



AGENDA

Administration & Public Works Committee

Monday, January 13, 2020

**Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800
6:00 PM**

**(I) CALL TO ORDER/DECLARATION OF A QUORUM - ALDERMAN
RAINEY**

**(II) APPROVAL OF MINUTES OF REGULAR MEETING MINUTES OF
DECEMBER 9, 2019**

AM1. Staff recommends approval of the Minutes of the December 9, 2019 Administration & Public Works Committee Meeting.

For Action

[Draft Administration & Public Works Committee Minutes - Dec 09 2019](#)

(III) PUBLIC COMMENT

(IV) CONSENT CALENDAR

A1. Approval of the City of Evanston Payroll and Bills

Staff recommends City Council approval of the City of Evanston Payroll for the periods of November 25, 2019 through December 8, 2019 in the amount of \$2,768,934.45 and December 9, 2019, through December 22, 2019 in the amount of \$2,691,908.26, Bills List for January 14, 2020 FY 2019, in the amount of \$10,438,725.41 and Bills List for January 14, 2020 FY 2020 in the amount of \$505,582.22 and credit card activity for the period ending November 26, 2019 in the amount of \$149,842.68.

For Action

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

A3. 2019 Post Bond Issuance Report

Staff recommends the City Council review and place the 2019 Post Bond Issuance Report on file.

For Action: Accept and Place on File

[2019 Post Bond Issuance Report](#)

A4. Approval of Contract With GovHR to Perform Executive Search For Next City Manager

The majority of the members of the City Council that participated in the consultant interviews recommend City Council authorize the City Manager to enter into a contract with GovHR (630 Dundee Road #130, Northbrook IL 60062) to perform the executive search for Evanston's next City Manager. Funding will be provided from the Human Resources Recruitment Business Unit (Account 100.19.1929.62512), which has a budget of \$35,000. One third of the recruitment fee is due upon the acceptance of the proposal, one third is due when a list of candidates is forwarded to the City for consideration and the remaining one third is due when the recruitment is complete.

For Action

[Approval of Contract With GovHR to Perform Executive Search For Next City Manager](#)

A5. Approval of Insurance Renewals for Property, Excess Liability & Excess Worker's Compensation for Fiscal Year 2020

Staff recommends City Council approval of the premium costs for excess insurance coverage up to \$20 million in the amount of \$270,546. Funding will be provided from the Insurance Fund (Account 605.99.7800.62615) in the amount of \$525,000 and Workers Compensation (Account 605.99.7800.66044) \$161,000.

For Action

[Approval of Insurance Renewals for Property, Excess Liability & Excess Worker's Compensation for Fiscal Year 2020](#)

A6. Approval of FY 2020 Solid Waste Agency of Northern Cook County (SWANCC) Disposal Fees

Staff recommends that City Council authorize the City Manager to execute an extension of the intergovernmental agreement for 2020 refuse disposal fees to the Solid Waste Agency of Northern Cook County (SWANCC) in the not to exceed amount of \$705,000 for operations and maintenance and transfer fees. Funding will be provided by the Solid Waste Fund (Account 520.40.4310.62405), which has a budget of \$733,125 for FY 2020.

For Action

[Approval of FY 2020 Solid Waste Agency of Northern Cook County \(SWANCC\) Disposal Fees](#)

A7. Approval of the FY 2020 Granular Materials Purchase Contract with G & L Contractors

Staff recommends that City Council authorize the City Manager to execute a one-year contract extension for the purchase of Granular Materials with G & L Contractors (7401 N. St. Louis Ave, Skokie, IL) in the amount of \$28,200. This contract award is part of a bid let by the Municipal Partnering Initiative (MPI). Funding for this contract is provided by two (2) separate funds. \$14,100 from Water Fund Account, 510.40.4540.65055; which has a 2020 budget of \$150,000. As well as \$14,100 from Sewer Fund Account, 515.40.4530.65055; which has a 2020 budget of \$58,000.

For Action

[Approval of the FY 2020 Granular Materials Purchase Contract with G & L Contractors](#)

A8. Approval of FY 2020 Debris Hauling Contract with G & L Contractors

Staff recommends that City Council authorize the City Manager to execute a one (1) year contract extension for debris hauling with G & L Contractors (7401 N St. Louis Ave., Skokie, IL) in the amount of \$80,000. This contract award is part of a bid let by the Municipal Partnering Initiative (MPI). Funding for this contract is provided by two (2) separate funds. \$40,000 from Water Fund Account, 510.40.4540.62415; which has a 2020 budget of \$45,000. As well as \$40,000 from Sewer Fund Account, 515.40.4530.62415; which has a 2020 budget of \$45,000.

For Action

[Approval of FY 2020 Debris Hauling Contract with G & L Contractors](#)

A9. Approval of the Single-Source Renewal of the 911 Service Agreement with Motorola, Inc.

Staff from the Police Department recommend City Council authorize the City Manager to approve the renewal of the annual single-source service agreement with Motorola, Inc. (1309 East Algonquin Road., Schaumburg, IL 60196) in the amount of \$72,447.78. The agreement is effective from January 1, 2020 through December 31, 2020. Funding will be provided by the FY 2020 E911 Fund Budget (Account 205.22.5150.62509) Service Agreements & Contracts with a Budget of \$305,000.

For Action

[Approval of the Single-Source Renewal of the 911 Service Agreement with Motorola, Inc.](#)

A10. Contract Award with Backflow Solutions, Inc. for the Backflow Prevention (Cross-Connection Control) Management Program RFP (19-61)

Staff recommends that City Council authorize the City Manager to execute a two (2) year contract, with three (3) optional 1-year extensions at the City's discretion, for the Backflow Prevention (Cross-Connection Control) Management Program (RFP 19-61) with Backflow Solutions, Inc. (BSI), (12609 S. Laramie Ave., Alsip, IL 60803) at an annual cost of approximately \$44,770 per year. Funding is provided from the Water Fund (Account 510.40.4225.62180), which has an FY 2020 Budget of \$160,000, all of which is remaining.

For Action

[Contract Award with Backflow Solutions, Inc. for the Backflow Prevention \(Cross-Connection Control\) Management Program RFP \(19-61\)](#)

A11. Contract Award with Berry Dunn McNeil & Parker, LLC for the Parks, Recreation and Community Services Department Strategic Plan (RFP 19-60)

Staff recommends City Council authorize the City Manager to execute a contract with Berry Dunn McNeil & Parker, LLC (100 Middle Street, Portland, ME 04101) for the planning and development of a parks and recreation strategic plan in a dollar amount not to exceed \$127,377. Funding will be provided from the Capital Improvement Fund 2020 General Obligation Bonds in the amount of \$77,377 and from the 2020 Good Neighbor Fund in the amount of \$50,000. Further information is included in the packet below.

For Action

[Contract Award with Berry Dunn McNeil & Parker, LLC for the Parks, Recreation and Community Services Department Strategic Plan \(RFP 19-60\)](#)

A12. Contract Award with Open Studio Project for the Art Program at the Robert Crown Community Center (RFP 19-46)

Staff recommends the City Manager be authorized to execute an agreement with Open Studio Project (903 Sherman Avenue, Evanston, IL 60202) for the City of Evanston Robert Crown Community Center Art Program. The contract is for one (1) year with a mutual option to renew for two (2) additional one (1) year options. The contract period will run from January 14, 2020 through December 31, 2020. Revenue from program registrations are deposited into General Fund Account Robert Crown (Account 100.30.3030.53565) and instruction expenses are paid from (Account 100.30.3030.62505). Compensation for the vendor is based on a 70/30 percentage split of resident rate revenues collected from program registrations.

For Action

[Contract Award with Open Studio Project for the Art Program at the Robert Crown Community Center \(RFP 19-46\)](#)

A13. Change Order No. 1 with AECOM for the Water System Vulnerability Assessment & Emergency Response Plan (RFP 18-54)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 1 to the agreement for the Water System Vulnerability Assessment & Emergency Response Plan (RFP 18-54) with AECOM (303 East Wacker, Suite 1400, Chicago, IL 60601) for a time extension of 121 days, extending the contract completion date from November 1, 2019, to February 29, 2020. There is no change to the contract amount. Funding is provided by the Water Fund Studies Business Unit (Account 510.40.4200.62180), which has an approved FY 2020 budget of \$250,000 and a YTD balance of \$250,000.

For Action

[Change Order No. 1 with AECOM for the Water System Vulnerability Assessment & Emergency Response Plan \(RFP 18-54\)](#)

A14. Change Order No. 1 with CDM Smith, Inc. for the Water Plant Evaluation Study (RFP 18-55)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 1 to the agreement for the Water Plant Evaluation Study (RFP 18-55) with CDM Smith Inc. (125 South Wacker, Suite 700, Chicago, IL 60606) for an extension in contract time of 169 days from November 13, 2019 to April 30, 2020. There is no change to contract amount. Funding for the study is provided from the Water Fund (Account 510.40.4200.62180), which has an approved FY 2019 budget of \$200,000 committed to this work, of which \$75,908.63 has not been spent and will be rolled over into FY 2020.

For Action

[Change Order No. 1 with CDM Smith, Inc. for the Water Plant Evaluation Study \(RFP 18-55\)](#)

A15. Change Order No. 3 with Greeley and Hansen, LLC for Engineering Services on the Oakton Street Water Supply Connection (RFP 18-59)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 3 to the agreement with Greeley and Hansen, LLC (100 S Wacker Drive, Suite 1400, Chicago, IL 60606) for engineering services during construction of the Oakton Street Water Supply Connection (RFP 18-59) in the amount of \$51,669. This will increase the total contract price from the current contract amount of \$246,932 to \$298,601, and extend the contract completion date by 155 days from January 28, 2020 to July 1, 2020. Funding for this contract will be provided from the Water Fund (Account 513.71.7330.62145 – 419003), which has an FY 2019 project budget of \$240,000 and an FY 2020 project budget of \$90,000.

For Action

[Change Order No. 3 with Greeley and Hansen, LLC for Engineering Services on the Oakton Street Water Supply Connection \(RFP 18-59\)](#)

A16. Change Order No. 3 with Bodala, LLC dba Central Rug and Carpet to the Contract for the Fleetwood-Jourdain Interiors Renovation (RFP 19-13)

Staff recommends the City Council authorize the City Manager to execute Change Order No. 3 to the contract for the Fleetwood-Jourdain Interiors Renovation (RFP 19-13) with Bodala, LLC dba Central Rug and Carpet (3006 Central Street, Evanston, Illinois) in the amount of \$8,419. This will increase the overall contract amount from \$664,573 to \$672,992. There is no time extension associated with this change order. Funding will be provided from the Capital Improvement Fund 2019 General Obligation Bonds (415.40.4119.65515 – 618008). This change order will exceed the project budget, but funding is available from savings in other projects awarded in 2019.

For Action

[Change Order No. 3 with Bodala, LLC dba Central Rug and Carpet to the Contract for the Fleetwood-Jourdain Interiors Renovation \(RFP 19-13\)](#)

A17. Change Order No. 4 with Thieneman Construction, Inc. for Clearwell 9 Replacement Project Construction (Bid 18-30)

Staff recommends that City Council authorize the City Manager to execute Change Order No. 4 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 \$3,265.51. This will increase the total contract amount from the current contract price of \$19,283,266.04 to \$19,286,531.55. 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). Further information is included in the packet below.

For Action

[Change Order No. 4 for Clearwell 9 \(Treated Water Storage\) Replacement Project Construction \(Bid 18-30\)](#)

A18. Resolution 125-R-19, Designating the Portion of Lake Street between Asbury Avenue and Wesley Avenue with the Honorary Street Name Sign, "Thomas H. Brinkmann Way"

The Parks, Recreation and Community Services Board recommends City Council adoption of Resolution 125-R-19, naming the portion of Lake Street between Asbury Avenue and Wesley Avenue with the Honorary Street Name Sign, "Thomas H. Brinkmann Way." Three street signs are made for the honoree. One sign is installed at each end of the designated one block area and the third sign is given to the honoree. The approximate total cost to create all three signs is \$200. Funds for the honorary street name sign program is budgeted in the Public Works Agency, Public Service Bureau - Traffic Operations' materials fund (Account 100.40.4520.65115) which has a fiscal year 2020 budget of \$58,000 and a year to date balance of \$58,000.

For Action

[Resolution 125-R-19, Designating the Portion of Lake Street between Asbury Avenue and Wesley Avenue with the Honorary Street Name Sign](#)

A19. Resolution 1-R-20, Authorizing the Acceptance of the 2017 Urban Area Security Initiative Grant Subaward from Cook County

Staff recommends City Council adoption of Resolution 1-R-20 authorizing the acceptance of the 2017 Urban Area Security Initiative Grant Subaward from Cook County for the implementation of an Evanston Fire and Police Unmanned Aerial Vehicle (UAV) Program. Year one of the program will be fully funded through the Cook County subaward portion of the 2017 UASI Grant for an amount not to exceed \$6,703. Staff will provide performance updates in subsequent years with any corresponding funding requests.

For Action

[Resolution 1-R-20, Authorizing the Acceptance of the 2017 Urban Area Security Initiative Grant Subaward from Cook County](#)

A20. Resolution 2-R-20, Authorizing Adoption of the Cook County Multi-jurisdictional Hazard Mitigation Plan (HMP)

Staff recommends City Council adoption of Resolution 2-R-20 authorizing adoption of the Cook County Multi-jurisdictional Hazard Mitigation Plan (HMP).

For Action

[Resolution 2-R-20, Authorizing Adoption of the Cook County Multijurisdictional Hazard Mitigation Plan \(HMP\)](#)

A21. Resolution 5-R-20 Authorizing the City Manager to Execute a Real Estate Contract for the Purchase of a Vacant Lot Located at 1829 Simpson Street

Staff recommends the approval of Resolution 5-R-20 authorizing the City Manager to execute a real estate contract for the purchase of a vacant lot located at 1829 Simpson Street for an amount not to exceed \$55,000. The source of funds for this proposed acquisition is Capital Improvement Funds Parks Contingency (Account 415.40.4119.65515-519011).

For Action

[Resolution 5-R-20 Authorizing the City Manager to Execute a Real Estate Contract for the Purchase of a Vacant Lot Located at 1829 Simpson Street](#)

A22. Resolution 7-R-20 Issuance of a Request for Qualifications/Proposals (RFQ/P) for Sale of 1805 Church Street and 1708-1710 Darrow Avenue

The Economic Development Committee and staff recommend City Council approval of Resolution 7-R-20 directing the City Manager to issue a Request for Qualifications/Proposals (RFQ/P) for sale and redevelopment of City-owned property located at 1805 Church Street and 1708-1710 Darrow Avenue.

For Action

[Resolution 7-R-20 Issuance of a Request for Qualifications/Proposals \(RFQ/P\) for Sale of 1805 Church Street and 1708-1710 Darrow Avenue](#)

A23. Resolution 8-R-20, Construction Engineering Funding Agreement with IDOT and Christopher B. Burke Engineering, Ltd. for the Howard Street Corridor Improvement Project

Staff recommends City Council adoption of Resolution 8-R-20, authorizing the City Manager to negotiate the Construction Engineering Funding Agreement for Federal Participation with Illinois Department of Transportation (IDOT). Execution of the Agreement will allow Evanston to use the \$500,000 in Surface Transportation Program (STP) funding that is obligated by City of Chicago for construction engineering. Also, staff recommends that City Council authorize the City Manager to execute a contract with Christopher B. Burke Engineering, Ltd. (9575 W. Higgins Road, Suite 600, Rosemont, Illinois 60018) in the not-to-exceed amount of \$999,992.89 to provide the Phase III construction engineering services for Howard Street Corridor Project (RFQ 16-75). Funding will be from the Capital Improvement Fund 2020 General Obligation Funds in the amount of \$499,992.89 (Account 415.40.4120.62145 - 417002) and from the City of Chicago federal Surface Transportation Program grant funds in the amount of \$500,000, which will be paid directly to the Illinois Department of Transportation. The FY 2020 budget includes \$400,000 for this contract, and an additional \$100,000 will need to be budgeted in FY 2021 to fund the remainder.

For Action

[Resolution 8-R-20, Construction Engineering Funding Agreement with IDOT and Christopher B. Burke Engineering, Ltd.](#)

A24. Ordinance 9-O-20, Amending Portions of the City Code Following the Enactment of the Illinois Cannabis Regulation and Tax Act

Staff recommends City Council adoption of Ordinance 9-O-20, amending portions of the City Code following the enactment of the Illinois Cannabis Regulation and Tax Act.

For Introduction

[Ordinance 9-O-20, Amending Portions of the City Code Following the Enactment of the Illinois Cannabis Regulation and Tax Act](#)

A25. Ordinance 177-O-19, Sale of Surplus Property Fleet Vehicles/Equipment and Surplus Robert Crown Community Center Equipment Owned by the City of Evanston

Staff recommends City Council adoption of Ordinance 177-O-19, directing the City Manager to offer the sale of vehicles and equipment owned by the City through public auction through GovDeals, an online auction system utilized by government agencies, on or around Wednesday, January 15, 2020 or any other subsequent America's Online Auction. These vehicles have been determined to be surplus as a result of new vehicle replacements being placed into service or vehicles that had to be taken out of service for safety reasons with the intention of eventual replacement. The equipment which is from the old Robert Crown Center has been determined to be surplus since it will not be utilized in the new Robert Crown Center or in any other City facilities. **The Interim City Manager recommends suspension of the rules for Introduction and Action at the January 13, 2020 City Council meeting.**

For Introduction and Action

[Ordinance 177-O-19, Sale of Surplus Property Fleet Vehicles/Equipment and Surplus Robert Crown Community Center Equipment Owned by the City of Evanston](#)

(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 November 26, 2019, in the amount of \$13,190.11.

For Action

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

(VI) ITEMS FOR DISCUSSION

APW1. Discussion of Changes to City Code for Snow and Ice Removal on Public and Private Sidewalks

Staff seeks feedback on making revisions to the sections of the City Code pertaining to removal of snow and ice from public and private sidewalks. Staff will provide an overview and presentation on this discussion item at the January 13, 2019 Administration & Public Works Committee meeting.

For Discussion

[Discussion of Changes to City Code for Snow and Ice Removal on Public and Private Sidewalks](#)

(VII) ITEMS FOR COMMUNICATION

(VIII) ADJOURNMENT