

**Administration & Public Works Committee Meeting
Minutes of July 8, 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, E. Storlie, D. King, L. Hemingway, I. Ogbo, M. Masoncup, A. Villamin, R. Gustafson

PRESIDING OFFICIAL: Ald. Braithwaite

I. DECLARATION OF A QUORUM: ALDERMAN BRAITHWAITE, CHAIR
A quorum being present, Ald. Braithwaite called the meeting to order at 6:04p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 24, 2019
Ald. Rue Simmons moved to recommend approval of the Minutes of the Regular Meeting of June 24, 2019, seconded by Ald. Suffredin.

The Committee voted 4-0 to approve the Minutes of the June 24, 2019 Meeting.

III. PUBLIC COMMENT
Suzanne Caulder thanked the City and the Water Department for notifying her via letter that her water had been running for 4 days.

*Ald. Fleming arrived at 6:11pm.

IV. SPECIAL ORDER OF BUSINESS
(SP1) Parking Updates

Staff will provide an update on several parking initiatives that have been implemented over the last several months.

For Discussion

Presented by Erika Storlie:

- Longer parking options in business areas downtown
- Elimination of lock-out period on App/Pay Station
- Elimination of \$0.35 convenience fee on Wallet transactions
- Elimination of \$1 online convenience fee for paying citation online

Presented by Mike Rivera:

- Increasing the time limit from 24/hr to 48/hr prior to towing booted vehicles
- Addition of loading zone to 600 block of Davis St.
- Lincoln St. Parking Pilot Program
- Adding 12/hr parking to 1400 block of Sherman Ct. to 2/hr parking to 800

Greenwood

- \$175 Monthly Parking Permit for all City-owned parking garages
- Pay once, park anywhere via the App/Pay Station
- Improved signage displaying app zone numbers and directing customers to surface lots and garages with longer time limits
- Promotional campaign for garages 5/hr for \$5
- Employee parking in residential zones

V. 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 – June 10, 2019 through June 23, 2019 \$3,151,176.08
For Action

(A2) Bills List – July 9, 2019 \$ 2,831,992.69
For Action
Ald. Braithwaite corrected the July 9, 2019 Bills List amount to \$5,042,548.09.

(A4) **Washington National TIF Dissolution**
Staff recommends City Council accept and place on file the close out memo for the Washington National TIF District
Accept and Place on File

(A5) **Sole-source Purchase of West Filter Plant Backwash Rate Controller from LAI, Ltd.**
Staff recommends City Council authorize the City Manager to execute the sole-source purchase of the DeZurik filter backwash rate controller system from LAI, Ltd, (5400 Newport Drive, Suite 10, Rolling Meadows, IL 60008) in the amount of \$22,781. Funding for this purchase will be from Water Fund (Account 510.40.4230.65702), which has an allocation of \$50,000 for this item. This account has an YTD balance of \$206,065.37.
For Action

(A7) **Contract Award for HVAC Mechanical Engineering Services with Kimley-Horn and Associates, Inc. at the Police/Fire Headquarters, Fire Station #3 and the Levy Senior Center**
Staff recommends City Council authorize the City Manager to execute a contract for HVAC Mechanical Engineering Services at the Police/Fire Headquarters, Fire Station #3 and the Levy Senior Center (RFP 19-22) with Kimley-Horn and Associates, Inc. (1001 Warrenville Road, Suite 350, Lisle, IL 60532), in the amount of \$59,560. Funding will be provided from the Capital Improvement Program (CIP) 2019 General Obligation Bonds, which included an FY 2019 budget of \$115,000 for all three projects, all of which is remaining. The account breakdown is included in the corresponding transmittal memo.
For Action

(A8) Contract Award for Engineering Design Services with CCJM Engineers, Ltd. for Emergency Generators at the Police/Fire Headquarters and Fire Stations #1 and #2

Staff recommends City Council authorize the City Manager to execute a contract for Engineering Design Services for Emergency Generators at the Police/Fire Headquarters and Fire Stations #1 and #2 (RFP 19-30) with CCJM Engineers, Ltd. (303 East Wacker Drive, Suite 303, Chicago, IL 60601), in the amount of \$34,100. Funding will be provided from the Capital Improvement Program (CIP) 2019 General Obligation Bonds, which has an FY 2019 budget for this project in the amount of \$210,000, all of which is remaining. A detail breakdown of funding for this project can be found in the corresponding transmittal memorandum.

For Action

(A10) Renewal of 2019-2024 Elevator Service Agreement with Thyssen Krupp Elevator Corporation for the Sherman Plaza Parking Garage

Staff recommends renewal of the sole-source service and maintenance agreement with Thyssen Krupp Elevator Corporation (335 Eisenhower Lane South, Lombard, IL 60148) for the 6 elevators at the Sherman Plaza Parking Garage in the amount of \$205,200. The proposed 5-year service agreement is effective from April 1, 2019 to March 31, 2024. Funding will be provided from the Elevator Contracts – Sherman Plaza Garage Parking Fund (Account 505.19.7036.62425), with a budget of \$43,700. A breakdown of expenses for each year is as follows: \$25,650 for nine months of FY 2019, \$34,200 for each FY 2020-2023, and \$8,550 for three months of FY 2024.

For Action

(A11) 2019-2020 Fuel Purchase from The Gas Depot Oil Company

Staff recommends City Council approval of fuel purchases from July 6, 2019 through July 5, 2020 in the amount of \$750,000 from Gas Depot Oil Company (8930 N. Waukegan Road, Suite 230, Morton Grove, IL 60053). The Gas Depot Oil Company is the current Northwest Municipal Conference Bid winner for all grades and types of fuels that are utilized by city vehicles for this time period. Funding for this purchase will be as follows: \$750,000 from the Petroleum Products Business Unit in the Fleet Fund (Account 600.19.7710.65035) with a FY19 budget of \$750,000.

For Action

(A12) Replacement of One Public Works Agency Street Sweeper Vehicle from Standard Equipment Company

Staff recommends City Council approval for the purchase of one (1) replacement street sweeper vehicle for operations and allocated to the Public Works Agency (Public Services Bureau). The replacement vehicle will be purchased from Standard Equipment Company, 2033 West Walnut Street, Chicago, IL 60612 in the amount of \$226,175.55 through the Sourcewell contract. Funding for the vehicles will be from the Sewer Fund (Account 515.40.4530.65550) in the amount of \$226,175.55, which has a budgeted amount of \$420,075. This expenditure represents 53.8% of this budgeted amount.

For Action

(A14) Approval of Change Order No. 2 for Clearwell 9 (Treated Water Storage) Replacement Project Construction (Bid 18-30)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 2 to the construction contract for the Clearwell 9 Replacement Project (Bid No. 18-30) with Thieneman Construction, Inc. (17219 Foundation Parkway, Westfield, IN) in the amount of \$22,973.31. This will increase the total contract amount from the current contract price of \$19,213,700 to \$19,236,673.31. There is no time extension associated with this change order. The City has a loan agreement in place with the IEPA for funding from the State Revolving Fund in the amount of \$20,556,256 for engineering and construction of this project. All eligible costs will be funded by the loan repaid over 20 years at 1.84% interest. IEPA loan funding for this work is being routed through the Water Fund, Capital Improvement (Account 513.71.7330.65515-733107), which has an FY 2019 budget allocation of \$13,400,000 for this project (additional funding will be allocated in FY 2020). The City has executed a Memo of Understanding with Northwestern University (NU) where NU will pay for costs associated with this Change Order No. 2.

For Action

(A18) Resolution 65-R-19, Approving Procedures Regarding Determination of Benefit Eligibility Under the Public Safety Employee Benefits Act

Staff recommends that City Council adoption of Resolution 65-R-19, adopting a Public Safety Employee Benefits Act (PSEBA) Policy. The proposed policy outlines the procedures to be used by the City to determine employer-paid health insurance eligibility for former Firefighter/Paramedics or Police Officers catastrophically injured or killed in the line of duty.

For Action

(A19) Resolution 67-R-19, Authorizing Motor Fuel Tax Funds Transfer for General Maintenance of Streets

Staff recommends City Council adoption of Resolution 67-R-19 by which City Council would authorize the City Manager to transfer \$982,897 in 2019 of Motor Fuel Tax (MFT) Funds for the salt purchase, electricity payment and general maintenance of streets by City forces. The fund transfer was approved as part of the 2019 budget. Funding will be provided from the Motor Fuel Tax Fund (Account 200.26.5100.66131) as a transfer to the General Fund.

For Action

(A20) Resolution 70-R-19, Authorizing the Use of Emergency Contract Procedures for Civic Center Boiler System Repairs

Staff recommends City Council adoption of Resolution 70-R-19 authorizing the use of emergency contract procedures for Civic Center Boiler System Repairs. The City Manager will execute a contract for these repairs with Great Lakes Plumbing and Heating Company (4521 West Diversey Avenue, Chicago, IL 60639) in the amount of \$119,400. Funding is available from the Capital Improvement Fund 2019 General Obligation Bonds from the line item for Facilities Contingency (Account 415.40.4119.65515 – 619022). This line item has an FY 2019 budget of \$300,000 with a remaining balance of \$232,810.

For Action

(A28) Ordinance 70-O-19, Amending Portions of the City Code Regarding the Scope of Authority of Hearing Officers

The Alternatives to Arrest Committee recommends City Council adopt Ordinance 70-O-19, amending portions of the City Code regarding the scope of authority of hearing officers. *Ald. Braithwaite requests suspension of the rules for introduction and action at the July 8, 2019 City Council meeting.*

For Introduction and Action

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

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

VI. ITEMS FOR CONSIDERATION

(A23) Ordinance 58-O-19, Amending Section (C) of Title 11, Chapter 2, Schedule 11 “Immobilization Program”

Staff recommends City Council adoption of Ordinance 58-O-19, amending Section (C) of Title 11, Chapter 2, Schedule 11 “Immobilization Program,” changing the amount of time a vehicle is immobilized before it is towed and impounded. This ordinance will increase the time limit from 24 hours to 48 hours.

For Introduction

Ald. Rainey moved to recommend City Council suspend the rules and remove Ordinance 58-O-19, amending Section (C) of Title 11, Chapter 2, Schedule 11 “Immobilization Program,” changing the amount of time a vehicle is immobilized before it is towed and impounded. This ordinance will increase the time limit from 24 hours to 48 hours, seconded by Ald. Rue Simmons.

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

(A24) Ordinance 66-O-19, Amending Portions of the Parking City Code Regarding Payment Methods

Staff requests City Council adoption of Ordinance 66-O-19, amending portions City Code Chapter 10, Sections 5 and 11 to properly reflect all parking payment methods and zones. The City of Evanston offers a variety of parking options (single space meters, multi-space pay stations, and ParkEvanston App), as well as payment options (coins, cash, credit card, web-based applications/wallet) and the City Code must be updated to reflect these changes.

For Introduction

Ald. Rainey moved to recommend City Council suspend the rules and adopt Ordinance 66-O-19, amending portions City Code Chapter 10, Sections 5 and 11 to properly reflect all parking payment methods and zones, seconded by Ald. Fleming.

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

(A25) Ordinance 67-O-19 Amending City Code Section 10-11-18, Schedule XVIII(F) to add Lincoln Street Parking Pilot Program

The Transportation & Parking Committee recommends City Council adoption of Ordinance 67-O-19, amending City Code Sections 10-11-10 to restrict parking on the 1600 block of Lincoln Street to two hours from 9:00 a.m. to 6:00 p.m. for a period of 6 months.

For Introduction

Ald. Braithwaite moved to recommend City Council adopt Ordinance 67-O-19, amending City Code Sections 10-11-10 to restrict parking on the 1600 block of Lincoln Street to two hours from 9:00 a.m. to 6:00 p.m. for a period of 6 months, seconded by Ald. Rue Simmons.

The Committee voted 3-2 with Aids. Suffredin and Rue Simmons voting no to adopt the ordinance.

(A26) Ordinance 68-O-19, Amending City Code Section 10-11-7, Schedule VII(A) "Passenger Loading Zones, Public Carrier Stops and Stands" to Add a Loading Zone at 602 Davis Street

The Transportation & Parking Committee recommends City Council to adopt Ordinance 68-O-19, amending City Code Section 10-11-7 – Schedule VII(A) adding a 15 minute passenger loading zone at 602 Davis Street.

For Introduction

Ald. Fleming moved to recommend City Council suspend the rules and adopt Ordinance 68-O-19, amending City Code Section 10-11-7 – Schedule VII(A) adding a 15 minute passenger loading zone at 602 Davis Street, seconded by Ald. Rue Simmons.

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

(A27) Ordinance 69-O-19, Amending City Code Sections 10-11-12, Parking Zones

The Transportation & Parking Committee recommends City Council adoption of Ordinance 69-O-19, amending City Code Sections: 10-11-12(A) by adding both sides of Greenwood Avenue from Sherman west to the alley as a 2 hour paid parking zone, and 10-11-12(F) by adding the west side of Sherman Court from Greenwood Avenue north to the alley as a 12 hour paid parking zone.

For Introduction

Ald. Fleming moved to recommend City Council suspend the rules and adopt Ordinance 69-O-19, amending City Code Sections: 10-11-12(A) by adding both sides of Greenwood Avenue from Sherman west to the alley as a 2 hour paid parking zone, and 10-11-12(F) by adding the west side of Sherman Court from Greenwood Avenue north to the alley as a 12 hour paid parking zone, seconded by Ald. Rue Simmons.

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

(A3) 2018 Audited Comprehensive Annual Financial Report

Staff recommends that City Council accept and place on file the Audited Comprehensive Annual Financial Report (CAFR).

Accept and Place on File

Ald. Fleming moved to recommend City Council accept and place on file the Audited Comprehensive Annual Financial Report (CAFR), seconded by Ald. Braithwaite.

The Committee voted unanimously 5-0 to accept the report.

(A6) 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 December 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. *This item was held in Committee at the June 10, 2019 Administration and Public Works Committee meeting.*

For Action

Ald. Braithwaite moved to recommend City Council authorize the City Manager to execute a 10-year contract with Spring City Electrical Manufacturing for the single-source supply of Tallmadge Street Light Poles and Luminaire Fixtures at a contract cost of \$177,598 through December 31, 2020, seconded by Ald. Rue Simmons.

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

(A9) Purchase of Fire Department Communications Equipment from Motorola Solutions through the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) Program

Staff recommends approval of payment to Motorola Solutions of Chicago, IL for the purchase of upgraded mobile communications equipment and the APX emergency scene accountability system. Total cost for this invoice is \$1,550,000. Funding will come from Fire Department AFG Portal Radio Grant (Account 100.23.2305.62672), which is funded from three sources. A detailed summary of the funding is included in the corresponding transmittal memorandum.

For Action

Ald. Rue Simmons moved to recommend City Council approve the payment to Motorola Solutions of Chicago, IL for the purchase of upgraded mobile communications equipment and the APX emergency scene accountability system in the amount of \$1,550,000, seconded by Ald. Fleming.

The Committee voted unanimously 5-0 to purchase the upgraded equipment.

(A13) Amended Agreement with Passport Parking, Inc. for Software License and Service Agreement for Mobile Payments for Parking Platform and a Citation Management Platform

Staff requests City Council authorize the City Manager to execute a three-year amended agreement with Passport Parking, Inc. for software license and services for mobile parking payments and for a citation management platform. The contract term is retroactive to January 1, 2019 and continues through December 31, 2021. Mobile pay transaction fees are reduced from \$0.35 cents to \$0.22 cents per transaction with a not-to-exceed amount of \$250,000 for 2019, \$300,000 for 2020 and \$350,000 for 2021. Citation Management services will be \$22,200 a month for a total of \$266,400 annually, with an additional \$1.25 per letter issued after 40 days of non-payment by the citation recipient. Funding is as follows: Citation Management Fees: General Fund - Administrative Services - Service Agreement & Contracts (Account 100.19.1941.62509). Mobile App Fees: Parking Fund - Passport Mobile Parking (Account 505.19.7015.62519). Funding for mobile fees will be a mix of Parking Funds and convenience fees paid by Park Evanston "pay as you go" users.

For Action

Ald. Fleming moved to recommend City Council authorize the City Manager to execute a three-year amended agreement with Passport Parking, Inc. for software license and services for mobile parking payments and for a citation management platform for a contract term retroactive to January 1, 2019 and continues through December 31, 2021 in an amount not-to-exceed \$250,000 for 2019, \$300,000 for 2020 and \$350,000 for 2021, seconded by Ald. Rue Simmons.

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

(A15) Dog Beach Update

At the June 10, 2019 City Council meeting, Ald. Fiske requested information on the dog beach. Staff has prepared a presentation discussing past revenues, current conditions and a review of existing City ordinances. Staff requests this report be placed on file.

Accept and Place on File

Ald. Rainey moved to recommend City Council accept and place on file the Dog Beach Update, seconded by Ald. Fleming.

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

(A16) Sheridan Square Parking Update

After discussion at the June 24, 2019 Transportation & Parking Committee, staff removed signs restricting parking for 22 spaces on the east side of Sheridan Square 24 hours a day, except those with a District R permit. The entire length of Sheridan Square, both sides, is now designated as residents parking only from 9pm to 6am, which is also reflected in the City Code. Staff requests this report be placed on file and seeks direction on next steps.

Accept and Place on File

Ald. Suffredin moved to recommend City Council accept and place on file the Sheridan Square Parking Update, seconded by and Ald. Rue Simmons.

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

(A17) Street Cleaning and Snow Removal Signs

At the request of City Council, staff has examined the cost and scope of work required to install additional street sweeping signs at mid-block locations throughout the City. Staff requests this report be placed on file and seeks direction on next steps.

Accept and Place on File

Ald. Rue Simmons moved to recommend City Council accept and place on file the Street Cleaning and Snow Removal Signs report, seconded by Ald. Fleming.

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

(A21) Resolution 71-R-19, Authorizing the City Manager to Sign a Memorandum of Understanding with Northwestern University for Operations of the Beach at Lincoln Street and Campus Drive

Staff recommends that City Council adopt Resolution 71-R-19, authorization to execute a memorandum of understanding by and between the City and Northwestern University for operations at the beach located at end of Lincoln Street.

For Action

Ald. Braithwaite moved to recommend City Council adoption of Resolution 71-R-19, authorization to execute a memorandum of understanding by and between the City and Northwestern University for operations at the beach located at end of Lincoln Street, seconded by Ald. Rue Simmons.

The Committee vote 4-1 with Ald. Suffredin opposed to consideration of the resolution.

(A22) Resolution 75-R-19, Accepting a Grant from the Illinois Housing Development Authority's Abandoned Residential Property Municipal Relief Program

Staff recommends City Council adoption of Resolution 75-R-19, accepting a grant from the Illinois Housing Development Authority (IHDA) Abandoned Residential Property Municipal Relief Program. Illinois Housing Development Authority (IHDA) has provided \$75,000 in funding to address property maintenance issues at registered vacant properties. Funds will be provided through an account approved by IHDA.

For Action

Ald. Fleming moved to recommend City Council adoption of Resolution 75-R-19, accepting a grant from the Illinois Housing Development Authority (IHDA) Abandoned Residential Property Municipal Relief Program in the amount of \$75,000, seconded by Ald. Rue Simmons.

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

VII. ITEMS FOR DISCUSSION

(APW1) Robert Crown Local Employment Program and M/W/EBE Program Status Update

A status update will be provided regarding compliance with the Local Employment Program and the M/W/EBE program for the construction of the Robert Crown Community Center, Ice Complex and Library.

For Discussion

Questions that arose include:

- Fact checking who is employed.
- What is the Robert Crown timeline?
- What are the labor amount hours?
- Provide job description in the presentation
- Values for finish line?

VII. COMMUNICATIONS

VIII. ADJOURNMENT

Ald. Rue Simmons moved to adjourn. The meeting was adjourned at 8:17pm.

**Respectfully Submitted,
Lolita Thomas, Administrative Assistant**