

**Administration & Public Works Committee Meeting
Minutes of February 25, 2019
James C. Lytle Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center**

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

MEMBERS ABSENT: P. Braithwaite

STAFF PRESENT: D. Stoneback, W. Bobkiewicz, E. Storlie, M. Treto, H. Desai, L. Biggs, K. Richardson, D. King, Chief Cook

PRESIDING OFFICIAL: Ald. Suffredin

I. DECLARATION OF A QUORUM: ALDERMAN SUFFREDIN, CHAIR
A quorum being present, Ald. Suffredin called the meeting to order at 6:03p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 11, 2019
Ald. Rue Simmons moved to accept the Minutes of February 11, 2019 A&PW meeting as submitted, seconded by Ald. Fleming.

The Minutes of the February 11, 2019 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 – January 21, 2019 through February 3, 2019 \$ 3,395,286.97
For Action

(A2) Bills List – February 26, 2019 \$ 3,840,928.39

BMO Credit Card Activity – Period Ending December 26, 2018
(without Amazon) \$ 161,281.90

For Action

Ald. Rue Simmons moved to recommend approval of the Payroll of January 21, 2019 through February 3, 2019 in the amount of \$3,395,286.97, Bills list for February 26, 2019 in the amount of \$3,840,928.39 and BMO Credit Card Activity (without Amazon) for the period ending Decmeber 26, 2018 in the amount of \$161,281.90, seconded by Ald. Fleming.

The Committee voted unanimously 4-0 to approve the payroll, bills and credit card activity.

(A6) Financial Advisor Services Agreement with PFM Financial Advisors, LLC

Staff recommends the City Council waive the bidding process, approve and authorize the City Manager to execute a one-year agreement for financial advisor services with PFM Financial Advisors, LLC (PFM) located at 222 N. LaSalle St. #910, Chicago, IL 60601. Financial advisor services are paid by the Debt Service, Capital Projects, and Crown Project Funds. The fee amount is included when the bond is issued.

For Action – Removed from consent by Ald. Suffredin

Ald. Rainey moved to recommend City Council waive the bidding process, approve and authorize the City Manager to execute a one-year agreement for financial advisor services with PFM Financial Advisors, LLC (PFM), seconded by Ald. Rue Simmons.

Chief Financial Officer/Treasurer Hitesh Desai explained that PFM and Chapman and Cutler have done a great job especially in navigating through all the complex requirements of issuing 501c3 bonds for the Robert Crown Center construction project. The City will be issuing a second round of bonds for the project in May or June because of an aggressive construction schedule. It is in the best interest of the City to retain both PFM and Chapman and Cutler this year for continuity of service.

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

(A7) Engagement with Chapman and Cutler, LLP for Bond Counsel

Staff recommends the City Council waive the bidding process, and approve and authorize the City Manager to execute a one-year engagement for bond counsel with Chapman and Cutler, LLP (111 West Monroe Street, Chicago, IL, 60603). Bond counsel services are paid by the Debt Service, Capital Projects, and Crown Project Funds. The fee amount is included when the bond is issued.

For Action – Removed from consent by Ald. Suffredin

Ald. Rainey moved to recommend City Council waive the bidding process, and approve and authorize the City Manager to execute a one-year engagement for bond counsel with Chapman and Cutler, LLP, seconded by Ald. Rue Simmons.

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

(A10) Resolution 14-R-19, Intergovernmental Agreement with the Board of Education of Evanston Township High School District No. 202 for Implementation of Body Worn Cameras

Staff recommends City Council adopt Resolution 14-R-19, authorizing the City Manager to execute an intergovernmental agreement with the Evanston Township High School District 202 (“ETHS”) for the implementation of body worn cameras with the existing school resource officers (the “Intergovernmental Agreement”).

For Action

(A11) Ordinance 6-O-19, Sale Contract for City Owned Real Property Located at 1729 Dodge Avenue to Evanston Township High School District No. 202

Staff recommends City Council approval of Ordinance 6-O-19 authorizing the City Manager to execute a sale contract for City-owned real property located at 1729 Dodge Avenue to Evanston Township High School District No. 202 for affordable housing. A two-thirds majority is required for adoption of this ordinance.

For Introduction

Ald. Rue Simmons moved to recommend City Council approval of the consent agenda, seconded by Ald. Rainey

The Committee voted unanimously 4-0 to approve the consent agenda.

IV. ITEMS FOR CONSIDERATION

- (A3) BMO Amazon Credit Card Activity**
Period Ending December 26, 2018 \$ 3,002.02

For Action

Ald. Fleming moved to recommend approval of the BMO credit card activity for the period ending December 26, 2018 in the amount of \$3,002.02, seconded by Ald. Rainey.

Ald. Fleming appreciates staffs efforts in the decrease in Amazon spending.

The Committee voted 3-0 with Ald. Suffredin abstaining to approve the Amazon credit card activity.

(A4) Contract for Engineering Services for Oakton Street Water Supply Connection/Village of Lincolnwood with Greeley and Hansen, LLC

Staff recommends City Council authorize the City Manager to execute a contract for engineering services related to the Oakton Street Water Supply Connection/Village of Lincolnwood (RFP 18-59) with Greeley and Hansen, LLC (100 S Wacker Drive, Suite 1400, Chicago, IL 60606) in the amount of \$222,217.00. Funding for design will be provided from the Water Fund (Account 513.71.7330.62145 – 419003), which has a FY 2019 budget of \$240,000, of which all of it is remaining.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a contract for engineering services related to the Oakton Street Water Supply Connection/Village of Lincolnwood (RFP 18-59) with Greeley and Hansen, LLC in the amount of \$222,217.00, seconded by Ald. Rue Simmons.

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

(A5) Contract for Engineering Services for a Water System Vulnerability Assessment and Emergency Response Plan with AECOM

Staff recommends City Council authorize the City Manager to execute a contract for engineering services related to a Water System Vulnerability Assessment and Emergency Response Plan (RFP 18-54) with AECOM (303 East Wacker Drive, Suite 1400 Chicago, Illinois 60601) in the amount of \$294,804.00. Funding for the study will be provided from the Water Fund (Account 510.40.4200.62180). This account has a FY 2019 budget allocation of \$545,000.00, all of which is remaining.

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to execute a contract for engineering services related to a Water System Vulnerability Assessment and Emergency Response Plan (RFP 18-54) with AECOM in the amount of \$294,804.00, seconded by Ald. Rainey.

At Ald. Fleming's inquiry, Water Production Bureau Chief Darrell King explained the variances in price of the bids. The review team agreed that AECOM submitted the most thorough water system vulnerability assessment and emergency response plan and they presented a highly qualified team.

The City received 7 RFP responses and most understood the scope of work. The review team did not feel that the lowest bidder, Greeley and Hansen, LLC, understood the scope of work. There was also a deficiency in team experience with this type of project.

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

(A8) Service Provider Agreement with YWCA Evanston/North Shore

Staff recommends City Council authorize the City Manager to sign a six-month Service Provider Agreement with the YWCA Evanston/North Shore (1215 Church Street, Evanston, IL), which will cost \$75,000. The agreement will provide 24 hour domestic violence services. Funds will be provided from the Health and Human Services – Service Agreements Fund (Account 100.24.2445.62509), with a YTD budget and balance of \$75,000.

For Action

Ald. Fleming moved to hold Item A8, seconded by Ald. Rainey.

The Committee voted unanimously 4-0 to hold item A8.

(A9) Grant Agreement with Youth Job Center to Provide Funding for a Career Partnership Manager

Staff recommends the City Council authorize the City Manager to sign a grant agreement with the Youth Job Center to provide funding in the amount of \$90,000 to help cover the costs of a Career Partnership Manager. The position will help facilitate the partnership between the Youth Job Center, the Mayor's Employer Advisory Council, Evanston Township High School and other community partners who are dedicated to supporting youth and young adults. Funding will be from the Good Neighbor Fund – Other Program Costs (Account

180.99.1800.62490), with FY18 budget of \$370,000.

For Action

Ald. Fleming moved to recommend City Council authorize the City Manager to sign a grant agreement with the Youth Job Center to provide funding in the amount of \$90,000 to help cover the costs of a Career Partnership Manager to help facilitate the partnership between the Youth Job Center, the Mayor's Employer Advisory Council, Evanston Township High School and other community partners who are dedicated to supporting youth and young adults, seconded by Ald. Rue Simmons.

Ald. Rainey asked staff to provide information on every project with career opportunities for job and workforce development for youth and young adults.

Ald. Fleming asked how this position is different from high school and career counselors at ETHS. Karen Demorest, Executive Director of YJC explained that approximately 20% of ETHS graduates do not pursue a college education. The purpose of this position is to provide them with options available to them as they graduate including entry level positions, short-term training and apprenticeship programs. The Career Partnership Manager will work with ETHS counselors, teachers and administration to build an internal system that links students to career options. They will also work with employers to create internal career paths in order to build a sustainable system.

At Ald. Flemings inquiry, Chair of the Mayor's Employer Advisory Committee Neil Gambow explained that the Mayor has allocated 2 years of funding of this position through the Good Neighbor Fund. Funding beyond 2020 will be sorted out later.

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

V. ITEMS FOR DISCUSSION

(APW1)Wheel Tax Due Date

During the January 12, 2019 City Council meeting Alderman Suffredin made a referral requesting that staff investigate alternative dates for Wheel Tax deadlines in order to benefit Evanston residents. The current deadline of December 31 creates hardships for residents who are saving for holiday spending, and it also presents logistical challenges for those who travel during the end of the year. Staff recommends moving the wheel tax deadline to October 1 annually, with a renewal period that would begin on August 1 and run through September 30.

For Discussion

Chief Financial Officer Hitesh Desai discussed moving the wheel tax deadline annually to October 1st with the renewal period beginning August 1st through September 30th.

Alex Thorpe, Revenue Manager explained the advantages of moving to an October 1st due date, including allowing more time for Northwestern students to get proper parking documentation needed for proof of residency for residential permits. He noted that during the transition period, the 2020 renewal notices will

still be sent out in October with a deadline of December 31, 2019. However, residents will be paying wheel tax for the period of January 1 through September 30, 2020 prorated to reflect the 9 month renewal.

Ald. Suffredin asked about the possibility to renew on a 21 month cycle or some incentive to pay early. Revenue Manager Thorpe is working with our parking vendor on text blasts and an e-notification through the Passport Parking app.

Ald. Rainey would like to discuss this with residents for feedback over the next couple of weeks. Revenue Manager Thorpe added that there is enough time for public feedback because testing would not start until August.

Ald. Fleming noted there are various other fees due around the same time. She asked if the City can offer 6, 12 and 24 month options. She would also like Northwestern students to have the ability to pay for their wheel tax on campus.

VI. COMMUNICATIONS

VII. ADJOURNMENT

Ald. Rainey moved to recommend adjournment, seconded by Ald. Rue Simmons. The meeting adjourned at 6:30pm.

**Respectfully Submitted,
Janella Hardin, PHR**