



## Agenda Item Summary

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### **Submitted By**

Rob Sproule, Public Works Director

### **Reviewed By**

A.M. Zayyad

### **Agenda Item Title**

**A Resolution Approving a Reimbursement Agreement with Harlem Lake Marion Corporation d/b/a Downtown Oak Park for Landscape Maintenance Services in the Downtown Oak Park Business District in 2023 in an Amount Not to Exceed \$35,626.00 and Authorizing its Execution**

### **Overview**

Downtown Oak Park (DTOP) has requested to install a planter design that exceeds our normal scope in the in-ground planter areas and the above-ground movable containers in their district. The Village has agreed in the past to reimburse DTOP for landscape services within their business district to the extent of the Village's normal cost and scope. DTOP pays the balance and is responsible for the landscape maintenance.

### **Recommendation**

Approve the Resolution.

### **Background**

In October of 2022 Village staff requested bids for two separate landscaping contracts under a "Comprehensive Landscaping Bid". This bid included Business District Landscape Maintenance programs for 2023. CityEscape Garden & Design LLC was the low-bidder for maintaining in-ground planters throughout the Village, including the DTOP business district.

The Village has approximately 530 above-ground, moveable landscape containers in business districts throughout the Village, including 91 in DTOP. Village staff received bids in 2020 for the landscape container installation and maintenance program. CityEscape Garden & Design LLC was the low responsive bidder. Presently, they clean-up and install perennial and annual plants starting in May. In September they install a second installation of seasonal appropriate plants. The containers are visited every couple of days as needed to water the plans and maintain the containers.

Through its Special Service Area assessment, DTOP receives property tax revenues which are used to promote the activities of the district. Historically, DTOP has used a portion of that assessment to supplement the Village's business district planting and maintenance program. If there were no SSA in the downtown area, the Village would spend these funds on Village plantings and maintenance in the DTOP business district with the same level of service provided in other business district. By combining the Village funds for the DTOP district with the DTOP SSA funds, the planters in the downtown area are of higher quality and require a higher level of

maintenance. The proposed funding outlined below is the actual bid cost for the standard business district maintenance the Village would undertake in the DTOP business district. It is proposed to provide these funds directly to DTOP in a reimbursement agreement to allow them to install and maintain a more substantial landscaping program. The following is the proposed reimbursement amount for this project.

- DTOP in-ground landscape maintenance \$9,981.00
- DTOP Summer above-ground container installation \$11,247.60
- DTOP Fall above-ground container installation \$7,452.90
- DTOP above-ground container watering and maintenance \$6,944.50

The total amount for this work is \$35,626.00. This reimbursement would be split over eight monthly payments of \$4,453.25.

In the past, the Village Manager has approved a reimbursement agreement not to exceed \$25,000.00 for this work. With increased costs and the Village's addition of a fall container rotation across all business districts, the reimbursement costs now exceed the Village Manager's spending authority and require Village Board approval.

#### **Fiscal Impact**

The Fiscal Year 2023 Budget, General Fund, External Support account no. 1001-43800-101-530667 provides a total of \$290,000.00 for Landscape Maintenance and \$5,000.00 for Private Property Landscape Violation Repairs. Two other agenda items will address the remaining budgeted landscape maintenance funds for the seasonal container program (\$111,000.00) and the landscape maintenance program (\$148,000.00).

The proposed not to exceed the amount of this reimbursement agreement is \$35,626.00.

#### **DEI Impact**

N/A.

#### **Alternatives**

The Board can delay action to gain additional information.

#### **Previous Board Action**

N/A

#### **Citizen Advisory Commission Action**

N/A.

#### **Anticipated Future Actions/Commitments**

It is anticipated that the Village and DTOP will continue to propose a reimbursement agreement for landscape maintenance requiring Village Board approval.

#### **Intergovernmental Cooperation Opportunities**

N/A.

