



ADMINISTRATION & PUBLIC WORKS COMMITTEE

Monday, February 12, 2018
6:00 p.m.

Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston
James C. Lytle Council Chambers

AGENDA

- I. DECLARATION OF A QUORUM: ALDERMAN RAINEY, CHAIR
- II. APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 22, 2018
- III. ITEMS FOR CONSIDERATION

(A1) Payroll – January 8, 2018 through January 21, 2018 \$ 3,193,912.48

(A2.1) FY 2017 Bills List – February 13, 2018 \$ 3,359,819.15

FY 2018 Bills List – February 13, 2018 \$ 2,973,670.58

Credit Card Activity (not including Amazon purchases),
Period ending December 31, 2017 -

Bank of America \$ 159,115.23

BMO (Beta testing with New Purchasing cards) \$ 2,394.26

For Action

(A2.2) Amazon Credit Card Activity
Period Ending December 31, 2017 \$ 10,571.30

For Action

(A3.1) Fuel Purchases for Six Months from Gas Depot Oil Company

Staff recommends City Council approval of fuel purchases for the first six (6) months of Fiscal Year 2018 in the amount of \$450,000.00 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 through July 5, 2018 for all grades and types of fuels that are utilized by city vehicles. Funding for this purchase will be from the Major Maintenance, Materials to Maintain Autos Fund (Account 600.19.7710.65035), with a FY18 budget of \$1,100,000. Present fuel prices are \$2.11/gallon for 87 octane gasoline and \$2.40/gallon for bio-diesel.

For Action

(A3.2) 2018 New Tire Purchases from Wentworth Tire Service

Staff recommends City Council approval of tire purchases for the twelve (12) months in Fiscal Year 2018 in the amount of \$75,000.00 from Wentworth Tire Service (300 North York Road, Bensenville, IL). Wentworth Tire Service is an authorized distributor of tires within the Illinois State Contract # 7129. Funding is provided from Fleet Services/Tires and Tubes (Account 600.26.7710.65065), with a FY18 budget of \$100,000. \$75,000.00 is requested for the purchasing of new tires, and the remaining \$25,000.00 of the tire budget is for tire repair services (tire mounting, tire dis-mounting, road repairs, and service calls for the same time period) as a separate contract.

For Action

(A3.3) One-Year Renewal for Tire Repair Services with Wentworth Tire Service

Staff recommends City Council approval for the City Manager to authorize a one (1) year renewal for tire repair and recap services in the amount of \$24,672 with Wentworth Tire Service (300 North York Road, Bensenville, IL). This will be the second (2nd) and final renewal on this contract from January 1, 2018 through December 31, 2018. Funding is provided from Fleet Services/Tires and Tubes (Account 600.26.7710.65065), with a FY18 budget of \$100,000.

For Action

(A3.4) One-Year Contract Renewal for Testing, Repair & Certification of Fire Apparatus and Aerial Devices

Staff recommends City Council approval of a one year contract extension (RFP 15-30) to Global Emergency Products (1401 N. Farnsworth Avenue, Aurora, IL 60505) in the amount of \$72,300.00, to provide the required annual inspections and repairs for heavy fire apparatus vehicles assigned to Evanston Fire Department. This will be the third and final renewal. There is no cost increase from the last renewal. Funding will be from Account 600.19.7710.65060 with a FY18 Budget of \$1,050,000.

For Action

(A3.5) Contract with Structures Construction LLC for Construction Services for the Howard Street Theatre

Staff recommends that City Council authorize the City Manager to execute a contract to provide construction services for the Howard Street Theatre with Structures Construction LLC (2300 W. Diversey Avenue, Chicago, IL 60647) in the amount of \$1,385,469.00. Funding for this project will be provided from Capital Improvement Program (CIP) Howard-Ridge TIF funds (Account 415.40.4218.65515 – 617016), which has an FY 2018 budget allocation of \$1,756,058.00. The Howard Ridge TIF will issue debt and will pay the debt service costs for the architectural and construction costs for this project.

For Action

(A3.6) Contract with Carollo Engineers, Inc. for West Plant Filter Study

Staff recommends City Council authorize the City Manager to execute a contract for the West Filter Plant Study (RFP 17-58) with Carollo Engineers, Inc. (8600 W. Bryn Mawr Avenue, Suite 900N, Chicago, IL 60631) in the amount of \$126,033.00. Funding for the study will be provided from the Water Fund (Account 510.40.4200.62180). This project was budgeted at \$150,000.00 in FY 2018.

For Action

(A3.7) One-Year Renewal Agreement with Harris Computer Systems for NorthStar Utility Billing Software

Staff recommends that City Council authorize the City Manager to execute a renewal of the annual sole source maintenance and support agreement for the term March 1, 2018 through February 28, 2019 with Harris Computer Systems (1 Antares Drive, Suite 400, Ottawa, Ontario) for Harris NorthStar Utility Billing software, in the amount of \$41,289.90. Funding for this purchase will be from Account 510.40.4225.62340 which has an allocation of \$45,000.00. This account has a YTD balance of \$183,200.00.

For Action

(A3.8) Contract with ADS Environmental Services for 2018 Sewer Flow Monitoring

Staff recommends that City Council authorize the City Manager to execute a contract for the 2018 Sewer Flow Monitoring (Bid No. 18-03) with ADS Environmental Services (340 The Bridge Street, Suite 204, Huntsville, AL 35806) in the amount of \$38,000.00. Funding for this project is from the Sewer Fund, Account 515.40.4531.62180, which has an FY 2018 budget of \$75,000.00.

For Action

(A3.9) Five-Year Contract with Great Lakes Recycling, Inc. d/b/a Simple Recycling for Collection of Soft Recyclables

Staff recommends that City Council authorize the City Manager to execute a five-year contract for residential soft recycling services with Great Lakes Recycling, Inc. d/b/a Simple Recycling, (5425 Naiman Parkway, Solon, OH). The proposal would allow residents of single family homes or buildings of 5 units or less the ability to recycle a multitude of materials on a weekly basis. The services will not require any City funding, as the company will furnish all containers and vehicles needed for curbside pickups.

For Action

(A3.10) Approval of the Estimated Annual User Charge for 2018 with the MWRDGC for Disposal of Sludge Generated as Part of the Water Treatment Process

Staff recommends City Council approval of the Estimated Annual User Charge for 2018 with the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for Disposal of Sludge generated as part of the water treatment process in the amount \$180,086.68. Four payments of \$45,021.67 will be made beginning in February 2018 and ending November 2018. Funding for this work will be from the Water Fund, Account 510.40.4220.62420. This account has a budget of \$300,000.00 allocated for MWRDGC sludge disposal fees. The YTD account balance equals \$300,000.00.

For Action

(A3.11) Contract with Oxcart Permits System, LLC for Online Application and Processing of Oversize and Overweight Truck Permits

Staff recommends the City Council authorize the City Manager to execute an on-line application and processing contract for oversize and overweight truck permits with Oxcart Permits System, LLC., (440 W Colfax, Suite 2384, Palatine, IL 60078) pending approval of Ordinance 9-O-18 – Permits for Excessive Weight and Size. Under the agreement, Oxcart will process the applicants permit, issue such permits after staff review and approval of the application, collect the permit fees and service charges from the applicant, and reimburse the City the fees collected on a monthly basis.

For Action

(A3.12) Revision of Street Sweeping Schedule

Public Works Agency staff recommends revising the street cleaning schedule in 2018 to eliminate the special cleaning areas in Zone 4, changing the days that streets in Zone 4 are cleaned to the fourth Tuesday/Wednesday of the month, and reduce the number of residential streets that are cleaned overnight (4AM to 7AM). Staff also recommends revising the street cleaning schedule to a Tuesday/Wednesday schedule for Zone 3 in 2019, Zone 2 in 2020 and Zone 1 in 2021. The estimated cost of \$3,000 to purchase stickers to reflect the proposed changes on the existing signs would be funded from Account 100.40.4105.65515/Public Works Agency-Other Improvements with a FY18 Budget of \$3,000.

For Action

(A3.13) Change Order Number 3 to Contract with Thieneman Construction, Inc. for the Water Treatment Plant Reliability Improvements Construction

Staff recommends that City Council authorize the City Manager to execute Change Order No. 3 for the Water Treatment Plant Reliability Improvements Project with Thieneman Construction, Inc. (TCI) (17219 Foundation Parkway, Westfield, IN 46074) for a deduction of \$4,531.44 to the current contract amount to account for various minor changes to the work throughout the construction. This change order will decrease the total contract amount from the current contract price of \$1,289,721.00 to \$1,285,189.56, and extends the date of final completion date from October 29, 2017 to November 17, 2017.

For Action

(A3.14)Change Order Number 5 to the Contract with Structures Construction LLC for Dempster Beach Office Renovations

Staff recommends City Council authorize the City Manager to execute Change Order 5 to the Dempster Beach Office Renovations contract (Bid No. 17-40) with Structures Construction LLC (2300 W. Diversey Avenue, Chicago, IL) in the amount of \$4,830. This will increase the overall contract amount from \$276,319 to \$281,149. There is no time extension associated with this change order. Funding will be provided from the Capital Improvement Program 2017 General Obligation Bonds, which has a budget of \$300,000 for this project (Account No. 415.40.4117.65515 – 617015).

For Action

(A3.15)Change Order Number 2 to the Contract with SmithGroup JJR for the Church Street South Pier Reconstruction

Staff recommends that City Council authorize the City Manager to execute Change Order No. 2 with SmithGroup JJR (35 E. Wacker, Suite 2200, Illinois, 60601), for Engineering Services for the Church Street South Pier Reconstruction Project (RFP 16-13) in the amount of \$8,000. This change order increases the contract amount from \$90,500.00 to \$98,500.00 and extends the contract deadline by 455 days, from December 31, 2017 to March 31, 2019. Funding will be provided from the Capital Improvement Program 2018 General Obligation Bonds (Account 415.40.4118.62145 – 418017). This project was budgeted at \$625,000 in FY 2018.

For Action

(A4) Resolution 9-R-18, Authorizing the Execution and Approval of A Memorandum of Understanding between the City and the Morton Grove/Niles Water Commission

Staff recommends City Council adoption of Resolution 9-R-18, authorizing the approval and execution of the attached Memorandum of Understanding between the City of Evanston and the Morton Grove-Niles Water Commission for the construction and operation of an intermediate booster pump station located at 2525 Church Street.

For Action

(A5) Resolution 2-R-18, Approving Release of Certain Closed Session Minutes

Staff recommends City Council approval of Resolution 2-R-18, releasing certain closed session meeting minutes and finding that a need still exists for confidentiality as to the remaining minutes. The City is furthering its efforts to provide access to information and openness in government through the appropriate release of closed session minutes of the City Council.

For Action

(A6) Resolution 6-R-18, Authorizing the Appointment of an Interim Chief Financial Officer and Interim Treasurer for the City of Evanston

Staff recommends City Council adopt Resolution 6-R-18, appointing Ashley King as Interim Chief Financial Officer and Interim Treasurer.

For Action

(A7) Ordinance 19-O-18, Updating Authorized Signatories and Financial Institutions for Deposits/Investments of City Funds

Staff recommends City Council adopt Ordinance 19-O-18, adding Ashley King, Budget Manager and Interim Chief Financial Officer/Treasurer, and Andrew Villamin, Accounting Manager, as a depository signature.

For Introduction

(A8) Ordinance 20-O-18, Amending City Code to Allow for One-Way Traffic Flow During Willard School Drop-Off and Pick-Up Hours on Hurd Street and Central Park Avenue

Staff recommends City Council adoption of Ordinance 20-O-18, amending City Code Section 10-11-4, Schedule IV (A) to establish one-way south traffic on Hurd Street between Isabella Street and Park Place, and one-way north traffic on Central Park Avenue between Park Place and Isabella Street adjacent to Willard Elementary School during drop-off and pick-up hours. Funding for signage will be through the General Fund-Traffic Control Supplies (Account 100.40.4520.65115), with a FY 2018 budget of \$58,000.

For Introduction

(A9) Ordinance 9-O-18, Amending City Code Section 10-1-9-4, "Permits for Excessive Weight and Size"

Staff recommends that City Council adopt Ordinance 9-O-18, amending Section 10-1-9-4, of the City Code to establish permits and applicable fees for excessive vehicle weight and size in accordance with limitations set forth in 625-ILCS 5/15 - 100 of the Illinois Vehicle Code. *Staff recommends suspension of rules for Introduction and Action of this Ordinance at the February 12, 2018 City Council meeting.*

For Introduction and Action

(A10) Ordinance 10-O-18, Amending City Code to Include Civil Restitution

City staff recommends City Council adoption of Ordinance 10-O-18 to amend City Code Subsection 1-4-1, "General Penalties," to include civil restitution by order of Court. This ordinance adds civil restitution to the penalties available for City Code violations, and allows a Court to order restitution beyond the maximum fine amount. Civil restitution may only be ordered by a Court after a finding of guilt or a guilty plea by a defendant.

For Introduction

(A11) Ordinance 23-O-18, Amending City Code Section 3-4-6(D) to Decrease the Number of Class D Liquor Licenses for Yahala Inn

Staff recommends City Council adoption of Ordinance 23-O-18, amending City Code Subsection 3-4-6-(D) to decrease the number of authorized Class D liquor licenses from fifty-one (51) to fifty (50) for 811 Church LLC dba Yahala Inn, as the business is closed. *Staff recommends suspension of the rules for Introduction and Action at the February 12, 2018 City Council meeting.*

For Introduction and Action

(A12) Ordinance 24-O-18, Amending City Code Section 3-4-6(D) to Increase the Number of Class D Liquor Licenses for Good to Go

Local Liquor Commissioner recommends City Council adoption of Ordinance 24-O-18, amending City Code Subsection 3-4-6-(D) to increase the number of Class D Liquor Licenses from fifty (50) to fifty-one (51) and permit issuance of a Class D license to Good to Go Jamaican Cuisine, LLC dba Good to Go located at 711 Howard Street.

For Introduction

(A13) Ordinance 26-O-18, Amending City Code Section 3-4-6(F) to Increase the Number of Class F Liquor Licenses for the Target Store located at 1616 Sherman Avenue

Local Liquor Commissioner provides a recommendation to City Council regarding the adoption of Ordinance 26-O-18, amending City Code Subsection 3-4-6-(F) to increase the number of authorized Class F liquor licenses from nine (9) to ten (10), and permit issuance of a Class F license to Target Corporation dba Target Store T3283 located at 1616 Sherman Avenue.

For Introduction

(A14) Ordinance 28-O-18, Amending City Code Section 10-11-1 Reducing the Speed Limit on Ridge Avenue between Howard Street and Emerson Street from 30 MPH to 25 MPH

Staff recommends that City Council adopt Ordinance 28-O-18 to reduce the speed limit on Ridge Avenue between Emerson Street and Howard Street to 25 mph. Staff also recommends the City Council authorize the City Manager to: 1) direct the Evanston Police Department to provide targeted enforcement of traffic regulations within the Ridge Avenue Corridor, and 2) implement split phasing of the traffic signals at the Ridge/Lake intersection on a trial basis. Funding for the estimated \$10,000 to implement the split phasing of the traffic signals at the Ridge / Lake Intersection will be from Account 100.40.4520.65115, which has an FY 2108 budget allocation of \$58,000. *Staff further recommends suspension of rules for Introduction and Action at the February 12, 2018 City Council meeting.*

For Introduction and Action

IV. ITEMS FOR DISCUSSION

(APW1)2017 Sidewalk Service Inquiries

Staff recommends that City Council review the updated analysis of the sidewalk inquiries received by the City's 311 department in 2017 and request direction.

For Discussion

V. COMMUNICATIONS

VI. ADJOURNMENT