



## **AGENDA**

**Administration & Public Works Committee**

**Monday, March 13, 2023**

**Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800  
5:00 PM**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/85132939500?pwd=THZGODVIVXZ6Zi9tUFFqUys2b01YQT09>

**Meeting ID: 851 3293 9500**

**Passcode: 786758**

Those wishing to make public comments at the Administrative & Public Works Committee, Planning & Development Committee or City Council meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the City Clerk's Office's online form at

[www.cityofevanston.org/government/city-clerk/public-comment-sign-up](http://www.cityofevanston.org/government/city-clerk/public-comment-sign-up)

or by calling/texting 847-448-4311.

Community members may watch the City Council meeting online at

[www.cityofevanston.org/channel16](http://www.cityofevanston.org/channel16) or on Cable Channel 16.

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**(I) CALL TO ORDER - COUNCILMEMBER HARRIS**

**(II) APPROVAL OF MINUTES OF REGULAR ADMINISTRATION & PUBLIC WORKS COMMITTEE MEETING**

M1. **Approval of the Minutes of the Administration & Public Works Committee meeting of February 27, 2023** 10 - 14

Staff recommends approval of the minutes of the Administration & Public Works Committee meeting of February 27, 2023

**For Action**

[Approval of the Minutes of the Administration & Public Works Committee meeting of February 27, 2023](#)

**(III) PUBLIC COMMENT**

Those wishing to make public comments at the Administration & Public Works Committee meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the City Clerk's Office's online form at <https://www.cityofevanston.org/government/city-clerk/public-comment-sign-up> or by calling/texting 847-448-4311.

Community members may watch the Administration & Public Works Committee meeting online at [www.cityofevanston.org/channel16](http://www.cityofevanston.org/channel16) or on Cable Channel 16.

**(IV) CONSENT CALENDAR**

A1. **Approval of the City of Evanston Payroll, Bills List, and Credit Card Activity.** 15 - 55

Staff recommends City Council approval of the City of Evanston Payroll for the period of February 13, 2023, through February 26, 2023, in the amount of \$3,772,734.64 and the Bills List for March 14, 2023, in the amount of \$3,603,359.98, and credit card activity for the period ending January 26, 2023, in the amount \$265,880.65.

**For Action**

[Approval of the City of Evanston Payroll, Bills List, and Credit Card Activity](#)

- A2. **Approval of BMO Harris Amazon Credit Card Activity** 56 - 58
- Staff recommends approval of the City of Evanston's BMO Harris Amazon Credit Card Activity for the period ending January 26, 2023, in the amount of \$12,280.76.
- For Action**
- [Approval of BMO Harris Amazon Credit Card Activity](#)
- A3. **Approval of the Sole-Source Annual Renewal of the CAD Software License and Service Agreement with CentralSquare Technologies** 59 - 66
- Staff recommends that the City Council authorize the City Manager to renew the 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 \$93,898.05. The Agreement is effective from May 1, 2023, through April 30, 2024. *A sole-source purchase requires a 2/3 vote of the Councilmembers.*
- Funding will be provided by the Emergency Telephone System Account 205.22.5150.62509 (Service Agreements & Contracts) with an FY23 budget of \$335,000 and a YTD balance of \$299,924.80.
- For Action**
- [Approval of the Sole-Source Annual Renewal of the CAD Software License and Service Agreement with CentralSquare Technologies](#)
- A4. **Approval of Sole Source Agreement with Superior, LLC, for CAD (Computer Aided Dispatch) Server Migration Services** 67 - 83
- Staff recommends that the City Council authorize the City Manager to execute a sole source agreement with Superior, LLC, a Central Square Company (1000 Business Center Drive Lake Mary, FL 32746) for CAD server migration services in the amount of \$25,350.00.
- Funding will be provided by the Emergency Telephone System Account 205.22.5150.65515 (Other Improvements) with an FY23 budget of \$450,000 and a YTD balance of \$450,000.
- For Action**
- [Approval of Sole Source Agreement with Superior, LLC, for CAD \(Computer Aided Dispatch\) Server Migration Services](#)

A5. **Approval of the agreement with Evanston Township High School to supply lunches for the 2023 Summer Food Program**

84 - 91

Staff recommends that City Council authorize the City Manager to execute an agreement with Evanston Township High School (ETHS) (1600 Dodge Ave, Evanston, IL 60201) to provide lunch meals for the 2023 Summer Food Program in the not-to-exceed amount of \$3.55 per meal and \$4.00 for special diet meals.

Funding for this program is budgeted in business unit 100.30.3050 in various line items. There is a food budget allocation in 100.30.3050.65025 in the amount of \$131,500.00. The projected expenses for food cost is \$135,000, and the projected revenue reimbursement is \$150,000.

**For Action**

[Approval of the agreement with Evanston Township High School to supply lunches for the 2023 Summer Food Program](#)

A6. **Approval of Contract with Environmental Consulting Group to Conduct a Site Investigation and Obtain an Illinois EPA NFR Letter for the property located at 729 W. Howard Street.**

92 - 102

Staff recommends City Council approval for a sole source contract with Environmental Consulting Group totaling \$28,111 to Conduct a Site Investigation and Obtain an Illinois EPA No Further Remediation (NFR) Letter for the property located at 729 W. Howard Street. *A sole-source purchase requires a 2/3 vote of the Councilmembers.*

Howard Ridge Tax Increment Finance (TIF) account # 330.99.5860.65507. Approximately \$1.5 million remains in the TIF for economic development purposes.

**For Action**

[Approval of Contract with Environmental Consulting Group to Conduct a Site Investigation and Obtain an Illinois EPA NFR Letter](#)

- A7. **Approval of a Contract Award to Worxbee to provide a shared pool of 80hrs/month of Virtual Executive Assistant service to Councilmembers.** 103 - 104

Councilmember Burns and City staff request that the APW Committee table the award of the contract with Worxbee until the March 27, 2023 Committee meeting.

Funding for this work will be from the General Fund, City Council, and external services account (100.13.1300.62175), which has a FY2023 budget allocation of \$68,042, all of which is remaining.

**For Action**

[Approval of a Contract Award to Worxbee to provide a shared pool of 80hrs/month of Virtual Executive Assistant service to Councilmembers](#)

- A8. **Approval of Sole Source Renewal of Dell Pro Support Q1 2023** 105 - 109

Staff recommends City Council approval for the sole source purchase to renew ProSupport agreements with Dell Technologies (1 Dell Way, Round Rock, TX 78682) in the amount of \$37,883.24 . *A sole-source purchase requires 2/3 vote of the Councilmembers.*

This expense will be charged to IT account 100.19.1932.62340 (IT Computer Software) which has a FY 2023 budgeted amount of \$1,420,000.00 and a year-to-date balance of \$1,333,571.11.

**For Action**

[Approval of Sole Source Renewal of Dell Pro Support Q1 2023](#)

- A9. **Approval of Contract with Hacienda Landscaping for the Twiggs Park Skate Park (Bid 23-03)** 110 - 114

Staff recommends City Council authorize the City Manager to execute a contract with Hacienda Landscaping Inc. (17840 Grove Road, Minooka, IL 60447) for the Twiggs Park Skate Park (Bid 23-03) in the amount of \$1,757,266.00.

Funding will be from the Capital Improvement Fund 2021 General Obligation Bonds in the amount of \$15,000; the 2022 General Obligation Bonds in the amount of \$1,250,000; an OSLAD grant from the Illinois Department of Natural Resources in the amount of \$400,000; and from the General Fund available cash balance in the amount of \$92,266. A detailed financial analysis is included below.

**For Action**

[Evanston Skate Park at Twiggs Park \(Bid No. 23-03\)Recommendation for Bid Award](#)

A10. **Approval of the 2023 Calendar of Special Events** 115 - 138

Staff recommends approval of the 2023 list of special events contingent upon compliance of all requirements as set forth by the Special Event Policy & Guidelines. This year's calendar includes 2 new events.

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**

[Approval of the 2023 Calendar of Special Events](#)

A11. **Approval of a Purchase of Five Electric Vans, One Salt Spreader Body, and One Boat for Various City Departments** 139 - 169

Staff recommends the City Council authorize the City Manager to enter into a purchase agreement with Currie Motors (10125 W. Laraway Rd, Frankfort, IL 60423) in the amount of \$294,096.20 for five (5) 2023 E-Transit 350 Cargo Vans as replacement vehicles for Facilities & Fleet Management and for Parking Maintenance, a purchase agreement with Lindco Equipment Sales (2168 East 88th Drive, Merriville, IN 46410) in the amount of \$68,501.00 for one (1) 2023 Swenson EV100-15-84-56-SS Salt Spreader Body as a new addition for the Public Works Agency as part of the Workforce Development Program, and Gage Marine (5167 State Highway 50, Delevan, WI 53115) in the amount of \$56,091.00 for one (1) 2023 170 Montauk Boat and Trailer as a replacement for Parks and Recreation. The total purchase amount is \$418,688.20.

Funding for the five (5) Electric Vans and one (1) Boat and Trailer will be from the Automotive Equipment Fund (Account 601.19.7780.65550) in the amount of \$350,187.50, which has an FY 2023 budgeted amount of \$2,700,000.00. This expenditure represents 6.8% of this budgeted amount.

Funding for the purchase of the Salt Spreader Body in the amount of \$68,501.00 will be through the transfer of \$930,000 in American Rescue Plan (ARPA) funds for the Workforce Development/Water Line Replacement Program with an unencumbered balance of \$639,986 to the Equipment Replacement Fund (Account 601.19.7780.65550).

**For Action**

[Approval of a Purchase of Five Electric Vans, One Salt Spreader Body, and One Boat for Various City Departments](#)

- A12. **Approval of the Sole Source Purchase and programming of 37 Motorola APX Public Safety Mobile Radios from Chicago Communications, LLC.** 170 - 178

Staff recommends that City Council authorize the Sole Source purchase of thirty-seven (37) Motorola APX Public Safety VHF Mobile Radios from Chicago Communications, LLC (200 Spangler Ave, Elmhurst, IL 60126) for a total of \$115,035.86. Installation and programming of radios are included in the cost. *A Sole Source purchase requires a 2/3 vote of the Councilmembers.*

This expense will be allocated to Account 100.23.2315.65515, which has no budget in 2023. This expense will be offset by projected excess revenue from GEMT (100.23.2315.53676) in 2023 and will require a budget amendment.

**For Action**

[Approval of the Sole Source Purchase and programming of 37 Motorola APX Public Safety Mobile Radios from Chicago Communications, LLC.](#)

- A13. **Resolution 20-R-23, Authorizing the City Manager to Execute the Illinois Public Works Mutual Aid Network Agreement** 179 - 201

Staff recommends approval of Resolution 20-R-23, authorizing the City Manager to execute a mutual aid agreement with the Illinois Public Works Mutual Aid Network.

There is a \$500 annual membership cost for communities with a population greater than 75,000. Funding will be provided from the Public Works Administration business unit (Account 100.40.4105.62360), which has a 2023 budget of \$2,450, all of which is remaining.

**For Action**

[Resolution 20-R-23, Authorizing the City Manager to Execute the Illinois Public Works Mutual Aid Network Agreement](#)

- A14. **Resolution 23-R-23, Appointing Mary Dankwa as the City of Evanston's Authorized Agent for the Illinois Municipal Retirement Fund** 202 - 204

Staff recommends the adoption of Resolution 23-R-23, Appointing Mary Dankwa as the City of Evanston's Authorized Agent for the Illinois Municipal Retirement Fund

**For Action**

[Resolution 76-R-21, Appointing Casey Solomon as the City of Evanston's Authorized Agent for the Illinois Municipal Retirement Fund](#)

- A15. **Ordinance 28-O-23 Authorizing the City Manager to Execute a Sale Contract for City-Owned Real Property located at 1739 Brown Avenue and 1319 McDaniel Avenue to Evanston Township High School District No. 202** 205 - 231

Staff recommends adoption of Ordinance 28-O-23 authorizing the City Manager to execute a sale contract for City-owned real property at 1739 Brown Avenue and 1319 McDaniel Avenue to Evanston Township High School (“ETHS”) in conformance with the terms of the Intergovernmental Agreement (“IGA”) between the City of Evanston and Evanston Township High School for the Geometry in Construction (GIC) class.

**For Introduction**

[Ordinance 28-O-23 Authorizing the City Manager to Execute a Sale Contract for City Owned Real Property located at 1739 Brown and 1319 McDaniel to ETHS](#)

- A16. **Ordinance 32-O-23, To Approve the Construction of a Local Improvement Known as Evanston Special Assessment No. 1529** 232 - 247

Staff recommends City Council adoption of Ordinance 32-O-23, To Approve the Construction of a Local Improvement Known as Evanston Special Assessment No. 1529.

Funding will be from the Special Assessment Fund (Account 420.40.6000.65515 – 423001), which has an approved FY 2023 budget of \$375,000 and a YTD balance of \$375,000, and from the 2023 General Obligation Bonds (Account 415.40.4123.65515 – 423001), which has an approved FY 2023 budget of \$375,000 and a YTD balance of \$375,000.

**For Introduction**

[Ordinance 32-O-23, To Approve the Construction of a Local Improvement Known as Evanston Special Assessment No. 1529](#)

- A17. **Ordinance 36-O-23, Amending City Code Section 3-4-6(D) to Increase the Number of Class D Liquor Licenses from Sixty-Nine to Seventy for Carter Investments, Inc. d/b/a Soul &Smoke, 1601 Payne Street** 248 - 251

The Liquor Control Review Board recommends City Council approval of Ordinance 36-O-23, amending City Code Section 3-4-6(D) to increase the number of Class D liquor licenses from sixty-nine to seventy. *Councilmember Burns recommends suspending the City Council rules for introduction and action at the March 13, 2023, City Council meeting.*

**For Introduction and Action**

[Ordinance 36-O-23, Amending City Code Section 3-4-6\(D\) to Increase the Number of Class D Liquor Licenses from Sixty Nine to Seventy](#)



A18. **Ordinance 37-O-23, Amending City Code Section 3-4-6(F-3) to Increase the Number of Class F-3 Liquor Licenses from Zero to One for Bookends and Beginnings, LLC d/b/a Bookends and Beginnings, 1620 Orrington Avenue**

252 - 255

The Liquor Control Review Board recommends City Council approval of Ordinance 37-O-23, amending City Code Section 3-4-6(F-3) to increase the number of Class F-3 liquor licenses from zero to one.

*Councilmember Kelly recommends suspending the City Council rules for introduction and action at the March 13, 2023, City Council meeting.*

**For Introduction and Action**

[Ordinance 37-O-23, Amending City Code Section 3-4-6\(F-3\) to Increase the Number of Class F-3 Liquor Licenses from Zero to One for Bookends and Beginnings](#)

**(V) ITEMS FOR DISCUSSION**

**(VI) ADJOURNMENT**