



AGENDA

Administration & Public Works Committee

Monday, December 9, 2019

**Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800
6:15 PM**

(I) CALL TO ORDER/DECLARATION OF A QUORUM

(II) APPROVAL OF MINUTES OF REGULAR MEETING MINUTES OF

AM1. Staff recommends approval of the Regular Minutes of the Administration & Public Works Committee of November 25, 2019.

For Action

[Draft Administration & Public Works Committee Minutes - November 25, 2019](#)

(III) CONSENT CALENDAR

A1. Approval of the City of Evanston Payroll and Bills

Staff recommends approval of the City of Evanston Payroll for the period of November 11, 2019 through November 24, 2019, in the amount of \$2,805,998.59, Bills List for December 10, 2019, in the amount of \$25,098,232.34 and credit card activity for the period ending October 26, 2019 in the amount of \$190,011.08.

For Action

[Approval of the City of Evanston Payroll and Bills](#)

A3. Approval of FY 2020 Insurance Renewals – Property, Excess Liability & Excess Worker’s Compensation

Staff recommends approval to purchase the outlined insurance policies for Fiscal Year 2020 at a total cost of \$643,690, which does not include the cost of excess coverage liability at this time. Staff also recommends approving the purchase of excess coverage limits at the same level as last year (total \$20M). Staff will return with excess coverage costs for approval at the January 13, 2020 meeting. The policies will renew all insurance coverage for the City of Evanston for Fiscal Year 2020. The Council must take action on December 9, 2019 in order to bind the coverage and avoid having to backdate our policies once we receive the excess coverage limits. Funding will be provided from the Insurance Fund (Account 605.99.7800.62615) in the amount of \$525,000; and Workers Compensation Fund (Account 605.99.7800.66044) in the amount of \$161,000.

For Action

[Approval of FY 2020 Insurance Renewals – Property, Excess Liability & Excess Worker’s Compensation](#)

A4. Approval of the Purchase of Twelve (12) Replacement Vehicles for Various City Departments

Staff recommends City Council approval for the purchase of twelve (12) replacement vehicles for various City departments in 2020. The following vehicles will be purchased through the competitive bid winners for each type of vehicle: one (1) Bluebird All-American RE Passenger Bus from Central States Bus Sales (P.O. Box 220, Big Rock, IL 60511) through Sourcwell contract in the amount of \$171,344; one (1) Ford F550 Bucket Truck from Sutton Ford, Inc. (21315 Central Avenue, Matteson, IL 60443) through the Suburban Purchasing Cooperative in the amount of \$120,233; one (1) Ford F150 4x2 Pickup Truck and four (4) Ford Fusion Sedans from Roesch Ford (333 W. Grand Avenue, Bensenville, IL 60106) through the Suburban Purchasing Cooperative in the amount of \$138,236; and one (1) Ford Transit Full Sized Van and four (4) Ford Interceptor SUVs from Currie Motors (10125 W. Laraway Road, Frankfort, IL 60423) through the Suburban Purchasing Cooperative in the amount of \$168,127. Funding for the purchase of these vehicles will be from the FY 2020 Equipment Replacement Fund (Account 601.19.7780.65550), with a FY budget of \$2,000,000.

For Action

[Approval of the Purchase of Twelve \(12\) Replacement Vehicles for Various City Departments](#)

A5. Approval of the Purchase of Neptune 360 Software as a Service (SaaS) from Water Resources, Inc.

Staff recommends City Council authorize the City Manager to execute a sole-source agreement with Water Resources Inc. (390 Sadler Ave., Elgin, IL) for the period of January 1, 2020 to December 31, 2022 to provide the Neptune 360 Software as a Service (SaaS) in the not-to-exceed amount of \$73,440. Funding is provided by the Water Production Bureau Water Other Operations Business Unit (Account 510.40.4225.62340), which has a FY 2020 budget request of \$373,300.

For Action

[Approval of the Purchase of Neptune 360 Software as a Service \(SaaS\) from Water Resources, Inc.](#)

A6. Approval of Parking Garage Rate Increases

Staff requests City Council approval of amended rates at the three City-owned parking garages effective February 1, 2020, due to the State of Illinois implementing a new parking tax. Proposed increases include raising the monthly permit rates by \$5 to \$10, and hourly rates by \$1 with the first hour remaining free.

For Action

[Approval of Parking Garage Rate Increases](#)

A7. Approval of One-Year Contract with Phoenix Security to Provide 2 Security Guards for the Lorraine Morton Civic Center

Staff recommends City Council authorize the City Manager to enter into a one-year contract consistent with the terms of Phoenix Security's proposal for 2 security guards. The security guards will work staggered shifts at the Lorraine 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. The contract will take effect January 2, 2020. Staff will check-in with Phoenix quarterly to ensure the City's needs are being met. Funding will be from City Manager's Office Service Agreements Fund (Account 100.15.1505.62509) in the FY 2020 budget.

For Action

[Approval of One-Year Contract with Phoenix Security to Provide 2 Security Guards for the Lorraine Morton Civic Center](#)

A8. Contract Award with Jones Lang LaSalle Americas (IL) L.P. for City's Real Estate Assets and Evaluation (RFP 19-47)

Staff recommends City Council authorize the City Manager to execute a contract with Jones Lang LaSalle Americas (IL) L.P. (200 East Randolph Drive, Chicago, IL 60601), to provide Phase I of the City's Real Estate Assets and Evaluation Services related to RFP 9-47 in the amount of \$128,938. Funding will be provided from the 2019 General Miscellaneous Business Operations Contingencies (Account 100.15.1525.68205) which has a balance of \$150,000, all of which is remaining. A detail funding breakdown is attached.

For Action

[Contract Award with Jones Lang LaSalle Americas \(IL\) L.P. for City's Real Estate Assets and Evaluation \(RFP 19-47\)](#)

A9. Contract Award with Otis Elevator Company for Filter Plant Freight Elevator Modernization (Bid 19-41)

Staff recommends that City Council authorize the City Manager to execute a contract for Filter Plant Freight Elevator Modernization (Bid 19-41) with Otis Elevator Company (949 Oak Creek Drive, Lombard, IL 60148) in the amount of \$231,944. Funding for this project is from Water Fund (Account 513.71.7330.65515 - 719003) which has an FY 2019 budget of \$120,000 and an FY 2020 proposed budget of \$235,000, of which all is remaining.

For Action

[Contract Award with Otis Elevator Company for Filter Plant Freight Elevator Modernization \(Bid 19-41\)](#)

A10. Contract Award with Hallett & Sons Expert Movers, Inc. for Robert Crown Relocation Services (Bid 19-59)

Staff recommends City Council authorize the City Manager to execute a contract with Hallett & Son's Expert Movers, Inc. (7535 W. 59th Street, Summit, IL 60501) in the amount not to exceed \$46,494. The cost includes a base bid of \$42,494 and a contingency of \$4,000. Funding is available from the Crown Construction Fund (Account 416.40.4160.65515-616017).

For Action

[Contract Award with Hallett & Sons Expert Movers, Inc. for Robert Crown Relocation Services \(Bid 19-59\)](#)

A11. Contract Award with Kimley-Horn & Associates for the Ridge Avenue Traffic Signal Intersections Improvement Project (RFQ 19-58)

Staff recommends that City Council authorize the City Manager to execute a contract with Kimley-Horn & Associates (1001 Warrenville Road, Suite 350, Lisle, IL 60532) to provide Phase I and Phase II Engineering Services for the Ridge Avenue Traffic Signal Intersections Improvement Project (RFQ 19-58) in the amount of \$185,953. This contract will be funded from the Highway Safety Improvement Program (HSIP) grant funds in the amount of \$138,380, and the City's Capital Improvement Program (CIP) 2019 General Obligation Bonds in the amount of \$47,603.

For Action

[Contract Award with Kimley-Horn & Associates for the Ridge Avenue Traffic Signal Intersections Improvement Project \(RFQ 19-58\)](#)

A12. Sole-Source Contract with Great Lakes Plumbing and Heating for HVAC Maintenance Services at the Robert Crown Community Center and Library

Staff recommends that City Council authorize the City Manager to execute a one-year sole-source contract with Great Lakes Plumbing and Heating (4521 W. Diversey Avenue, Chicago, IL 60639) to provide HVAC maintenance services for the Robert Crown Community Center and Library in the amount of \$30,825. Funding for the purchase will be from the Crown Construction Fund (Account 416.40.4160.65515 - 616017).

For Action

[Sole-Source Contract with Great Lakes Plumbing and Heating for HVAC Maintenance Services at the Robert Crown Community Center and Library](#)

A13. Change Order No. 1 for the Main Street Corridor Improvement Project (Bid 19-05)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 1 to the construction contract agreement for the Main Street Corridor Improvement Project (Bid No. 19-05) with Landmark Contractors, Inc. (11916 W. Main St., Huntley, IL 60142) in the amount of \$75,754.48. This will increase the total contract amount from the current contract price of \$2,062,822.08 to \$2,138,576.56. This change order also extends the contract completion time until May 30, 2020. Funding will be from the Capital Improvement Program 2019 General Obligation Bonds.

For Action

[Change Order No. 1 with Landmark Contractors, Inc. for the Main Street Corridor Improvement Project \(Bid 19-05\)](#)

A14. Change Order No. 1 with Hecker and Company, Inc. for the Emerson Street Traffic Signals Project (Bid 19-04)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 1 to the construction contract agreement with Hecker and Company, Inc. (250 Industrial Lane, Wheeling, IL 60090) for the Emerson Street Traffic Signals Project (Bid 19-04). This change order does not modify the contract price. It extends the contract completion date by 243 days from November 30, 2019, to July 31, 2020. There is no funding required for this change order.

For Action

[Construction Contract Change Order No. 1 Contract Time Extension Emerson Street Traffic Signals Project \(Bid No. 19-04\)](#)

A15. Change Order No. 1 with Bolder Contractors for Oakton Street Water Supply Connection (Bid 19-36)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 1 to the Construction Contract agreement for the Oakton Street Water Supply Connection with Bolder Contractors, Inc. (316 Cary Point Drive, Cary, IL 60013) in the amount of \$14,361.00 and for an additional 38 days. This will increase the total contract amount from the current contract price of \$2,708,514.24 to \$2,722,875.24, and extend the current completion date from April 24, 2020 to June 1, 2020. Funding for this project is from Water Fund (Account No. 513.71.7330.65515 – 419003), which has an FY 2019 budget allocation of \$1,600,000.00 an FY 2020 budget allocation of \$2,600,000.00. The cost of the project will be covered over the two years. Evanston will recover all costs associated with the water meter and pipeline as these costs will be included in the Lincolnwood water rate calculation.

For Action

[Change Order No. 1 with Bolder Contractors for Oakton Street Water Supply Connection \(Bid 19-36\)](#)

A16. Stormwater Management Guide

Staff recommends that the City Council accept and place on file the 2019 Stormwater Management Guide.

For Action: Accept and Place on File

[Stormwater Management Guide](#)

A17. Resolution 120-R-19, Referendum for Nonpartisan Elections

Staff recommends City Council adoption of Resolution 120-R-19, which will add a referendum question on whether the City should hold partisan or nonpartisan elections to the ballot of the March 17, 2020 election. At Ald. Suffredin's suggestion, this item was tabled until the December 9, 2019 Administration & Public Works Committee Meeting.

For Action

[Resolution 120-R-19, Referendum for Nonpartisan Elections](#)

A18. Resolution 127-R-19 Lease for 25 Studio Spaces with various tenants at the Noyes Cultural Arts Center

Staff recommends City Council adoption of Resolution 127-R-19 authorizing the City Manager to enter into twenty-five (25) renewal agreements for twelve (12) month lease term of tenant leases for studios at the Noyes Cultural Arts Center. Revenues are deposited into the Noyes Cultural Arts Business Unit (Account 100.30.3710.53565).

For Action

[Resolution 127-R-19 Lease for 25 Studio Spaces with various tenants at the Noyes Cultural Arts Center](#)

A19. Resolution 128-R-19 Lease for Studio Space with Mudlark Theatre at the Noyes Cultural Arts Center

Staff recommends City Council adoption of Resolution 128-R-19 authorizing the City Manager to execute an agreement for a seven (7) month renewal lease term with Mudlark Theatre. Revenues are deposited into the Noyes Cultural Arts Business Unit (Account 100.30.3710.53565).

For Action

[Resolution 128-R-19 Lease for Studio Space with Mudlark Theatre at the Noyes Cultural Arts Center](#)

A20. Resolution 129-R-19 Lease for Studio Space for Evanston Children's Choir at the Noyes Cultural Arts Center

Staff recommends City Council adoption of Resolution 129-R-19 authorizing the City Manager to execute an agreement for a nine (9)-month renewal lease term with Evanston Children's Choir. Revenues are deposited into the Noyes Cultural Arts Business Unit (Account 100.30.3710.53565).

For Action

[Resolution 129-R-19 Lease for Studio Space for Evanston Children's Choir at the Noyes Cultural Arts Center](#)

A21. Resolution 131-R-19 Reauthorizing the City of Evanston to Enter Into An Agreement with the Cook County Assessor's Office for Access to a Geographic Information System

Staff recommends City Council adoption of Resolution 131-R-19, authorizing the City Manager to sign an agreement with the Cook County Assessor's Office for access to GIS (Geographic Information System) data.

For Action

[Resolution 131-R-19 Reauthorizing the City of Evanston to Enter Into An Agreement with the Cook County Assessor's Office](#)

A22. Resolution 132-R-19, Amendment to the Commercial Lease of City-Owned Real Property Located at 1804 Maple Avenue

Staff recommends City Council adoption of Resolution 132-R-19, authorizing the City Manager to execute a second amendment to the lease of City owned property at 1804 Maple Avenue, to bring the lease terms in line with the new regulations (The Cannabis Regulation and Tax Act, HB 1438) for recreational use from licensed dispensaries, and to change the Tenant's party, PharmaCann LLC, to a related entity, MME Evanston Retail, LLC.

For Action

[Resolution 132-R-19, Amendment to the Commercial Lease of City-Owned Real Property Located at 1804 Maple Avenue](#)

A23. Resolution 134-R-19, Six Month Lease Agreement with GTC Main Street, Inc. for Space in the City of Evanston Parking Lot 15, and Resolution 135-R-19, Six Month Lease Agreement with 706 Main Street, LLC for Space in the City of Evanston Parking Lot 15

Staff recommends City Council adoption of Resolutions 134-R-19 and 135-R-19, authorizing the City Manager to enter into a six-month lease with GTC Main Street and 706 Main Street, LLC, respectively, for space in City of Evanston Parking Lot 15. The portion of revenue from Parking Meter Revenue (Accounts 505.19.7005.53250 and 53251) and Space (Lot) Rentals (Account 505.19.7005.53385) to be made as rent payment for the premises will be from the Parking Fund - Service Agreements (Account 505.19.7005.62509).

For Action

[Resolution 134-R-19, Six Month Lease Agreement with GTC Main Street, Inc. for Space in the City of Evanston Parking Lot 15, and Resolution 135-R-19](#)

A24. Ordinance 153-O-19, Amending Title 10, Chapter 11, Section 10 Schedule X(C) "Two Hour Limited Parking" by Amending Bryant Street

The Transportation and Parking Committee and staff recommend City Council adoption of Ordinance 153-O-19, amending Title 10, Chapter 11, Section 10, Schedule X(C) "Two-Hour Limited Parking" to extend Bryant Avenue from Central Street to the dead end, to Residential Parking District H.

For Introduction

[Ordinance 153-O-19, Amending Title 10, Chapter 11, Section 10 Schedule X\(C\) "Two Hour Limited Parking"](#)

A25. Ordinance 155-O-19, Increasing the Parking Tax in the City-Owned Garage at Sherman Plaza

Staff recommends City Council adoption of Ordinance 155-O-19, increasing the parking tax on monthly permits in the City-owned Sherman Plaza parking garage from \$50 to \$60, effective on February 1, 2020. This corresponds to an increase in the monthly parking rate from \$125 to \$130 monthly at the Sherman Plaza garage. Parking tax is deposited in the City's General Fund.

For Introduction

[Ordinance 155-O-19, Increasing the Parking Tax in the City-Owned Garage at Sherman Plaza](#)

A26. Ordinance 170-O-19, Amending Title 10, Chapter 11, Section 18, Schedule XVIII (G) “Residents Parking Only Districts” Adding a Portion of Lincoln Street

Transportation & Parking Committee and staff recommend City Council adoption of Ordinance 170-O-19, amending Title 10, Chapter 11, Section 10 “Residential Exemption Parking District 7” to add the homes on the 2200 block of Lincoln Avenue.

For Introduction

[Ordinance 170-O-19, Amending Title 10, Chapter 11, Section 18, Schedule XVIII \(G\) “Residents Parking Only Districts”](#)

A27. Ordinance 174-O-19, Amending City Code Section 10-11-7, Schedule VII(B) “Loading Zones” to Add 1903 Church Street

Staff recommends City Council adoption of Ordinance 174-O-19, amending City Code Section 10-11-7 – Schedule VII(B) adding a 30 minute loading zone at 1903 Church Street. *Alderman Rue Simmons requests suspension of the rules for Introduction and Action at the December 9, 2019 City Council meeting.*

For Introduction and Action

[Ordinance 174-O-19, Amending City Code Section 10-11-7, Schedule VII\(B\) “Loading Zones” to Add 1903 Church Street](#)

A28. Ordinance 175-O-19, Increasing the Number of Class D Liquor Licenses for La Macchina Ristorante, LLC d/b/a La Macchina Cafe, 1620 Orrington Avenue, Evanston, IL 60201

The Local Liquor Commissioner recommends City Council adoption of Ordinance 175-O-19, amending Class D Liquor License from sixty (60) to sixty-one (61) for La Macchina Ristorante, LLC d/b/a La Macchina Cafe, 1620 Orrington Avenue, Evanston, IL 60201. *Alderman Fiske requests suspension of the rules for Introduction and Action at the December 9, 2019 City Council Meeting.*

For Introduction and Action

[Ordinance 175-O-19, Increasing the Number of Class D Liquor Licenses for La Macchina Ristorante, LLC d/b/a La Macchina Cafe, 1620 Orrington Avenue](#)

A29. Ordinance 176-O-19, Increasing the Number of Class V Liquor Licenses for League of Creative Musicians, LLC d/b/a Evanston Space, 1245 Chicago Avenue, Evanston, IL 60202

The Local Liquor Commissioner recommends City Council adoption of Ordinance 176-O-19, amending Class V Liquor License from zero (0) to one (1) for League of Creative Musicians, LLC d/b/a Evanston Space, 1245 Chicago Avenue, Evanston, IL 60202. *Alderman Wynne requests suspension of the rules for Introduction and Action at the December 9, 2019 City Council meeting.*

For Introduction and Action

[Ordinance 176-O-19, Increasing the Number of Class V Liquor Licenses for League of Creative Musicians, LLC d/b/a Evanston Space, 1245 Chicago Avenue](#)

(IV) PUBLIC COMMENT

(V) ITEMS FOR CONSIDERATION

A2. Approval of BMO Harris Amazon Credit Card Activity

Staff recommends approval of the City of Evanston's BMO Harris Amazon Credit Card Activity for the period ending October 26, 2019, in the amount of \$4,521.26.

For Action

[Approval of BMO Harris Amazon Credit Card Activity](#)

(VI) ITEMS FOR DISCUSSION

(VII) ITEMS FOR COMMUNICATION

(VIII) ADJOURNMENT