

**Administration & Public Works Committee Meeting  
Minutes of September 23, 2019  
James C. Lytle Council Chambers – 6:00 p.m.  
Lorraine H. Morton Civic Center**

MEMBERS PRESENT: T. Suffredin, P. Braithwaite R. Rue Simmons, A. Rainey, C. Fleming

STAFF PRESENT: K. Richardson, S. Hohenkirk, A. Ruggie, D. Cook, S. Ciolek

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**I. DECLARATION OF A QUORUM: ALDERMAN BRAITEWAITE, CHAIR**  
A quorum being present, Ald. Braithwaite called the meeting to order at 6:04p.m.

**II. PUBLIC COMMENT**

- Deanna Buenzon, Luiza Santos, Sophie Johnson (Chicago Young American Hockey Organization) expressed their excitement for the hockey rink at the Robert Crown Center.
- Mike Vasilko, suggest City Council vote “no” for item A3. For Item A9 he urges the ice rink schedule be modified to suit Evanston residents during primetime slots, instead of being in favor of Chicago Young Americans and Evanston Youth Hockey.
- Doreen Price recommended taller units to accomadate for ground saturation and drainage issues.

**III. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 9, 2019**  
Ald. Rue Simmons moved to recommend approval of the Minutes of the Regular Meeting of September 9, 2019, seconded by Ald. Fleming.

The Committee voted unanimously 5-0 to approve the Minutes of the September 9, 2019 Meeting.

**IV. CONSENT CALENDAR**

*All matters listed under the Item III (3), Consent Calendar, are considered by the Committee to be routine and will be enacted in one motion without discussion. If discussion is desired, that item may be removed and considered separately.*

(A1) Payroll – August 19, 2019 through September 1, 2019 \$2,715,957.13  
**For Action**

(A2) Bills List – September 24, 2019 \$5,284,553.50  
**For Action**

**(A4) Sole-Source Renewal with Google Premium Partner, Daston Corporation for the G Suite License Agreement**

Staff recommends the City Council authorize the City Manager to proceed with the renewal of a sole-source agreement with a Google Premier Partner, Daston Corporation (19 E Market St #LL01 Leesburg, VA 20176-3004). The total cost of purchase is \$96,804.50 for G Suite Enterprise Licenses for hosted email, application suite and Tier 1 G Suite Help Desk Support. This represents a 40% decrease in the cost per year from the renewal quote first received by the City. Total savings realized are estimated at \$128,391 over the course of two years. The agreement is for one year with an option to renew for one additional year. The funding for this project will derive from the 2019 Information Technology Division IT Computer Software Fund (Account 100.19.1932.62340).

**For Action**

**(A6) Approval of a Change Order with Teska Associate Contract for RFP 18-51 Central Street SSA Feasibility Study**

Staff recommends City Council approval for the change order to the Teska Associates contract for RFP 18-51 Central Street SSA Feasibility Study in the amount of \$9,755.60.

**For Action**

**(A7) Resolution 93-R-19, Authorizing the Execution of an Employment Contract with Erika Storlie to Serve as Interim City Manager for the City of Evanston**

Staff recommends City Council adoption of Resolution 93-R-19, authorizing the execution of an employment contract with Erika Storlie to serve as Interim City Manager for the City of Evanston. On September 16, 2019, the City Council met in Executive Session to discuss, review and approve the terms of the contract.

**For Action**

**(A8) Resolution 86-R-19, Adopting Outside Counsel Litigation Procedures and Billing Guidelines**

City staff recommends City Council adoption of Resolution 86-R-19, to approve Outside Counsel Litigation Procedures and Billing Guidelines.

**For Action**

**Ald. Braithwaite moved to recommend adoption of Resolution 86-R-19, seconded by Ald. Rue Simmons. Ald. Suffredin voted no.**

**The Committee voted 4-1 to adopt the resolution.**

**(A11) Resolution 90-R-19, Authorizing a Three-Year Lease Agreement with North Shore Senior Center for Room G205 at the Morton Civic Center**

Staff recommends City Council adoption of Resolution 90-R-19, authorizing the City Manager to negotiate the lease of office space with North Shore Senior Center (NSSC) at the rate of \$563.00 per month for three (3) years beginning October 1, 2019 for Room G205 in the Lorraine H. Morton Civic Center.

**For Action**

**(A12) Resolution 91-R-19, Authorizing the City Manager to Enter into a Three Month Lease Agreement for Studio B11 at the Noyes Cultural Arts Center**

Staff recommends City Council adoption of Resolution 91-R-19 authorizing the City Manager to enter into an agreement for a three (3) month lease term with new tenant Rimma Mitchell, an Evanston resident, to lease vacant studio B-11 at the Noyes Cultural Arts Center. Revenues are deposited into the Noyes Cultural Arts Business Unit (Account 100.30.3710.53565).

**For Action**

**(A13) Resolution 92-R-19, Authorizing the City Manager to Execute an Agreement with Hoffman House Catering for Senior Meal Food Programs at the Levy Center and Fleetwood-Jourdain Community Center**

Staff recommends City Council adoption of Resolution 62-R-19 authorizing the City Manager to execute a new contract between the City of Evanston and Hoffman House Catering (1530 Hubbard Avenue, Batavia, IL) to provide a senior meal congregate program at the Levy Senior Center and Fleetwood-Jourdain Community Center for a period of October 1, 2019 through September 30, 2020 in the not-to-exceed amount of \$4.80 per lunch meal. Total meal program contract value is projected at \$43,543.00. This is a reimbursement meal program in which the total amount of reimbursement the City will receive and expenses is solely dependent upon the number of lunches served and varies depending on the levels of participation. The program will be reimbursed through a grant from Age Options, the regional coordinator of federal funds dispersed for programs in the Older Americans Act and donations received from attendees at the meal program. The City's estimated reimbursement is calculated using the highest daily participation level stated in our application. Funding for this program is budgeted in the Fleetwood-Jourdain and Levy Center meal program expenditure accounts.

**For Action**

**(A14) Ordinance 111-O-19, Amending Title 10, Chapter 11, Section 10, Schedule X(F)1 "Residential Exemption Parking District B"**

Staff, per Alderman Fiske's request, recommends City Council adoption of Ordinance 111-O-19, amending Title 10, Chapter 11, Section 10, Schedule X(F)1 "Residential Exemption Parking District B." This Ordinance will add three homes, 400/406/412 Clark Street and homes from 1430 Sheridan Road to Davis Street to the Residential Parking District B.

**For Introduction**

**(A15) Ordinances 107-O-19 and 108-O-19, Proposing the Establishment of a Special Service Area No. 7 and No. 8 in the City of Evanston, Illinois and Providing for a Public Hearing and Other Related Procedures**

Staff recommends the City Council adoption of Ordinances 107-O-19 and 108-O-19 proposing the establishment of two Special Service Areas (SSA #7 and SSA #8) for commercial properties located in the merchant district along Central Street. A West Central Street district would be located between Central Park Avenue on the west and Ewing Ave. on the east. An East Central Street district would be located between Hartrey on the west, Eastwood on the east, Isabella on the north and Simpson on the south. Two SSAs are recommended based on community feedback during the SSA feasibility study period. *Staff recommends suspension of the rules for Introduction and Action at the September 23, 2019 City Council meeting to enact the SSAs to allow tax collections beginning January 1, 2020.*

**For Introduction and Action**

**(A16) Ordinance 109-O-19, Proposing the Extension of Special Service Area No. 4 in the City of Evanston, Illinois and Providing for a Public Hearing and Other Related Procedures**

Staff recommends the City Council approve Ordinance 109-O-19 proposing the extension of Special Service Area #4 for properties located in downtown Evanston generally bound by Emerson, Ridge, Grove and Chicago Avenue and establishing a public hearing date. *Staff recommends suspension of the rules for Introduction and Action at the September 23, 2019 City Council meeting to enact the SSAs to allow tax collections beginning January 1, 2020.*

**For Introduction and Action**

**Ald. Rue Simmons moved to recommend approval of the consent agenda, seconded by Ald. Fleming.**

**The Committee voted 5-0 to approve the consent agenda.**

**V. ITEMS FOR CONSIDERATION**

**(A3) Sole-Source Purchase of Parking Business Analytics and Garage Capacity Signs from Automated Parking Technologies**

Staff recommends City Council approval of a sole-source purchase of parking business analytics and garage capacity signs from Automated Parking Technologies (500 W 18<sup>th</sup> Street, Chicago, IL 60616). The purchase includes the platform for data collection, analysis and reporting of available parking in connection with Smarking, as well as the fabrication and installation of signs for a total of \$147,876. Capacity signs would be installed at the entrances to the City's 3 garages and on two of the surrounding streets of the downtown area. Based on the vendor's previous experience with the analytics and signage, staff estimates that the project will pay for itself within 2 years of implementation due to better utilization of garage spaces. \$250,000 in CIP funds are reserved for the project (Account 505.19.7005.65515 project # 619003 - Church/Maple/Sherman Garage - Capacity Signs).

**For Action**

**Ald. Fleming moved to recommend the approval of a sole-source purchase of parking business analytics and garage capacity signs from Automated Parking Technologies, seconded by Ald. Rainey.**

**The Committee voted 5-0 to approve the purchase.**

**(A5) Approval of the Purchase of Replacement Fire Engine from Global Emergency Products**

Staff requests City Council authorize the City Manager to enter into a contract with Temco Machinery dba Global Emergency Products ("Global") (2600 American Drive P.O. Box 2017, Appleton, WI 54912) for the design and fabrication of a replacement fire engine in the amount of \$659,200. The fire engine will be delivered in the fall of 2020. As an alternative, if staff receives Council approval, Global will accept a reduced payment of \$648,105 to be paid in full on February 1, 2020.

**For Action**

**Ald. Rainey moved to recommend the City Manager to enter into a contract with Temco Machinery dba Global Emergency Products for the design and fabrication of a replacement fire engine in the amount of \$659,200, seconded by Ald. Rue Simmons. Ald. Rainey moved to accept the reduced amount of \$648,105, seconded by Ald. Rue Simmons.**

**The Committee voted 5-0 to approve the purchase.**

**(A9) Resolution 30-R-19, Authorizing the City Manager to Execute a Gift Agreement and a Use Agreement with Chicago Young Americans Hockey Organization for the Donation to the New Robert Crown Community Center**

Staff recommends City Council adoption of Resolution 30-R-19 authorizing the City Manager to execute a Gift Agreement and a Use Agreement with Chicago Young Americans (CYA) (543 North Avenue, Libertyville, IL 60048) for partial naming rights to Rink 1 at the new Robert Crown Community Center and a Use Agreement outlining terms of rink rental. Revenue from the gift agreement will be deposited into the Crown Construction Fund (Account 416.40.4160.56011 - Donations) via Friends of Robert Crown. Revenue from the user agreement will be deposited into General Fund Revenue (Account 100.30.3030.53565 - Recreation Program Fees).

**For Action**

**Ald. Suffredin moved to recommend the adoption of Resolution 30-R-19 authorizing the City Manager to execute a Gift Agreement and a Use Agreement with Chicago Young Americans (CYA) for partial naming rights to Rink 1 at the new Robert Crown Community Center and a Use Agreement outlining terms of rink rental, seconded by Ald. Rue Simmons.**

**The Committee voted 5-0 to adopt the resolution.**

**(A10) Resolution 32-R-19, Authorizing the City Manager to Execute a Gift Agreement and a Use Agreement with Evanston Youth Hockey Association (EYHA) for the Donation to the New Robert Crown Community Center**

Staff recommends City Council adoption of Resolution 32-R-19 authorizing the City Manager to execute a Gift Agreement with Evanston Youth Hockey Association (EYHA) (P.O. Box 149, Evanston, IL 60201) for partial naming rights to Rink 1 at the new Robert Crown Community Center and a Use Agreement outlining terms of rink rental. Revenue from the gift agreement will be deposited into the Crown Construction Fund (Account 416.40.4160.56011 - Donations) via Friends of Robert Crown. Revenue from the user agreement will be deposited into General Fund Revenue (Account 100.30.3030.53565 - Recreation Program Fees).

**For Action**

**Ald. Rue Simmons moved to recommend the adoption of Resolution 32-R-19 authorizing the City Manager to execute a Gift Agreement with Evanston Youth Hockey Association (EYHA) for partial naming rights to Rink 1 at the new Robert Crown Community Center and a Use Agreement outlining terms of rink rental, seconded by Ald. Fleming.**

**The Committee voted 5-0 to adopt the resolution.**

**VI. ITEMS FOR DISCUSSION**

**VI. COMMUNICATIONS**

**VII. ADJOURNMENT**

Ald. Rainey moved to adjourn, seconded by Ald. Fleming. The meeting was adjourned at 6:28pm.

**Respectfully Submitted,  
Lolita Thomas, Executive Secretary**