



ADMINISTRATION & PUBLIC WORKS COMMITTEE

Monday, September 9, 2019

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 BRAITHWAITE**
 - II. **APPROVAL OF MINUTES OF REGULAR MEETING OF JULY 22, 2019**
 - III. **PUBLIC COMMENT**
 - IV. **CONSENT CALENDAR**
All matters listed under the Item IV (4), 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.
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| (A1.1) Payroll – July 8, 2019 through July 21, 2019 | \$3,101,535.54 |
| <u>For Action</u> | |
| (A1.2) Bills List – August 13, 2019 | \$8,607,925.29 |
| BMO Credit Card Activity for the period ending | |
| June 26, 2019 | \$199,864.63 |
| <u>For Action</u> | |
| (A2.1) Payroll – July 22, 2019 through August 4, 2019 | \$3,082,856.44 |
| Payroll – August 5, 2019 through August 18, 2019 | \$2,924,326.33 |
| <u>For Action</u> | |
| (A2.2) Bills List – September 10, 2019 | \$ 5,463,829.69 |
| BMO Credit Card Activity for the period ending | |
| July 26, 2019 | \$ 211,723.86 |
| <u>For Action</u> | |

(A4) Approval of Contract with Morton Salt Company for the Purchase of Rock Salt

Staff recommends City Council authorize the City Manager to execute a one-year contract for the purchase of up to 7,500 tons of rock salt from Morton Salt Company (123 N. Wacker Drive, Chicago, IL) at a cost of \$79.87 per ton for a (2019/20) winter season total of \$599,025. Funding for this purchase will be provided from the MFT Snow and Ice Control Fund (Account 200.40.4550.65015). Staff will request a FY 2020 budget allocation of \$625,000 for the purchase of the estimated 7,500 tons of salt needed and other deicing agents.

For Action

(A5) Approval of Purchase from WEG Electric Corporation for the High Lift Pump Excitation System Replacement

Staff recommends City Council authorize the City Manager to execute the sole-source purchase of the High-lift Pump #6 Excitation System Replacement from WEG Electric Corporation (6655 Sugarloaf Parkway, Duluth, Ga. 30097-4907) in the amount of \$60,000.00. Funding for this purchase will be from Water Fund (Account 510.40.4210.65070), which has an allocation of \$60,000 for this item. This account has an YTD balance of \$60,000.

For Action

(A6) Approval of a One-Year Contract Extension with Thelen Materials, LLC for the 2019 Leaf Hauling and Disposal Contract

Staff recommends City Council authorize the City Manager to execute a one-year contract extension for leaf hauling/disposal with Thelen Materials, LLC (28957 W. IL Route 173 Antioch, IL 60002) in the amount of \$40,000. A detailed funding breakdown can be found in the corresponding transmittal memorandum.

For Action

(A8) Approval of a Contract Award with Sebis Direct, Inc. for Utility Bill Printing and Mailing Services

Staff recommends City Council authorize the City Manager to execute an agreement for Utility Bill Printing and Mailing Services (RFP 19-35) for a three-year term with Sebis Direct, Inc. (6516 W 74th Street, Bedford Park, IL 60638) in the amount of \$201,829. Printing of the bills will be provided by the Water Fund in the amount of \$38,400 and from the Sewer Fund in the amount of \$21,000. Postage for mailing of the bills will be provided by the Water Fund in the amount of \$75,000 and from the Sewer Fund in the amount of \$75,000.

For Action

(A9) Approval of Contracts to Purchase of Water Treatment Chemicals for Use in FY 2020

Staff recommends that City Council authorize the City Manager to execute contracts with the following three vendors to supply water treatment chemicals in response to Bid 19-40: 1) Alexander Chemical Corporation (315 Fifth Street, Peru, IL 61354) in the amount of \$187,200 to supply liquid aluminum sulfate (alum), \$59,830.05 to supply chlorine and \$122,325 to supply HFS acid (fluoride); 2) Polydyne, Inc. (One Chemical Plant Road, Riceboro, GA 31323) in the amount of \$70,760 to supply liquid polymer; and 3) Carus Group Inc., (315 Fifth Street, Peru, IL 61354) in the amount of \$150,259.20 to supply blended polyphosphate. The total of these proposed purchases is \$590,374.25. Funding for the purchase of alum, chlorine, fluoride and polymer is from the Water Fund (Account 510.40.4220.65015), which has a proposed budget allocation of \$489,500 for FY 2020. Blended polyphosphate is purchased from the Water Fund (Account 510.40.4220.65030), which has a proposed FY 2020 budget allocation of \$150,000.

For Action

(A10) Contract Award with Insituform Technologies USA, LLC for the 2019 CIPP Sewer Rehabilitation Contract B

Staff recommends that City Council authorize the City Manager to execute a contract for 2019 CIPP Sewer Rehabilitation Contract B (Bid 19-42) with Insituform Technologies USA, LLC (17988 Edison Avenue, Chesterfield, IL 63005) in the amount of \$339,995.70. Funding for this project is from Sewer Fund (Account 515.40.4535.62461 – 419004), which has a FY 2019 budget of \$700,000 for this work, of which \$351,525.65 is remaining.

For Action

(A11) Approval of Change Order No. 3 with Thieneman Construction, Inc. for the Clearwell 9 (Treated Water Storage) Replacement Project

Staff recommends that City Council authorize the City Manager to execute Change Order No. 3 to the Construction Contract agreement for the Clearwell 9 Replacement Project (Bid No. 18-30) with Thieneman Construction, Inc. (17219 Foundation Parkway, Westfield, IN) in the amount of \$46,593. This will increase the total contract amount from the current contract price of \$19,236,673.31 to \$19,283,266.31. 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.

For Action

(A12) Approval of Change Order No. 1 with Garland/DBS, Inc. for the Fire Station 2 Roof Replacement Project

Staff recommends that City Council authorize the City Manager to execute Change Order No. 1 to the contract for the Fire Station 2 Roof Replacement Project with Garland/DBS, Inc. (3800 East 91st St., Cleveland, OH) in the amount of \$51,966. This will increase the total contract amount from \$234,057 to \$286,023. Funding will be provided from the Capital Improvement Fund 2019 General Obligation Bonds (Account 415.40.4118.65515 – 418007). This change order will be funded by the 2019 Facilities Contingency account, which has a remaining FY 2019 balance of \$93,710.

For Action

(A13) Contract Award with Sports for Life for the Tennis Program at the Chandler-Newberger Community Center

Staff recommends City Council authorize the City Manager to execute an agreement with Sports for Life (424 Ashland Place, Highland Park, IL 60035) to provide tennis instruction for the City of Evanston's tennis program run by the Chandler-Newberger Community Center. The agreement is for three (3) years with a mutual option to renew for two (2) additional one (1) year options. The contract period will run from January 6, 2020 through December 31, 2022. Revenue from program registrations are deposited into General Fund (Chandler Account 100.30.3055.53565) and instruction expenses are paid from (Account 100.30.3055.62505). Compensation for the vendor is based on the percentages of resident rate revenues collected from program registrations.

For Action

(A14) Approval of Special Event: Evanston Made Maker's Market

Staff recommends approval of a special event request from EVMARK (d/b/a Downtown Evanston) and Evanston Made to use the 5th floor level of the Maple Avenue Self-Parking Garage to host a Makers' Market sale on Sunday, September 29, 2019 from 12 p.m. to 7 p.m. Costs for City services provided for events require a 100% reimbursement from the sponsoring organization or event coordinator. These fees are waived for City events and City co-sponsored events.

For Action

(A15) Approval of the Purchase of Four (4) Spirit Treadmills for the Levy Senior Center from Direct Fitness

Staff recommends City Council approve the purchase of four (4) Spirit Treadmills from Direct Fitness (600 Tower Road, Mundelein, IL 60060) for the Levy Senior Center Fitness Room in the amount not-to-exceed \$23,160. Funding is provided by Parks, Recreation and Community Services Department, Other Program Costs (Account 100.30.3005.62490), which has an approved FY 2019 budget of \$80,000 and a YTD balance of \$46,609.02.

For Action

(A16) Approval of Replacement of Arrington Lakefront Lagoon Shelter Washroom Doors and Windows

Staff requests City Council authorize the City Manager to enter into a contract consistent with the terms of the proposal from Skokie Millwork, Inc. (8108 N. Lawndale Avenue, Skokie, IL 60076) in the amount of \$34,560 for the purchase, fabrication and installation of two external doors and two exterior windows. The doors and windows are necessary to achieve proper operation and security of this building. Funding for this vehicle will be from the Capital Improvement Project Fund (Account 415.40.4119.65515 – Project #619021) for 34,560.

For Action

(A17) Approval of a Lease Agreement with Dell Computer Corporation for the Purchase of Fifty (50) Dell Desktop Computers

Staff recommends City Council approve a three-year lease agreement for fifty (50) desktop computers from Dell (One Dell Way, RR3 / MS8468, Round Rock, TX 78682) in the amount of \$31,008.60 (\$10,336.20 per year). After the lease is complete, the computers can be purchased from Dell for \$1.00.

For Action

(A21) Approval of Contract Extensions with The Owens Group, Inc. and Arthur J. Gallagher & Co. for Insurance Brokerage Services

Staff recommends City Council approve the one year extension of agreements with The Owens Group, Inc., and Arthur J. Gallagher & Co. for insurance brokerage services at a total cost of \$43,000 per year. The City will issue Request for Proposals (RFP) for brokerage services next year. Funding will be provided from the Insurance Fund (Accounts 605.99.7800.62615 and 605.99.7800.66044).

For Action

(A22) Approval of Contract Extension with Sikich, LLP for Audit Services

Staff recommends City Council extend agreement with Sikich, LLP for two more years considering their experience in auditing government clients in Illinois. Sikich, LLP has agreed to perform the 2019 audit with no fee increase and 2020 Audit with a 3% increase. Funding will be provided from the General Fund (Account 100.15.1570.62110). For FY 2019, \$100,000 has been budgeted for auditing services.

For Action

(A23) Approval of a Request to Extend Alcohol Service for One-Day Events for Levy Premium Foodservice

Staff recommends City Council approval of a request to extend alcohol service hours for one-day liquor events taking place at 1501 Central Street (“Levy Premium Foodservice”), on September 21, 2019, October 26, 2019, November 9, 2019, November 16, 2019, and November 23, 2019 to accommodate game day events during the Northwestern University football season.

For Action

(A25) Ordinance 88-O-19, Amending Section of Title 10, Chapter 11, Schedule 12 “Parking Meter Zones” adding a Portion of Madison Street

Transportation & Parking Committee, as well as City staff, recommends City Council adoption of Ordinance 88-O-19, amending Section of Title 10, Chapter 11, Schedule 12 “Parking Meter Zones”, adding the North side of 600 Madison Street, from Chicago Avenue to Custer Avenue. Enforcement will be from 8am - 9pm and will have a rate of \$.50 per hour.

For Introduction

(A26) Ordinance 94-O-19, Amending Portions of City Code Sections 10-11-10 “Schedule X(C); Two-Hour Limited Parking”

Staff recommends City Council adoption of Ordinance 94-O-19, amending portions of City Code Sections 10-11-10 “Schedule X(C); Two-Hour Limited Parking.” This Ordinance allows for 2 hour parking from 9:00 a.m. to 6:00 p.m. on the west side of Dodge Avenue from Church Street to the first alley north thereof.

For Introduction

(A27) Ordinance 84-O-19, Amending Title 10, Chapter 11, Section 10, Schedule X(C) “Two Hour Limited Parking”

Staff recommends City Council adoption of Ordinance 84-O-19, amending Title 10, Chapter 11, Section 10, Schedule X(C) “Two Hour Limited Parking.” This Ordinance will allow for 2-hour parking on the east side of Maple Avenue from Garnett Place to Foster Street.

For Introduction

(A28) Ordinance 85-O-19, Amending Title 10, Chapter 11, Section 10, Schedule X(F)8 “Residential Exemption Parking District G”

Staff and the Transportation & Parking Committee recommend City Council adoption of Ordinance 85-O-19, amending Title 10, Chapter 11, Section 10, Schedule X(F)8 “Residential Exemption Parking District G.” This Ordinance will add the three spaces west of Maple on the north side of Foster Street to District G.

For Introduction

(A29) Ordinance 91-O-19, Amending Various Sections of Title 10, Chapter 11 Pertaining to City of Evanston Parking Lots

Staff recommends City Council adoption of Ordinance 91-O-19, amending various portions of Title 10, Chapter 11 pertaining to City of Evanston Parking Lots. The Ordinance will remove Lot 32’s 13 meters (825 Hinman Avenue) as all spaces within the lot are being converted to permit only, add Lot 68 and its 13 spaces (717-719 Howard Street) as construction is complete on the new lot, and various other amendments to bring the City Code up to date with previous parking rate and hour changes.

For Introduction

(A30) Ordinance 87-O-19, Proposing Consideration of Scheduling of Dates for a Joint Review Board Meeting and a Public Hearing to Consider a Proposed First Amendment to the Howard and Ridge TIF District Redevelopment Plan and Project

Staff recommends City Council approve Ordinance 87-O-19 establishing dates for Howard Ridge TIF amendment Public Hearing and Joint Review Board Meeting.

For Introduction

(A31) Ordinance 97-O-19, Decreasing the Number of Class D Liquor Licenses from Fifty-five (55) to Fifty-three (53) Removing Licenses held by Blaze IL Store 5LLC d/b/a Blaze Pizza, and Siam Pasta, Ltd. d/b/a Siam Pasta Thai Cuisine

The Liquor License Commissioner recommends City Council adoption of Ordinance 97-O-19, decreasing the number of Class D Liquor Licenses from fifty-five (55) to fifty-three (53) removing licenses held by Blaze IL Store 5LLC d/b/a Blaze Pizza, and Siam Pasta, Ltd. d/b/a Siam Pasta Thai Cuisine. *Staff recommends suspension of the rules for Introduction and Action at the September 9, 2019 City Council Meeting.*

For Introduction and Action

(A32) Ordinance 101-O-19, Decreasing the Number of Class C Liquor Licenses from Twenty-three (23) to Twenty-two (22) Removing the License Held by HKK, Inc d/b/a Boltwood

The Liquor License Commissioner recommends City Council adoption of Ordinance 101-O-19, decreasing the number of Class C Liquor Licenses from twenty-three (23) to twenty-two (22) removing the license held by HKK, Inc d/b/a Boltwood. *Staff recommends suspension of the rules for Introduction and Action at the September 9, 2019 City Council meeting.*

For Introduction and Action

(A33) Ordinance 102-O-19, Increasing the Number of Class D Liquor Licenses from Fifty-three (53) to Fifty-four (54) for Comida, LLC d/b/a Comida Cantina

The Local Liquor Commissioner recommends City Council adoption of Ordinance 102-O-19, amending Class D Liquor License from fifty-three (53) to fifty-four (54) for Comida, LLC d/b/a Comida Cantina, 1926 Central Street, Evanston, IL 60201. *Alderman Eleanor Revelle recommends suspension of the rules for Introduction and Action at the September 9, 2019 City Council meeting.*

For Introduction and Action

(A34) Ordinance 103-O-19, Increasing the Number of Class D Liquor Licenses from Fifty– three (53) to Fifty-four (54) for MTOG Inc. d/b/a Mid Kitchen

The Local Liquor Commissioner recommends City Council adoption of Ordinance 103-O-19, increasing Class D Liquor License from fifty– three (53) to fifty-four (54) for MTOG Inc. d/b/a Mid Kitchen, 1512 Sherman Avenue, Evanston, IL 60201. *Alderman Donald Wilson recommends suspension of the rules for Introduction and Action at the September 9, 2019 City Council meeting.*

For Introduction and Action

V. ITEMS FOR CONSIDERATION

(A3.1) BMO Harris Amazon Credit Card Activity for the period ending June 26, 2019 \$17,208.41
For Action

(A3.2) BMO Harris Amazon Credit Card Activity for the Period ending July 26, 2019 \$8,080.84
For Action

(A7) Contract Award with Bolder Contractors, Inc. for the Oakton Street Water Supply Connection for the Village of Lincolnwood

Staff recommends that City Council authorize the City Manager to execute a contract for Oakton Street Water Supply Connection (Bid No. 19-36) with Bolder Contractors, Inc. (316 Cary Point Drive, Cary, IL 60013) in the amount of \$2,708,514.24. Funding for this project is from the Water Fund (Account 513.71.7330.65515 – 419003), which has an FY 2019 budget allocation of \$1,600,000 for this project. The proposed budget for FY 2020 is \$2,600,000, for a total of \$4,200,000 available for this project. Evanston will recover all costs associated with the water meter and pipeline as these costs were included in the Lincolnwood water rate calculation.

For Action

(A18) Contract with Phoenix Security to Provide 2 Security Guards for the Lorraine H. Morton Civic Center

Staff recommends City Council authorize the City Manager to enter into a contract consistent with the terms of Phoenix Security's proposal for 2 armed security guards. The security guards will work staggered shifts at the Lorraine H. Morton Civic Center during the hours of 8:00 a.m. until 5:00 p.m. and 12:00 p.m. until 8:00 p.m. Monday through Friday providing coverage during normal working hours and during night meetings that take place in the Civic Center. The cost will be approximately \$113,400 for 2 guards at \$29.50 an hour. Funding for October – December 2019 payments will be from City Manager's Office Service Agreements Fund (Account 100.15.1505.62509). The remaining \$85,050 for January 2020 through September 2020 will be from the same fund in the FY 2020 budget.

For Action

(A19) Contract Renewal with Evanston Township High School to Provide Crossing Guard and Traffic Control Services

Staff recommends City Council approve a one-year (1) contract renewal (with two 1-year options to renew) with Evanston Township High School (ETHS) to provide crossing guard / traffic control services at streets surrounding the high school. The new contract will take into account the new rates provided by the third-party crossing guard vendor, Andy Frain, and any added cost for the City's Parking Enforcement Officer that is required. Revenue will be deposited into the following funds: Crossing Guard Reimbursement in the amount of \$30,650 (Account 100.19.1942.53516), and Parking Enforcement Reimbursement in the amount of \$16,200 (Account 100.19.1942.53516).

For Action

(A20) Approval of Draft Request for Proposal 19-47, City's Real Estate Assets and Evaluation

Staff seeks direction and next steps on the draft request for proposal (RFP) for the City's Real Estate Assets and Evaluation. Staff recommends City Council authorize the City Manager approve RFP 19-47 for City's Real Estate Assets and Evaluation. The Request for Proposal will commence September 19, 2019 with a deadline for the proposal submission by 2:00 pm on October 18, 2019. Funding will be provided from the General Fund (Contingencies Account 100.15.1525.68025) with a budget of \$150,000 for FY 2019.

For Action

(A24) Ordinance 89-O-19, Amending the Municipal Retailers Occupation Tax to Increase the Rate Assessed from 1.0% to 1.25%

Staff recommends City Council adoption of Ordinance 89-O-19, amending the municipal retailer's occupation tax (home rule sales tax) to increase the rate assessed from 1.0% to 1.25%. The additional revenue from this rate increase would be deposited in the City's General Fund.

For Introduction

VI. ITEMS FOR DISCUSSION

VI. COMMUNICATIONS

VII. ADJOURNMENT