement with LifeQuest Services, Inc. (9200 Calumet Avenue, Munster, IN 46321) to provide collection agency services at a rate of 21%. This contract provides service to the City for a period of three years, with two additional one-year options for renewal, for a total of five years. Funding of the 21% service fee will be deducted from the recovered revenue.

For Action

(A8) Contract for the 2018 CIPP Sewer Rehabilitation Contract B with Kenny Construction

Staff recommends that City Council authorize the City Manager to execute a contract for the 2018 CIPP Sewer Rehabilitation Contract B (Bid No. 18-47) with Kenny Construction d/b/a Granite Inliner (2215 Sanders, Suite 400, Northbrook, IL 60062) in the amount of \$379,505.00. Funding for this project is from Sewer Fund (Account 515.40.4535.62461 – 418009), which has an FY 2018 budget of \$675,000 with \$425,561 remaining.

For Action

(A10) One-Year Extension for Utility Bill Printing and Mailing Services with Sebis Direct, Inc.

Staff recommends City Council authorize the City Manager to execute a one year extension for Utility Bill Printing and Mailing Services (RFP 16-12) beginning January 1, 2019 through December 31, 2019 with Sebis Direct, Inc. (6516 W 74th Street, Bedford Park, IL 60638) in the amount of \$53,800.00. This request includes services for the printing and mailing of the utility bills that will occur during FY 2019. A breakdown of the funding can be found on the corresponding transmittal memorandum.

For Action

(A12) Sidewalk Café – Beer on Central

Staff recommends City Council approval of first-time application for a sidewalk café permit for Beer on Central, a Class K liquor establishment located at 1930 Central Street. The sidewalk café will consist of two tables with two seats each for a seating capacity of four, and will operate Tuesday-Sunday.

For Action

(A14) Ratify Past Practice for Eligibility of On-Street Residential Parking Permits and Direct the City Manager to Codify the City Code to Reflect the Same

Transportation/Parking Committee and Staff recommend that the City Council consider ratifying past practice for eligibility of On-Street Residential Parking Permits to include residences who were allowed to purchase a residential parking permit in 2018 that were not in the City Code and direct the City Manager to cause an ordinance to be drafted with the appropriate amendments to the City Code.

For Action

(A15) Special Event Permit Application from The Last Call Tavern Group – Northwestern University v. University of Michigan

Staff recommends approval of the special event permit application from The Last Call Tavern Group, to host a University of Michigan alumni tailgate event on September 29, 2018, at the Evanston Wilmette Golf Course on hole #3 (corner of Girard and Central Street). The tailgating will be allowed 4 hours prior to the start of the football game and conclude at the latest 2 hours after the completion of the football game. Costs for city services provided for events require a 100% reimbursement from the sponsoring organization or event coordinator.

For Action

(A17) Professional Services Agreement with Chicago Fencing Club for the City of Evanston Fencing Program at the Chandler-Newberger Center

Staff recommends City Council Authorize the City Manager to execute a professional services contract with Diana Unger, Chicago Fencing Club (4732 Cleveland St, Skokie, IL 60076) for the City of Evanston's Fencing program run through Chandler-Newberger Center. The contract is for three years with a mutual option to renew for two additional one-year options. The contract period will run from January 1, 2019 through December 31, 2021. Instruction expenses are paid from the Chandler-Newberger General Fund (Account 100.30.3035.62505). Compensation from the vendor is based on a percentage of resident rate revenues collected from program registrations.

For Action

(A18) Resolution 73-R-18, Agreement with the Youth Job Center to Fund the Building Career Pathways to Sustainable Employment Program

Staff recommends City Council adoption of Resolution 73-R-18 authorizing the City manager to execute the 2018 agreement with the Youth Job Center of Evanston Inc. (YJC) (1114 Church Street, Evanston, IL 60201) to provide not less than twenty disconnected and unemployed young adults who are low to moderate income Evanston residents (ages 18-25) with a career pathway plan that leads to educational/work trade certification, employment, supportive services, career counseling, educational support and transportation assistance over 24 months in an amount not to exceed \$55,200 for FY 2018-2019. Funding for this agreement is budgeted in Parks, Recreation and Community Services, Youth and Young Adult Engagement Division (Account 100.30.3215.62490) which has a FY 2018 budget of \$281,965 and a YTD balance of \$208,822.72 prior to this agreement. Costs amount to approximately \$2,760.00 per participant.

For Action

(A20) Resolution 77-R-18, Authorizing the City Manager to Sign Notifications of Grant Awards to Fund and Operate a Congregate Senior Meal Program

Staff recommends City Council adoption of Resolution 77-R-18, authorizing the City Manager to sign notification of grant awards to fund and operate a congregate senior meal program at the Levy Senior Center and Fleetwood-Jourdain Community Center. This is a reimbursement program in which the total amount of reimbursement the City will receive is solely dependent upon the number of lunches served and varies depending on the levels of participation.

Funding for this program is budgeted in various line items in the Fleetwood-Jourdain Business Unit 100.30.3040 and Levy Center Business Unit 100.30.3055. Overall budgeted expenses for the 2018/19 program include staffing salaries, Social Security, Medicare, advertising, program supplies and food costs, which is projected at \$91,298.

For Action

(A21) Resolution 76-R-18, Authorizing the City Manager to Sign Notifications of Grant Awards to Fund and Operate the City of Evanston Long Term Care Ombudsman Program

Staff recommends City Council adoption of Resolution 76-R-18 authorizing the City Manager to sign notification of grant awards to fund and operate the Long Term Care Ombudsman Program for the City of Evanston. This is a reimbursement program in which the total amount of reimbursement the City will receive is solely dependent upon the amount of funding utilized from the total budget. The overall program has a budget of \$177,225 in Business Unit 100.30.3055 which covers all operational expenses. The maximum reimbursement amount by AgeOptions is \$55,399 for the period October 1, 2018 – September 30, 2019.

For Action

(A22) Resolution 78-R-18, Lease Agreement with United States Postal Service for Parking in City Parking Garage at 1800 Maple Avenue

Staff recommends that the City Council authorize the City Manager to enter into a lease renewal with the United States Postal Service (USPS) Facilities Real Estate Division (7029 Albert Pick Road, Greensboro, N.C., 27498-1103) for the parking of Fifty-Four (54) Postal Service vehicles in the City of Evanston's Parking Garage at 1800 Maple Street. Projected total revenue for the period from 11/1/2018 – 10/31/2020 is \$142,560.

For Action

(A23) Resolution 75-R-18, Easement Agreement for a Fence on McCormick Boulevard that Abuts 2222 Simpson

Staff recommends City Council adopt Resolution 75-R-18 authorizing the City Manager to execute an easement agreement with the property owner of 2222 Simpson Street for three foot fence easement along McCormick Blvd. The easement would be granted for a 50 year period.

For Action

Ald. Rainey moved to approve the consent agenda, seconded by Ald. Braithwaite.

The Committee voted unanimously 5-0 to approve the consent agenda.

IV. ITEMS FOR CONSIDERATION

(A3) Amazon Credit Card Activity

BMO Amazon Credit Card – Period Ending July 26, 2018 \$ 16,866.06

For Action

Ald. Braithwaite moved to recommend City Council approval of the BMO Amazon Credit Card activity for the period ending July 26, 2018 in the amount of \$16,866.06, seconded by Ald. Fleming.

At. Ald. Fleming's inquiry, Chief Financial Officer/Treasurer Hitesh Desai confirmed that the City Manager sent a memo to all City staff regarding the Amazon policy.

The Committee voted 4-0 with Ald. Suffredin abstaining to approve the credit card activity.

- (A5) January 1, 2018 Actuarial Report for Police and Firefighter's Pension Funds**
Staff recommends City Council accept and place on file the January 1, 2018 Actuarial Valuation Report for the Police and Firefighter's Pension funds.

For Action: Accept and Place on File

Ald. Rainey moved to recommend City Council accept and place on file the January 1, 2018 Actuarial Valuation Report for the Police and Firefighter's Pension funds, seconded by Ald. Fleming.

Chief Financial Officer/Treasurer Desai noted the report includes the investment assumption rate at 6.25%, a supplemental report based on the 6.5% investment rate assumption approved by the Council in 2017 and the amount of state minimum mandated contributions.

Ald. Rainey noted the interest generated at a higher rate of 8.22%, more employees on disability and the number of employees leaving the active pool and entering the retiree pool.

Ald. Fleming asked staff to put together a one page explanation for the taxpayers.

The Committee voted unanimously 5-0 to accept and place the report on file.

- (A7) Contract for Landscape Architectural and Engineering Services Related to the Garden Park Renovation Project with Teska Associates, Inc.**

Staff recommends City Council authorize the City Manager to execute a contract for landscape architectural and engineering services related to the Garden Park Renovation Project (RFP No. 18-32) with Teska Associates, Inc. (627 Grove Street, Evanston, Illinois), in the amount of \$74,465.96. Funding will be provided from the Capital Improvement Program 2018 General Obligation Bonds (Account 415.40.4118.62145-518002) which included \$75,000 budgeted for these services in 2018.

For Action

Ald. Fleming moved to recommend City Council authorize the City Manager to execute a contract for landscape architectural and engineering services related to the Garden Park Renovation Project (RFP No. 18-32) with Teska Associates, Inc. in the amount of \$74,465.96, seconded by Ald. Braithwaite.

Ald. Fleming noted concerns about public parking in this area.

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

(A9) Contract for Fall Tree Purchase and Planting Services from Suburban Tree Consortium

Staff recommends that City Council authorize the City Manager to execute a contract award for the purchase and planting of 199 trees from Suburban Tree Consortium in the amount of \$69,978.00 and for the purchase of delivery of 85 trees from E. A. de St. Aubin Nursery in the amount of \$16,075.00. In all, a total of 284 trees will be purchased of which 199 will be planted for a total cost of \$86,053.00. The remaining 85 trees will be planted by Forestry employees. Funding will be from: Forestry Division General Funds, Sewer Funds, and Replant Express Funds. Further details can be found on the corresponding transmittal memorandum.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a contract award for the purchase and planting of 199 trees from Suburban Tree Consortium in the amount of \$69,978.00 and for the purchase of delivery of 85 trees from E. A. de St. Aubin Nursery in the amount of \$16,075.00 for a total of 284 trees of which 199 will be planted for a total cost of \$86,053.00 and the remaining 85 trees will be planted by Forestry employees, seconded by Ald. Rainey.

At Ald. Braithwaite's inquiry, Public Works Agency Director Dave Stoneback confirmed that this is a 2019 contract that covers both spring and fall plantings.

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

(A11) Increased Allocation for Supplemental Plan Review and Building Inspection Services Contract with SAFEbuilt, Inc.

Staff recommends City Council authorize the City Manager to increase the supplemental Building Inspection and Plan Review Services contract agreement amount from \$50,000 (budgeted at \$75,000) to a not to exceed amount of \$88,000 with SAFEbuilt, Inc. (3755 Precision Drive, Suite 140, Loveland, Colorado 80538) due to a prolonged vacancy in the Commercial Plan Reviewer position. The position has not been filled due to a shortage in the job market for individuals that qualify for this work. The proposed action is budget neutral. The current contract with SAFEbuilt was awarded on April 1, 2016. The FY 2018 Budget allocated \$75,000 in Account 100.21.2126.62464, but the proposed contract is expected to exceed the allocated budget. Additional expenses for commercial plan review services can be covered by the budgeted salary for the Commercial Plan Reviewer position in Account 100.21.2126.61010.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to increase the supplemental Building Inspection and Plan Review Services contract agreement amount from \$50,000 (budgeted at \$75,000) to a not to

exceed amount of \$88,000 with SAFEbuilt, Inc. due to a prolonged vacancy in the Commercial Plan Reviewer position, seconded by Ald. Braithwaite.

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

(A13) Five-Year Lease to Own Agreement for Eighty (80) Cale WebTerminal Pay Stations from Total Parking Solutions

Staff recommends City Council approval of a five year lease to own agreement for eighty (80) Cale WebTerminal Pay Stations from Total Parking Solutions (2721 Curtiss St, Downers Grove, IL 60515) to replace aging parking meters throughout the City. The total cost to the City will be \$1,129,000 paid out over five years at a monthly rate of \$21,500. Funding is provided by the Parking Fund Business Unit - Service Agreements/Contracts (Account 505.19.7005.62509). No upfront payments will be required, as funding will be deducted from machine revenue.

For Action

Ald. Suffredin moved to recommend City Council approval of a five year lease to own agreement for eighty (80) Cale WebTerminal Pay Stations from Total Parking Solutions to replace aging parking meters throughout the City at a total cost of \$1,129,000 paid out over five years at a monthly rate of \$21,500, seconded by Ald. Fleming.

At Ald. Braithwaite's inquiry, Assistant City Manager Erika Storlie explained that the vendor will take a portion of the revenue generated from the payboxes that will cover the lease, repair and administrative fees on the contract until the end of the 5 year agreement. The estimated life of the payboxes is longer than the individual meters with a 15-20 year life span and better reliability as well.

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

(A24) Ordinance 110-O-18, Dissolving the Amended Redevelopment Project Area of the City of Evanston, Illinois and Related Matters for the Washington National Tax Increment Financing District

Staff recommends City Council adoption of Ordinance 110-O-18, dissolving the Washington National Tax Increment Finance (TIF) District effective December 31, 2018. As a part of this closure the City is required to officially notify all taxing districts regarding the dissolution and any distribution thereof of remaining funds in the TIF.

For Introduction

Ald. Fleming moved to recommend City Council adoption of Ordinance 110-O-18, dissolving the Washington National Tax Increment Finance (TIF) District effective December 31, 2018, seconded by Ald. Rainey.

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

(A25) Ordinance 116-O-18, Agreement Between the City of Evanston and the Chicago Transit Authority for Tax Increment Financing for Future Phases of the CTA Red and Purple Modernization Program

Staff recommends City Council adopt Ordinance 116-O-18, authorizing the City Manager to execute an Intergovernmental Agreement with the Chicago Transit Authority (CTA) for the modernization of the CTA Purple Line in Evanston, with a focus on support for the Davis Street CTA station, with a local match contribution from the Washington National Tax Increment Finance district (Account 300.99.5470.65515). This is a follow-up action to the execution of a Memorandum of Understanding between the City and the CTA in June 2018.

For Introduction

Ald. Rainey moved to recommend City Council adopt Ordinance 116-O-18, authorizing the City Manager to execute an Intergovernmental Agreement with the Chicago Transit Authority (CTA) for the modernization of the CTA Purple Line in Evanston, with a focus on support for the Davis Street CTA station, with a local match contribution from the Washington National Tax Increment Finance district, seconded by Ald. Fleming.

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

(A16) Professional Services Agreement with Connelly's Academy, Inc. for the City of Evanston Martial Arts Program at the Levy Center

Staff recommends City Council authorize the City Manager to execute a professional services contract with Connelly's Academy, Inc. (211 Golf Terrace, Wilmette, IL 60091) for the City of Evanston Martial Arts program run through Levy Center. The contract is for three years with a mutual option to renew for two additional one-year terms. The contract period will run from January 1, 2019 through December 31, 2021. Instruction expenses are paid from the Levy General Fund (Account 100.30.3055.62505). Compensation from the vendor is based on a percentage of resident rate revenues collected from program registrations.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a professional services contract with Connelly's Academy, Inc. for the City of Evanston Martial Arts program run through Levy Center for a term of three years with a mutual option to renew for two additional one-year terms for the contract period of January 1, 2019 through December 31, 2021, seconded by Ald. Fleming.

At Ald. Braithwaite's inquiry, Parks, Recreation & Community Services Director Lawrence Hemingway confirmed that the RFP went out to all martial arts instructors in Evanston. The contract was awarded to the only respondent that was a certified tae kwondo instructor.

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

(A19) Resolution 71-R-18, Professional Services Agreement with the James B. Moran Center for Youth Advocacy

Staff recommends City Council adoption of Resolution 71-R-18 authorizing the City manager to execute an agreement between the City of Evanston and the James B. Moran Center for Youth Advocacy (1123 Emerson, Suite 203

Evanston, IL 60201) to provide legal services for not less than 15 Evanston residents to secure Certificates of Rehabilitation, expungement and criminal records sealing in an amount not to exceed \$30,000. Funding for this agreement is budgeted in Parks, Recreation and Community Services, Youth and Young Adult Engagement Division (Account 100.30.3215.62490) which has a FY 2018 budget of \$281,965.00 and a YTD balance of \$208,822.72 prior to this agreement. Costs amount to approximately \$2,000 per participant.

For Action

Ald. Braithwaite moved to recommend City Council adoption of Resolution 71-R-18 authorizing the City Manager to execute an agreement between the City of Evanston and the James B. Moran Center for Youth Advocacy to provide legal services for not less than 15 Evanston residents to secure Certificates of Rehabilitation, expungement and criminal records sealing in an amount not to exceed \$30,000, seconded by Ald. Fleming.

At Ald. Braithwaite's inquiry, Executive Director Patrick Keenan-Devlin explained that the Illinois General Assembly passed a bill last year that only applies to the automatic expungement for juveniles. The funding is still needed because a different law was passed later that applied to record sealing for adults, which has increased the number of requests received.

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

V. ITEMS FOR DISCUSSION

Ald. Braithwaite requested a list of total outstanding fines not collected broken down by residents and non-residents.

VI. COMMUNICATIONS

VII. ADJOURNMENT

Ald. Rainey moved to recommend adjournment, seconded by Ald. Fleming. The meeting adjourned at 6:34pm.

Respectfully Submitted,

Janella Hardin, PHR