



**AGENDA**

**Administration & Public Works Committee**

**Monday, July 27, 2020**

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

**4:30 PM**

**(I) CALL TO ORDER/DECLARATION OF A QUORUM: ALDERMAN FLEMING**

**(II) APPROVAL OF THE MINUTES OF THE REGULAR ADMINISTRATION & PUBLIC WORKS COMMITTEE MEETING OF JULY 13, 2020**

AM1. **Approval of the Minutes of the Regular Administration & Public Works Committee meeting of July 13, 2020**

Staff recommends approval of the minutes of the Regular Administration & Public Works Committee meeting of July 13, 2020.

**For Action**

[Draft Administration & Public Works Committee Minutes - July 13, 2020](#)

**(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 period of June 22, 2020, through July 5, 2020, in the amount of \$2,713,995.47, Bills List for July 28, 2020, in the amount of \$1,463,359.37. **For Action**

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

A2. **2019 Comprehensive Annual Financial Report**

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

**For Action: Accept and Place on File**

[2019 Comprehensive Annual Financial Report](#)

A3. **Approval of Minority, Women, Evanston Business Enterprise Funds Transfer (MWEBE)**

Staff recommends City Council approval of the Minority, Women, Evanston Business Enterprise Committee's recommendation to spend funds for the Economic Development Entrepreneurship Grant in the amount of \$50,000. Funding will be provided from the MWEBE/LEP Line Item (Account 100.41307), which has a current balance of \$78,492.45.

**For Action**

[Approval of Minority, Women, Evanston Business Enterprise Funds Transfer \(MWEBE\)](#)

A4. **Approval of Fuel Purchase for July 6, 2020 through July 5, 2021**

Staff recommends City Council approval of fuel purchases from July 6, 2020 through July 5, 2021 in the amount of \$750,000 from Al Warren Oil Co., Inc. (1646 Summer Street, Hammond, IN 46320). Al Warren Oil Co Inc. is the current Northwest Municipal Conference Bid winner for all grades and types of fuel 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 FY 2020 budget of \$750,000.

**For Action**

[Approval of Fuel Purchase for July 6, 2020 through July 5, 2021](#)

A5. **Approval of Sole-Source Renewal Agreement with Dell/EMC, Inc. for Support and Licensing of VMware Systems**

Staff recommends City Council approval of a one-year, sole-source renewal agreement for support and licensing of VMware systems from Dell/EMC, Inc. (One Dell Way, Mail Stop 8129, Round Rock, TX 78682) in the amount of \$39,830.02. Funding for the purchase will be from the IT Computer Software Fund (Account 100.19.1932.62340) with a YTD balance of \$437,193.83.

**For Action**

[Sole Source Purchase of Dell/EMC VMware Annual Support & Licensing](#)

A6. **Approval of Authorization to Execute a Payment for the Month of June to Evanston Township High School for Providing Food Services to Assist Those Affected by School Closures Due to COVID-19**

Staff recommends that City Council authorize the City Manager to execute a payment of \$162,000 to Evanston Township High School (ETHS), (1600 Dodge Ave, Evanston, IL 60201) for providing food services to assist those affected by school closures due to COVID19. Funding for this program is from the City Manager's Emergency Operations Unit (Account 100.15.1520.65025).

**For Action**

[Approval of Authorization to Execute a Payment for the Month of June to ETHS for Providing Food Services During COVID-19](#)

A7. **Approval of the Single-Source Annual Renewal of the CAD Software License and Service Agreement with CentralSquare Technologies (formerly SunGard/Superion)**

Staff recommends that the City Council authorize the City Manager to renew sole source software license and service agreement with CentralSquare Technologies, (1000 Business Center Drive, Lake Mary, FL) for the Police Department's CAD (Computer Aided Dispatch) software in the amount of \$78,515.30. The Agreement is effective from May 1, 2020 through April 30, 2021. Funding is provided by the Emergency Telephone System (Account 205.22.5150.62509), which has an approved FY 2020 budget of \$305,000 and a YTD balance of \$207,218.68.

**For Action**

[Approval of the Single-Source Annual Renewal of the CAD Software License and Service Agreement with CentralSquare Technologies](#)

A8. **Approval of Contract Award with Capitol Cement Co., Inc. for the 2020 CDBG Improvements and Waste Transfer Station Alleys (Bid No. 20-38)**

Staff recommends the City Council authorize the City Manager to execute an agreement with Capitol Cement Co., Inc. (6231 N. Pulaski Road, Chicago, IL 60646) for the 2020 CDBG Improvements and Waste Transfer Station Alleys (Bid No. 20-38) in the amount of \$1,009,403.36. Funding is provided from the Capital Improvement Fund 2020 General Obligation Bonds in the amount of \$185,987.36, from Community Development Block Grant funds in the amount of \$659,574, and from Waste Transfer Station settlement funds in the amount of \$163,842. A detailed summary is included in the memo below.

**For Action**

[Approval of Contract Award with Capitol Cement Co., Inc. for the 2020 CDBG Improvements and Waste Transfer Station Alleys \(Bid No. 20-38\)](#)

A9. **Approval of the Evanston Water Shut-off, Late Fee and Payment Arrangement Recommendations**

Staff recommends City Council approval to extend the moratorium on water shut-offs until April 2021, extend the moratorium on late fees until August 1, 2020 and extend payment arrangement periods up to 24 months as a response to the coronavirus pandemic.

**For Action: Accept and Place on File**

[Approval of the Evanston Water Shut-off, Late Fee and Payment Arrangement Recommendations](#)

A10. **Approval of a Sole Source Contract Award with WaterSmart Software for the Purchase of the WaterSmart Customer Portal Platform**

Staff recommends City Council authorize the City Manager to execute a three year agreement with WaterSmart Software (20 California Street, Suite 200, San Francisco, CA 94111) for the purchase of the WaterSmart Customer Portal Platform in the not-to-exceed amount of \$39,600.00 over the three year term. Funding will be provided from the Water Fund, Water Other Operations Business Unit (Account 510.40.4225.62340), which has an approved FY 2020 Budget of \$373,300.00 and a YTD balance of \$273,300.91.

**For Action**

[Approval of a Sole Source Contract Award with WaterSmart Software for the Purchase of the WaterSmart Customer Portal Platform](#)

A15. **Resolution 66-R-20 Authorizing the Interim City Manager to Execute the Professional Services Agreement with the James B. Moran Center for Youth Advocacy**

Staff recommends City Council adoption of Resolution 66-R-20 authorizing the City Manager to execute an agreement between the City of Evanston and the James B. Moran Center for Youth Advocacy located at 1900A Dempster Street, Evanston, IL 60201 to provide legal services for not less than 15 Evanston residents to secure Certificates of Rehabilitation, expungement and criminal records sealing in an amount not to exceed \$30,000 per year. Funding for this agreement is budgeted in the Health and Human Services Department Fund, Youth and Young Adult Engagement Division (Account 176.24.3215.62490) which has a FY 2020 budget of \$220, 000 and a YTD balance of \$219,028 prior to this agreement. Costs amount to approximately \$2,000 per participant. The City of Evanston shall be financially responsible for the furtherance of the program. The James B. Moran Center would be responsible for handling the payment of direct and indirect costs for not less than 15 participants at \$2,000 each which include legal services, filing fees, supportive materials, transportation fees and assistance with child care on days that such assistance would be necessary.

**For Action**

[Resolution 66-R-20 Authorizing the Interim City Manager to Execute the Professional Services Agreement with the James B. Moran Center for Youth Advocacy](#)

A16. **Ordinance 71-O-20, Amending City Code Section 10-11-5(D), Schedule V(D) "Four-Way Stops" to Include Four-Way Stops at Prospect Avenue and Colfax Street**

Staff recommends City Council adoption of Ordinance 71-O-20 by which the City Council would amend Section 10-11-5(D), Schedule V(D) of the City Code to establish a 4-Way Stop Control at the intersection of Prospect Avenue & Colfax Street. *Alderman Suffredin requests suspension of the rules for Introduction and Action at the July 27, 2020 City Council meeting.* Funding will be through the General Fund-Traffic Control Supplies (Account 100.40.4520.65115), with an FY 2020 budget of \$58,000 and a remaining balance of \$17,410.

**For Introduction and Action**

[Ordinance 71-O-20, Amending City Code Section 10-11-5\(D\), Schedule V\(D\) "Four-Way Stops" to Include Four-Way Stops at Prospect Avenue and Colfax Street](#)

A22. **Ordinance 72-O-20, Amending City Code Section 3-4-6(S) to Permit Service of Alcohol to American Legion Non-Members**

Staff recommends City Council adoption of Ordinance 72-O-20, amending City Code Section 3-4-6(S) to allow service of alcohol to American Legion non-members.

**For Action**

[Ordinance 72-O-20 Amending 3-4-6\(S\) of the Code Allowing Alcohol Service to Nonmembers](#)

**(V) ITEMS FOR CONSIDERATION**

A11. **Approval of Change Order No. 2 with Bulley and Andrews for the Robert Crown Community Center and Library Construction Manager Services (RFP 17-57)**

Staff recommends City Council authorize the City Manager to execute Change Order No. 2 for construction management services for the Robert Crown Community Center and Library with Bulley & Andrews (1755 W. Armitage Avenue, Chicago, Illinois, 60622). This change order will increase the existing contract price by \$400,000 from \$47,741,803 to \$48,141,803. This change order will also increase the contract time to complete the site work by 56 calendar days, from July 3, 2020 to August 28, 2020. The cost of this change order will be covered by a direct donation from the Friends of the Robert Crown Center. Funding will be provided by Friends of the Robert Crown Center (FRCC) and deposited into the Crown Construction Fund. FRCC will transfer \$400,000 to the City on August 1, 2020.

**For Action**

[Robert Crown Community Center and Library Construction Manager Services \(RFP 17-57\) – Change Order #2](#)

A12. **Resolution 62-R-20, Creating a Provisional Moratorium on Tenant Eviction Notices Due To COVID-19 Impact**

Staff recommends City Council adoption of Resolution 62-R-20, creating a provisional moratorium on tenant eviction notices due to COVID-19 Impact.

**For Action**

[Resolution 62-R-20, Creating a Provisional Moratorium on Tenant Eviction Notices Due To COVID-19 Impact](#)

A13. **Resolution 64-R-20, To Authorize the City to File a Grant Application with the Metropolitan Water Reclamation District of Greater Chicago's Green Infrastructure Project Partnership for Funding on Main Street Improvements Project**

Staff recommends City Council adoption of Resolution 64-R-20 To Authorize the City to File a Grant Application with the Metropolitan Water Reclamation District of Greater Chicago's Green Infrastructure Project Partnership for Funding on Main Street Improvements Project. The Metropolitan Water Reclamation District (MWRD) of Greater Chicago's Green Infrastructure Project Partnership will fund eligible construction costs for green infrastructure installations. The total estimated construction cost for the Main Street Improvements Project is \$4,700,219 with program eligible costs totaling \$430,000. Of the eligible costs, MWRD will pay \$322,500 (75%) and the City of Evanston will pay the remaining project costs. The City's share of project costs, \$107,500, will need to be budgeted in the FY 2022 Sewer Fund budget.

**For Action**

[Resolution 64-R-20, To Authorize the City to File a Grant Application with MWRD of Greater Chicago's Green Infrastructure Project Partnership](#)

A14. **Resolution 65-R-20, Extending the Declared State of Emergency Until August 10, 2020**

Staff recommends City Council adoption of Resolution 65-R-20, extending the declared state of emergency until August 10, 2020.

**For Action**

[Resolution 65-R-20, Extending the Declared State of Emergency Until August 10, 2020](#)

**(VI) ITEMS FOR DISCUSSION**

**(VII) ITEMS FOR COMMUNICATION**

**(VIII) ADJOURNMENT**