

**Administration and Public Works Committee Meeting
Minutes of December 10, 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: D. Stoneback, H. Desai, V. Benson, E. Storlie, K. Hawk, L. Biggs, W. Bobkiewicz, T. Nunez, S. Ciolek, S. Cary, S. Levine, E. Thomas-Smith, G. Gerdes, L. Stowe, D. Shub, K. Jensen

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 6:05p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 12, 2018
Ald. Braithwaite moved to accept the Minutes of November 12, 2018 and the A&PW meeting as submitted, seconded by Ald. Suffredin.

The Minutes of the November 12, 2018 A&PW meeting were approved unanimously 5-0.

III. PUBLIC COMMENT
James Engelman supports the donation of the ambulance.

IV. 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 – October 29, 2018 through November 11, 2018	\$ 2,965,372.47
Payroll – November 12, 2018 through November 25, 2018	\$ 2,874,863.60
Bills List – November 27, 2018	\$ 3,921,011.32
Bills List – December 11, 2018	\$23,336,386.14

For Action

(A2) Purchase of Insurance/Renewals – Property, Excess Liability & Excess Worker’s Compensation for Fiscal Year 2019

City staff recommends approval to purchase the outlined policies at a total cost of \$556,524. The policies will renew all insurance coverage for the City of Evanston for Fiscal Year 2019. Both insurance brokers are in the third year of a three-year contract award to place insurance coverages. Premium quotations received reflected the tightening of insurance markets across all sectors. There was a slight increase in cumulative total pricing for all policies by \$680, which excludes the workers compensation and the new policy for environmental liability. Funding will be from the following funds: Insurance Fund Account 605.99.7800.62615 in the amount of \$525,000; and Workers’ Compensation Fund Account 605.9978000.66044 in the amount of \$130,000.

For Action

(A3) 2018 Post Bond Issuance Report

Staff recommends the City Council review and place the 2018 Post Bond Issuance Report on file.

For Action: Accept and Place on File

(A6) Three-Year Contract with Silk Screen Express, Inc. for AFSCME Uniforms

Staff recommends the City Council authorize the City Manager to execute a purchase order in response to Bid #18-58 to award the 2019-21 AFSCME Uniform Contract to Silk Screen Express, Inc. (7611 W. 185th Street, Tinley Park, IL 60477) for a term of three years with a not to exceed amount of \$187,500.00. Funding for 2019 will be from Public Works Agency- Clothing Fund (Account 100.40.4105.65020) with a FY19 YTD balance of \$62,500.

For Action

(A7) Contract for Emergency Purchase and Installation of Equipment and Services for a Fire Suppression System at Service Center – Data Center with Phoenix Fire Systems

Staff recommends City Council authorize the City Manager to execute an agreement for the emergency purchase of equipment and services to install a Kidde-Fenwal Novec 1230 Clean Agent Fire Suppression System at 2020 Asbury Service Center -Data Room with Phoenix Fire Systems (744 Nebraska Street, Frankfort, IL 60423) in the amount of \$ 34,945.00. This project will be funded from the Capital Improvement Fund 2018 General Obligation Bonds (Account No. 415.40.4118.65515 - 618033). This will use funding set aside for Facilities Contingency, which was budgeted at \$275,000 in FY 2018 and has \$120,039 remaining.

For Action

(A8) Sole Source Purchase of Equipment from Dell Technologies for Data Center Operations Infrastructure Upgrade

Staff recommends City Council authorize the sole source purchase of three Dell PowerEdge servers, two EMC storage area network appliances, and additional related equipment from Dell Technologies (1 Dell Way, Round Rock, TX, 78682) in the amount of \$141,173.44. This purchase enables IT to replace failing

infrastructure in the city's data center that support critical City services. Funding is provided by Capital Improvement Fund in the amount of \$50,000 in 2018 General Obligation Bonds and \$91,173 from the 2019 Capital Improvement Fund using funding approved in the FY 2019 Adopted Budget.

For Action

(A9) 2019-2021 Renewal of Building Automation Service Agreement for HVAC Systems with Schneider Electric

Staff recommends City Council authorize the City Manager to execute a three-year, single source service agreement for the Building Automation System (BAS) with Schneider Electric (17475 Palmer Blvd., Homewood, IL 60430) in the amount of \$36,167.00 for FYI 2019, \$37,005.00 for FYI 2020 and \$37,869.00 for FYI 2021 to cover hardware/software and service visits for HVAC systems in 16 City buildings and properties. Initially in 2019 this is about a 27% increase from 2018 due to the addition of coverage for 8 more locations. In following years 2020 and 2021 this is less than a 3% increase each year. Funding will be from the Facilities Fund (Account 100.19.1950.62509).

For Action

(A12) Resolution 107-R-18, Eight-Month Lease Renewal with Mudlark Theatre for Space at the Noyes Cultural Arts Center

Staff recommends City Council approval of Resolution 107-R-18 authorizing the City Manager to enter into an agreement for an eight (8)-month renewal lease with Mudlark Theatre for space at the Noyes Cultural Arts Center. The monthly rental rate is \$3,183.62, which includes a 2% increase from 2018 rates.

For Action

(A13) Resolution 108-R-18, Nine-Month Lease with Evanston Children's Choir for Studio Space at Noyes Cultural Arts Center

Staff recommends City Council approval of Resolution 108-R-18 authorizing the City Manager to enter into an agreement for a nine (9)-month renewal lease with Evanston Children's Choir for studio space at the Noyes Cultural Arts Center. The monthly rent rate is \$1,362.92, which include a 2% increase from 2018 rates.

For Action

(A14) Resolution 106-R-18, Twelve-Month Lease Agreements for Studio Space at Noyes Cultural Arts Center

Staff recommends City Council approval of Resolution 106-R-18 authorizing the City Manager to enter into twenty-two (22) renewal agreements for a twelve (12) month lease for the artist leases for studios at the Noyes Cultural Arts Center. Fees include a two percent (2%) rental rate increase from 2018 rates.

For Action

(A16) Resolution 109-R-18, Authorization to Negotiate and Execute an Easement for Existing Sidewalk in the Alley Adjacent to 324 Dempster Street

Staff recommends City Council adopt Resolution 109-R-18 authorizing the City Manager to execute an easement agreement with the property owner of 324 Dempster Street for a two-and-a-half feet wide by seventy five feet long

easement in the alley adjacent to property. The easement would be granted for a 50 year period.

For Action

(A17) Ordinance 121-O-18, Donation of Ambulance to the North Regional Major Crimes Task Force Organization

Staff recommends that City Council adopt Ordinance 121-O-18, directing the City Manager to donate an ambulance owned by the City to the North Regional Major Crimes Task Force, Major Crash Assistance Team. This vehicle has been determined to be surplus as a result of a new vehicle replacement being put into service.

For Introduction

(A22) Ordinance 156-O-18, Increasing the Number of Class D Liquor Licenses for Lao Sze Chuan located at 1633 Orrington Avenue

Local Liquor Commissioner recommends City Council adoption of Ordinance 156-O-18, amending Class D Liquor License from fifty-one to fifty-two for Fortune Cookie Group, Inc., d/b/a Lao Sze Chuan, 1633 Orrington Avenue. *Alderman Fiske requests suspension of the rules for Introduction and Action at the December 10, 2018 City Council meeting.*

For Introduction and Action

(A23) Ordinance 157-O-18, Increasing the Number of Class H Liquor Licenses for Colectivo Coffee located at 716 Church Street

Local Liquor Commissioner recommends City Council adoption of Ordinance 157-O-18, amending Class H Liquor License from one to two for Colectivo Coffee Roasters, Inc., d/b/a Colectivo Coffee, 716 Church Street. *Alderman Fiske requests suspension of the rules for Introduction and Action at the December 10, 2018 City Council meeting.*

For Introduction and Action

Ald. Fleming moved to recommend City Council approval of the items on the consent agenda, seconded by Ald. Braithwaite.

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

V. ITEMS FOR CONSIDERATION

(A11) Resolution 111-R-18, One-Year Lease Agreement for Office Space at the Lorraine H. Morton Civic Center

Staff recommends City Council adoption of Resolution 111-R-18 authorizing the City Manager to negotiate the lease of office space with Evanston Development Cooperative (EDC) at the rate of \$324.50 per month for 12 months beginning January 2, 2019 for 275 square feet of space on the third floor of the Civic Center, Suite 3601.

For Action

Ald. Rainey moved to recommend City Council adoption of Resolution 111-R-18 authorizing the City Manager to negotiate the lease of office space with Evanston Development Cooperative (EDC) at the rate of \$324.50 per

month for 12 months beginning January 2, 2019 for 275 square feet of space on the third floor of the Civic Center, Suite 3601, seconded by Ald. Rue Simmons.

At Ald. Rainey's inquiry, Assistant City Manager Erika Storlie explained that there have been security concerns and funding issues to remediate them at the Civic Center for some time now. However, she does not see any issues with outside agencies leasing office space on floors other than the ground and first floors of the building. Tenants must accept the terms of the lease, which includes working hours and building access.

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

(A4) Contract with Amber Mechanical Contractors, Inc., for Chandler-Newberger Center HVAC Improvements Phase II

Staff recommends City Council authorize the City Manager to execute a contract for the Chandler-Newberger HVAC Improvements Phase II Project with Amber Mechanical Contractors, Inc., (11950 S. Central Ave., Alsip, Illinois) in the amount of \$362,000.00. This project will be funded from the Capital Improvement Fund which has an available budget of \$565,000 for this project. A further breakdown of funding can be found on the corresponding transmittal memorandum.

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to execute a contract for the Chandler-Newberger HVAC Improvements Phase II Project with Amber Mechanical Contractors, Inc. in the amount of \$362,000.00, seconded by Ald. Rainey.

At Ald. Braithwaite's inquiry, Public Works Agency (PWA) Bureau Chief Lara Biggs explained that it is standard practice to reach out to local, women and minority contractors directly by e-mail to notify them of public bids. She noted feedback from some local contractors that the City's insurance and bonding requirements sometimes prevent them from bidding on projects. However, she is not sure why in this case a local contractor did not submit a bid.

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

(A5) Contract with Landmark Contractors, Inc. for Sherman Avenue Improvements

Staff recommends City Council authorize the City Manager to execute a contract award for the Sherman Avenue Improvements Project (Bid #18-50) with Landmark Contractors, Inc. (11916 W. Main Street, Huntley, Illinois 60142), in the amount of \$825,071.84. Funding is available through the Washington National TIF in the amount of \$900,000 (Account No. 415.40.4218.65515-418028). This improvement is being funded from projected savings in the Fountain Square construction project and through the use of additional available funds in the Washington National TIF fund.

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a contract award for the Sherman Avenue Improvements Project (Bid #18-50) with Landmark Contractors, Inc. in the amount of \$825,071.84, seconded by Ald. Rue Simmons.

Ald. Fleming noted that this project was originally cancelled because of budget limitations. She asked staff to be mindful of spending and project management.

PWA Director Stoneback explained that the original Fountain Square project included 3 project areas. Although the original project went over budget, liquidated damages collected from the contractor delay covered the overage and provided a cost savings. An audit was conducted and TIF funds are available to complete this project.

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

(A10) Second One-Year Extension for the Management and Operations of Three Self-Park Facilities with SP+ Municipal Services

Staff recommends that City Council authorize the City Manager to extend the contract for the Management and Operations of three City owned Self-Park Facilities to SP+ Municipal Services (200 East Randolph Street, Suite 5475, Chicago, IL 60601) in the amount of \$1,530,198 for 2019 with no additional extensions (RFP #15-65). Funding for the contract will be provided by the following Parking Fund accounts: Church Street Garage (505.19.7025.62400); Sherman Avenue Garage (505.19.7036.62400); and Maple Avenue Garage (505.19.7037.6240).

For Action

Ald. Fleming moved to recommend City Council authorize the City Manager to extend the contract for the Management and Operations of three City owned Self-Park Facilities to SP+ Municipal Services (200 East Randolph Street, Suite 5475, Chicago, IL 60601) in the amount of \$1,530,198 for 2019 with no additional extensions, seconded by Ald. Rue Simmons.

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

(A15) Resolution 110-R-18, Amendment to the Purchase and Sale Agreement for the City-Owned Real Property Located at 1714-20 Chicago Avenue to Chicago Avenue Partners, LLC

Staff recommends City Council approval of Resolution 110-R-18, "Authorizing the City Manager to Amend the Purchase and Sale Agreement for the City-Owned Real Property Located at 1714-20 Chicago Avenue to Chicago Avenue Partners, LLC." The first amendment to the contract, executed in July 2018 established an approval period which expires at 5:00 p.m. Central Time on December 12, 2018.

For Action

Ald. Rue Simmons moved to recommend City Council approval of Resolution 110-R-18, "Authorizing the City Manager to Amend the Purchase and Sale Agreement for the City-Owned Real Property Located at 1714-20 Chicago Avenue to Chicago Avenue Partners, LLC," which expires

at 5:00 p.m. Central Time on December 12, 2018, seconded by Ald. Fleming.

PUBLIC COMMENT

Jack Weiss, former President of Design Evanston asked the Committee to deny the proposal to extend the approval period. He feels the developer is struggling to meet the financial and design goals of this project. He also asked that the City specify this area as residential use instead of commercial use.

Janet Steidl does not support this extension. She noted dramatic changes to the height of the building and the number of parking spaces.

Ald. Rainey supports approving this item to get it to the full Council for discussion.

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

(A18) Ordinance 122-O-18, Authorization to Negotiate a Redevelopment Agreement and the Sale of City Property at 2222 Oakton to Clark Street Real Estate, LLC

Staff recommends City Council approval of Ordinance 122-O-18, "Authorizing the City Manager to Negotiate a Redevelopment Agreement and the Sale of City-Owned Real Property Located at 2222 Oakton Street with Clark Street Real Estate, LLC". *A two-thirds majority of City Council is required to adopt Ordinance 122-O-18. Due to the single meeting in December, City Manager requests suspension of the Rules for Introduction and Adoption at the December 10, 2018 City Council meeting.*

For Introduction and Action

Ald. Rainey moved to recommend City Council approval of Ordinance 122-O-18, "Authorizing the City Manager to Negotiate a Redevelopment Agreement and the Sale of City-Owned Real Property Located at 2222 Oakton Street with Clark Street Real Estate, LLC, seconded by Ald. Fleming.

PUBLIC COMMENT

Junad Rizki expressed concern with selling the property for \$1 million when he estimates the building was built as a cost of \$4 million. He also added concerns about Fountain Square and legal issues.

Dorreen Price expressed concerns about the marketing plan of the developer for this property and detailed some alternative uses.

Ald. Rainey does not support suspension of the rules on this item, but does support introduction. She is holding a ward meeting on January 9, 2019 and feels it is premature to approve any action prior to the public meeting.

The Committee voted unanimously 5-0 to move introduction of the ordinance.

(A19) Ordinance 153-O-18, Amending City Code Section 3-4-6(E) to Allow for Sale of Alcoholic Liquor Greater than 6.76 Fluid Ounces and Wine Greater than 6.32 Fluid Ounces

Liquor License Commissioner recommends City Council adoption of Ordinance 153-O-18, amending City Code Section 3-4-6(E) to allow for sale of alcoholic liquor greater than 6.76 fluid ounces and wine greater than 6.32 fluid ounces.

Mayor Stephen H. Hagerty requests suspension of the rules for Introduction and Action at the December 10, 2018 City Council meeting.

For Introduction and Action

Ald. Suffredin moved to suspend the rules and recommend City Council adoption of Ordinance 153-O-18, amending City Code Section 3-4-6(E) to allow for sale of alcoholic liquor greater than 6.76 fluid ounces and wine greater than 6.32 fluid ounces, seconded by Ald. Braithwaite.

At Ald. Braithwaite's inquiry, Ald. Rainey explained that the rationale to these changes are to address fairness upon competitors with the opening of the new Binny's that can sell various sizes of liquor in single servings.

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

(A20) Ordinance 154-O-18, Amending City Code Section 3-4-6(L) to Allow for Sale of Alcoholic Liquor Greater than 6.76 Fluid Ounces and Wine Greater than 6.32 Fluid Ounces

Liquor License Commissioner recommends City Council adoption of Ordinance 154-O-18, amending City Code Section 3-4-6(L) to allow for sale of alcoholic liquor greater than 6.76 fluid ounces and wine greater than 6.32 fluid ounces.

Mayor Stephen H. Hagerty requests suspension of the rules for Introduction and Action at the December 10, 2018 City Council meeting.

For Introduction and Action

Ald. Rue Simmons moved to suspend the rules and recommend City Council adoption of Ordinance 154-O-18, amending City Code Section 3-4-6(L) to allow for sale of alcoholic liquor greater than 6.76 fluid ounces and wine greater than 6.32 fluid ounces, seconded by Ald. Fleming.

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

(A21) Ordinance 155-O-18, Amending City Code Section 3-4-3(O) to Allow for Sale of Wine Greater than 6.32 Fluid Ounces

Liquor License Commissioner recommends City Council adoption of Ordinance 155-O-18, amending City Code Section 3-4-3(O) to allow for the sale of wine greater than 6.32 fluid ounces.

Mayor Stephen H. Hagerty requests suspension of the rules for Introduction and Action at the December 10, 2018 City Council meeting.

For Introduction and Action

Ald. Rue Simmons moved to suspend the rules and recommend City Council adoption of Ordinance 155-O-18, amending City Code Section 3-4-

3(O) to allow for the sale of wine greater than 6.32 fluid ounces, seconded by Ald. Fleming.

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

(A24) Ordinance 161-O-18, Amending City Code Section 10-11-18 and 10-11-22 – Resident Parking Only Districts

The Transportation/Parking Committee and Staff recommend City Council adopt Ordinance 161-O-18, amending City Code Section 10-11-18 Schedule XVIII(Q) and Section 10-11-22 Schedule XVIII(C), Residents Parking Only Districts, to for District S to become EVS District 3 with a review of the changes after six months to be presented to the Transportation/Parking Committee in the second half of 2019.

For Introduction

Ald. Fleming moved to recommend City Council adopt Ordinance 161-O-18, amending City Code Section 10-11-18 Schedule XVIII(Q) and Section 10-11-22 Schedule XVIII(C), Residents Parking Only Districts, to for District S to become EVS District 3 with a review of the changes after six months to be presented to the Transportation/Parking Committee in the second half of 2019, seconded by Ald. Rainey.

PUBLIC COMMENT

James Larson supports this amendment. As it is currently written, the ordinance excludes parking for community members.

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

(A25) Ordinance 150-O-18 Amending Section 9-2-3 (B) of the Evanston City Code, Increasing Fire Department Transport Fees

City staff requests City Council adoption of Ordinance 150-O-18 amending Section 9-2-3 of the Evanston City Code, increasing the ambulance transport fees. Ordinance 150-O-18 was Introduced at the November 12, 2018 Administration & Public Works Committee and City Council, but was requested to return to the Committee for further discussion and final Action.

For Action

Ald. Rainey moved to recommend City Council adoption of Ordinance 150-O-18 amending Section 9-2-3 of the Evanston City Code, increasing the ambulance transport fees, seconded by Ald. Braithwaite.

PUBLIC COMMENT

James Engelman supports the increase in transport fees.

Ald. Rue Simmons noted the language change: “The City Manager may waive or reduce the fees charged in Section 9-2-3 if the individual demonstrates financial hardship. Waiver or reduction in fees shall not create a precedent and performed at his/her sole discretion.”

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

VI. COMMUNICATIONS

Ald. Braithwaite, member of the Minority, Women and Evanston-based Enterprise (MWEBE) Development Committee discussed his concern about Local Employment Program (LEP) funds not being properly allocated to the appropriate account. There is approximately \$18,000 in penalties still outstanding from 2013.

Chief Financial Officer/Treasurer Hitesh Desai explained that an internal audit has been conducted and a reclassification was performed. The balance in the LEP account is \$58,371. Staff is reviewing invoices from 2013, prior to the implementation of the new ERP system, to ensure the contractor paid the penalties prior to final payment. He noted that there are \$4,100 in expenses from the LEP account.

Ald. Rue Simmons would like staff to provide a report to the MWEBE Committee on a clear internal procedure on final payments to contractors involving LEP penalties.

VII. ADJOURNMENT

Ald. Rainey moved to recommend adjournment, seconded by Ald. Fleming. The meeting adjourned at 6:56pm.

Respectfully Submitted,

Janella Hardin, PHR