

**Administration & Public Works Committee Meeting
Minutes of June 24, 2019
James C. Lytle Council Chambers – 6:00 p.m.
Lorraine H. Morton Civic Center**

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

STAFF PRESENT: H. Desai, D. Stoneback, H. DuBose, L. Biggs, L. Stowe, R. Dahal, J. Leonard, T. Nunez

PRESIDING OFFICIAL: Ald. Braithwaite

I. DECLARATION OF A QUORUM: ALDERMAN BRAITHWAITE, CHAIR
A quorum being present, Ald. Braithwaite called the meeting to order at 6:07p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 10, 2019
Ald. Rue Simmons moved to recommend approval of the Minutes of the Regular Meeting of June 10, 2019, seconded by Ald. Fleming.

The Committee voted unanimously 5-0 to approve the Minutes of the June 10, 2019 Meeting.

III. PUBLIC COMMENT

Carl Klein discussed the library parking lot contract. He suggested a public meeting chaired by the Community Development Director for public input by all residents, not just residents of the 1st Ward.

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 – May 27, 2019 through June 9, 2019 \$2,841,400.11
For Action

(A2) Bills List – June 25, 2019 \$2,831,992.69
For Action

(A4) Agreement with Azavar Audit Solutions, Inc for Sales and Utility Tax Revenue Audits

Staff recommends City Council authorize a new agreement with Azavar Audit Solutions, Inc. (Azavar) to provide auditing services related to Sales Tax and Utility Tax revenues. The City is currently paying Azavar a monthly amount of \$915 as an incremental share of electric and gas tax revenues. Additional revenues shared with Azavar will be 45% of the increment for 36 months compared to 45% of the increment for 60 months. This will help the City retain incremental revenues after 3 years.

For Action

(A7) Resolution 61-R-19, Updating the Investment Policy

Staff recommends City Council adoption of Resolution 61-R-19 updating investment policy related to the allowable investment products.

For Action

(A8) Resolution 62-R-19, Approving Settlement in *Lindstrom v. City of Evanston*

Staff recommends City Council adoption of Resolution 62-R-18 authorizing the City of Evanston (“City”) to issue a settlement payment pursuant to a settlement agreement and release in *Cecilia Lindstrom v. City of Evanston* (Case No. 1:17-cv-07719). Funding will be provided from the Insurance Fund - Settlement Costs – Liability (Account 605.99.7800.62260).

For Action

(A9) Resolution 63-R-19, Approving Settlement in *R.J. O’Neil, Inc. v. City of Evanston, et al.*

Staff recommends City Council adoption of Resolution 63-R-18 authorizing the City of Evanston (“City”) to issue a settlement payment pursuant to a settlement agreement and release in *R.J. O’Neil Inc. v. City of Evanston, et al.* (Case No. 18-CH-15227). Funding will be provided from the Construction Fund – Fountain Square Project (Account 415.40.4217.65515 – 516004).

For Action

Ald. Fleming moved to recommend approval of the consent agenda, seconded by Ald. Simmons.

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

V. ITEMS FOR CONSIDERATION

(A3) Agreement to with Sam Goss & Associates to Provide Services for the Handyman Program

Staff recommends City Council authorize the City Manager to execute an agreement with Sam Goss & Associates (1727 Brummel, Evanston, IL 60202) to provide handyman services for the Handyman Program (RFP 19-17). This agreement will cover the period of July 1, 2019 through December 31, 2019. Funding will be provided from the Affordable Housing Fund (Account 250.21.5465.63095) with a budget of \$20,000.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute an agreement with Sam Goss & Associates to provide handyman services for the Handyman Program (RFP 19-17) for the period of July 1, 2019 through December 31, 2019, seconded by Ald. Rue Simmons.

Ald. Braithwaite requested the term Contractor be replaced with Consultant throughout the agreement.

After discussion, the Committee voted unanimously 5-0 to approve the agreement.

(A6) Sole-source Renewal of Dell Pro Support

Staff recommends City Council authorize the sole-source renewal of Pro Support from Dell Technologies (1 Dell Way, Round Rock, TX 78682) in the amount of \$27,598.12. This renewal purchase enables the City to maintain support plans for critical IT infrastructure. Funding is provided by the IT Division's Computer License and Support Account (100.19.1932.62340) which has a 2019 budget of \$550,000 and a current balance of \$164,829.03. The account balance will be \$137,230.91 after this purchase is complete.

For Action

Ald. Rainey moved to recommend City Council authorize the sole-source renewal of Pro Support from Dell Technologies in the amount of \$27,598.12, seconded by Ald. Rue Simmons.

At Ald. Braithwaite's inquiry, Chief Information Officer Luke Stowe explained that we were charged a reinstatement fee because of a gap in service. We will request the fee be waived.

After discussion, the Committee voted unanimously 5-0 to approve the renewal.

(A5) Contract Award with Spring City Electrical Manufacturing for Tallmadge Street Light Poles and Fixtures

Staff recommends that the City Council authorize the City Manager to execute a 10-year contract with Spring City Electrical Manufacturing (One South Main Street, Spring City, PA) for the single-source supply of Tallmadge Street Light Poles and Luminaire Fixtures. The cost of the contract through 12/31/2020 will be \$177,598. Funding through 2020 will be from the Capital Improvement 2019 and 2020 General Obligation Bonds in the amount of \$177,598. A detailed summary of the funding is included in the corresponding transmittal memorandum.

For Action

Item will be held until the July 8, 2019 meeting. Staff will return with the final costs and scoring information.

(A10) Ordinance 62-O-19, Amending Portions of City Code to Institute Building Permit Cancellation Fee Schedule

Staff recommends adoption of Ordinance 62-O-19, amending portions of Ordinance 136-O-18 Permit Fee Schedule to assess a cancellation fee to all building permit cancellations resulting in a refund request. Cancellation fee will be \$25 for permits issued with a permit fee of \$150 or less and \$50 for permits issued with a permit fee greater than \$150. Funding will be provided from the Fee Revenue to Building and Inspection Services – Building Permits (Account 100.21.2126.52080).

For Introduction

Ald. Rainey moved to recommend City Council adoption of Ordinance 62-O-19, amending portions of Ordinance 136-O-18 Permit Fee Schedule to assess a cancellation fee to all building permit cancellations resulting in a refund request, seconded by Ald. Rue Simmons.

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

(A11) Ordinance 61-O-19, Amending Portions of City Code Regarding the City of Evanston Occupation of Public Way Permit Fee Schedule

Staff recommends adoption of Ordinance 61-O-19, amending portions of City Code Chapter 2 - Streets, Sidewalks and Public Ways to assess a cancellation fee to all Occupation of Public Way permit cancellations resulting in a refund request. Occupation of Public Way permit types are Right of Way, Sidewalk Cafe, Moving Vehicle Parking and Storage Container. The cancellation fee will be \$25 for permits issued with a permit fee of \$150 or less and \$50 for permits issued with a permit fee greater than \$150. Funding will be provided from Fee Revenue to Public Works Agency - Occupation of Public Way Permits (Account 100.40.4105.52126).

For Introduction

Ald. Suffredin moved to recommend adoption of Ordinance 61-O-19, amending portions of City Code Chapter 2 - Streets, Sidewalks and Public Ways to assess a cancellation fee to all Occupation of Public Way permit cancellations resulting in a refund request, seconded by Ald. Rainey.

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

VI. ITEMS FOR DISCUSSION

Ald. Suffredin requested a discussion regarding notices of violations for miscellaneous compliance issues. He would like to encourage more constituent-friendly compliance notices from City staff.

VI. COMMUNICATIONS

VII. ADJOURNMENT

Ald. Rainey moved to adjourn, seconded by Ald. Rue Simmons. The meeting was adjourned at 6:24pm.

**Respectfully Submitted,
Janella Hardin, PHR**