CITY COUNCIL REGULAR MEETING

CITY OF EVANSTON, ILLINOIS
LORRAINE H. MORTON CIVIC CENTER
JAMES C. LYTLE COUNCIL CHAMBERS
Monday, June 12, 2017

Administration & Public Works (A&PW) Committee meets at 6 p.m.
Planning & Development Committee (P&D) meets at 7:15 p.m.
Rules Committee will convene at the conclusion of the P&D Committee meeting.
City Council meeting will convene at conclusion of the Rules Committee meeting.

ORDER OF BUSINESS

(I) Roll Call – Begin with Alderman Fiske

(II) Mayor Public Announcements

(III) City Manager Public Announcements
       Evanston 4th of July Celebration

(IV) Communications: City Clerk

(V) Public Comment
   Members of the public are welcome to speak at City Council meetings. As part of the Council agenda, a period for public comments shall be offered at the commencement of each regular Council meeting. Public comments will be noted in the City Council Minutes and become part of the official record. Those wishing to speak should sign their name and the agenda item or non-agenda topic to be addressed on a designated participation sheet. If there are five or fewer speakers, fifteen minutes shall be provided for Public Comment. If there are more than five speakers, a period of forty-five minutes shall be provided for all comment, and no individual shall speak longer than three minutes. The Mayor will allocate time among the speakers to ensure that Public Comment does not exceed forty-five minutes. The business of the City Council shall commence forty-five minutes after the beginning of Public Comment. Aldermen do not respond during Public Comment. Public Comment is intended to foster dialogue in a respectful and civil manner. Public comments are requested to be made with these guidelines in mind.

(VI) Consent Agenda: Alderman Rainey
(VII) Report of the Standing Committees
Administration & Public Works - Alderman Braithwaite
Planning & Development - Alderman Rainey
Human Services - Alderman Fiske
Rules - Alderman Wilson

(VIII) Call of the Wards
(Aldermen shall be called upon by the Mayor to announce or provide information about any Ward or City matter which an Alderman desires to bring before the Council.) {Council Rule 2.1(10)}

(IX) Executive Session

(X) Adjournment

CONSENT AGENDA

(M1) Approval of Minutes of the Regular City Council Meeting of May 8, 2017 (80th Council Meeting) and May 15, 2017.
For Action

ADMINISTRATION & PUBLIC WORKS COMMITTEE

(A1) Payroll – May 1, 2017 through May 14, 2017 $ 2,913,680.94
Payroll – May 15, 2017 through May 28, 2017 $ 2,778,643.60

(A2) City of Evanston Bills – June 13, 2017 $ 5,344,098.54
For Action

(A3.1) Contract with CCJM Engineers, Ltd. For Citywide Generator Evaluation
Staff recommends City Council authorize the City Manager to execute a contract for a Citywide Generator Evaluation (RFP 17-30) with CCJM Engineers, Ltd. (303 East Wacker Drive, Suite 303, Chicago, IL) in the amount of $54,339.99. Funding will be provided from Capital Improvements Fund 2017 GO Bonds (Account 415.40.4117.65515 – 617017). This project was budgeted at $70,000 in FY17.
For Action
(A3.2) **Contract with Construction Consulting and Disbursement Services, Inc. for Fleetwood-Jourdain Washroom Renovations**
Staff recommends City Council authorize the City Manager to execute a contract for the Fleetwood-Jourdain Washroom Renovations (Bid No. 17-32) with Construction Consulting and Disbursement Services, Inc. (5836 Lincoln Ave., Suite 200, Morton Grove, IL. 60053) in the amount of $182,900.00. Funding will be provided from the Capital Improvements Fund 2017 GO bonds (Account 415.40.4117.65515 – 617006) with a budget of $150,000. The additional $32,900 will be funded from realized savings from the generator study (415.40.4117.65515-617017) and the James Park North Field Renovation project (415.40.4117.65515 – 517002).

For Action

(A3.3) **Contract with Elanar Construction Co. for James Park North Field Renovations**
Staff recommends City Council authorize the City Manager to execute a contract for the James Park North Field Renovation Project with Elanar Construction Co. (6620 W. Belmont Avenue, Chicago, Illinois) in the amount of $930,062.30. Funding will be provided from Capital Improvements Fund 2017 GO Bonds (Account 415.40.4117.65515 – 517002). This project was budgeted at $1,000,000 in FY 2017.

For Action

(A3.4) **Master Agreement for Community Electricity Aggregation**
Staff recommends that City Council authorize the City Manager to execute a Master Agreement to Provide Services to an Aggregated Group with the pre-qualified Alternate Retail Electric Supplier (ARES) that provides the most favorable price per kilowatt hour (Cents / kWh) for the length of term and renewable energy mix that the City Council determines to be the most advantageous. At the City Council meeting on June 12, 2017, staff will present a recommendation to the City Council authorizing the City Manager to negotiate and execute an agreement with the prequalified ARES that submits the most favorable pricing based on the recommendations provided.

For Action
Staff recommends that City Council authorize the City Manager to execute Change Order No. 2 to the contract for Various Parking Lot Improvement Engineering Services with Gewalt-Hamilton Associates, Inc. (625 Forest Edge Drive, Vernon Hills, IL 60061) This Change Order was requested by Alderman Rainey to expand the scope of work to include an analysis/design of on-street parking on Callan in Ward Eight of the City and will cost $17,750. This will increase the contract amount from $170,650 to $188,400 and extend the contract completion date to July 28, 2017. Funding will be provided from Capital Improvement Program (CIP) General Obligation Bonds (Account 415.40.4117.65515) for General Phase I Engineering which has a FY 2017 budget of $80,000.

For Action

(A3.6) Sole Source Renewal of Contract Agreement with Call One
Staff recommends that City Council authorize the City Manager to execute a one year contract renewal for telecommunications service with Call One (225 W. Wacker, Chicago, IL 60606) in the estimated amount of $129,000 for the twelve month period beginning June 13, 2017. This contract agreement utilizes the Suburban Purchasing Cooperative program under the auspices of the Northwest Municipal Conference. The projected annual cost is a 14% reduction from FY2016, an estimate based on our previous year's billing. Actual charges vary depending on usage and service changes. Funding is provided by seven (7) business units noted on the corresponding transmittal memorandum.

For Action

(A3.7) Sole Source Contract Renewal of Accela Maintenance and Support Agreement
Staff recommends the City Council authorize the City Manager to execute the renewal of a software licensing agreement with Accela Inc. (2633 Camino Ramon, San Ramon, CA) for a period of two years at a cost of $89,945.28 per year. This software provides support for City licensing and permitting activities in Community Development, Health, Fire and Public Works Agency. This renewal agreement represents a 43% reduction from last year's cost and will cover the period of March 1, 2017 through February 28, 2019. Funding is provided from the Information Technology Division’s Computer Licensing and Support Fund (Account: 100.19.1932.62340) with a FY17 Budget of $500,000 and a YTD balance of $351,036.76.

For Action
(A3.8) **Purchase of Six Replacement Vehicles/Units from Currie Motors, JX Peterbilt and Standard Equipment**

Staff recommends City Council authorize the purchase of (6) replacement vehicles/units for the Public Works Agency from: Currie Motors (9423 W. Lincoln Hwy, Frankfort, IL 60423) in the amount of $126,479; JX Peterbilt (42400 Hwy 41, Wadsworth, IL 60083) in the amount of $546,487.50; and Standard Equipment (2033 West Walnut Street, Chicago, IL 60612) in the amount of $330,493.65. Funding of $614,756.50 is provided by FY2017 Automotive Replacement Fund (Account 601.19.7780.65550) with a budget of $1,455,422. Budget remaining in this account after this purchase is $180,009.92. Funding of $58,210.00 is provided by the FY2017 Water Fund (Account 510.40.4230.65550) with a budget of $186,300. Budget remaining in this account after this purchase is $128,090. Funding of $330,493.65 is provided by FY2017 Sewer Fund (Account 515.40.4530.65550) in the amount of $23,750. Additional funding is provided by savings from Account 515.40.4535.65515, which has a budget of $2,626,000 and a remaining balance of $762,796.

**For Action**

(A3.9) **Contract with Havey Communications, Inc. for Emergency Lighting & Sirens**

Staff recommends City Council approval of a one (1) year contract with three (3) one (1) year renewals for the purchase of emergency lighting, sirens and aftermarket products and services in the amount of $80,960.00 to Havey Communications Inc. (28835 Herky Drive # 117, Lake Bluff, Illinois 60044). Funding will be as follows: $40,480.00 from Equipment Replacement Fund (Account 601.19.7780.65550), with a FY 2017 budget of $1,455,422.00 and a YTD balance of $794,766.42, and $40,480.00 from Fleet Maintenance Fund (Account 600.19.7710.65060), with a FY 2017 budget of $1,050,000.00 and a YTD balance of $409,360.62.

**For Action**

(A3.10) **Approval of Sidewalk Café at 1009 Davis Street – Yeero Revolution**

Staff recommends City Council approval of first-time application for a sidewalk café permit for Yeero Revolution, a Type 2 restaurant located at 1009 Davis Street. The sidewalk café will consist of three tables with two seats each for a seating capacity of six, and will operate daily from 11:00 a.m.-9:00 p.m.

**For Action**
(A3.11) Approval of Applications for Landscaping Service Assistance through the Great Merchants Grant Program

Staff recommends approval for financial assistance of landscaping services through the Great Merchants Grant Program, totaling $33,550.00, to five Evanston business district areas: Evanston West End Business Association - $8,640.00; Central Street Business Association - $5,760.00; Dr. Hill Arts Business District - $10,000.00; Howard Street Business Association - $1,850.00; and West Village Business Association - $7,300.00. Funding will be from the Economic Development Business District Improvement Program (Account 100.15.5300.65522). The approved 2017 Fiscal Year Budget allocated $350,000 to this account. However, as of May 2017, $8,416.50 have been spent to complete façade projects and to fund Entrepreneurship Support Program requests, leaving the account with $341,583.50.

For Action

(A3.12) First Quarter Financial Report for Fiscal Year 2017

Staff recommends City Council accept and place the First Quarter Financial Report for FY 2017 on file.

For Action: Accept and Place on File

(A4) Resolution 53-R-17, Authorizing the City Manager to Execute Payments for Emergency Structural Shoring for the Service Center Parking Structure

Staff recommends City Council adoption of Resolution 53-R-17, authorizing the City Manager to execute payments for emergency structural shoring repairs to the City of Evanston’s Service Center Parking Structure. The City Manager has authorized staff to execute structural engineering service contracts to assess and temporarily shore the parking structure with: Moshe Calamaro & Associates Inc. (930 Pitner Ave. #7, Evanston, IL 60202), Belfor Property Restoration (650 Anthony Tail Suite B – Northbrook, IL 60062), and KPFF Consulting Engineers (630 Davis St, Evanston, IL 60201) The known costs for this work to date is $4,900.83 to Moshe Calamaro & Associates; $23,951.64 to Belfor Property Restoration, and $3,500.00 to KPFF Consulting Engineers. There will be additional costs for rental of the structural shoring in the amount of $962.50/week to Belfor Property Restoration. Funding will be provided from the Capital Improvement Program (CIP) 2017 General Obligation Bonds for Facilities Contingency (Account 415.40.4117.62145.617023), which was budgeted at $200,000 for 2017 and has an estimated $178,510.00 remaining.

For Action

(A5) Resolution 54-R-17, Parking Lease Agreement with 2424 Dempster, LLC (dba Kabul House)

Staff recommends City Council adoption of Resolution 54-R-17, authorizing the City Manager to execute a parking lease agreement for parking spaces on McDaniel Avenue with 2424 Dempster, LLC (dba Kabul House) located at 2424 Dempster Street.

For Action
(A6) Resolution 55-R-17, To Adopt a Complete and Green Network Policy in Construction Projects within the Public Right-of-Way and Public Spaces
Staff recommends City Council adoption of Resolution 55-R-17 to adopt the proposed updated Complete & Green Streets Policy. The 2017 Complete & Green Streets Policy seeks to align the City’s current policy with the City’s Age Friendly goals, develop sector and project level reporting metrics, formalize transportation demand management approaches, and establish a policy exception review channel for non-City lead projects through the Design and Project Review Committee. This item is before the APW since the Parking & Transportation Committee has been unable to meet since November 2016.
For Action

(A7) Ordinance 50-O-17 Amending the City Code to Establish a 4-Way Stop Control at the Intersection of Woodbine Avenue and Jenks Street
Staff recommends City Council adoption of Ordinance 50-O-17 amending Section 10-11-5(D), Schedule V(D) of the City Code to establish a 4-Way Stop Control at the intersection of Woodbine Avenue and Jenks Street. The estimated cost to install two additional stop signs is $150.00. Funding will be through the General Fund-Traffic Control Supplies (Account 100.40.4520.65115), with a FY 2017 budget of $50,000, and a YTD balance of $20,266.17.
For Introduction

(A8) Ordinance 51-O-17, Authorizing the Sale of a Surplus Fleet Vehicles Owned by the City of Evanston
Staff recommends that City Council adopt Ordinance 51-O-17, directing the City Manager to offer the sale of vehicles owned by the City through public auction at the special Northwest Municipal Vehicle Auction being sponsored by America’s Auto Auctions on Tuesday, July 25, 2017 or any other subsequent America’s Online Auction as these vehicles become available, on a timely basis, as a result of new vehicle replacements being placed into service.
For Introduction

(A9) Ordinance 46-O-17, Amending City Code Section 9-5-15, Regulating Small Unmanned Aircraft in the City of Evanston
City staff recommends City Council adoption of Ordinance 46-O-17, amending City Code Section 9-5-15, regulating small unmanned aircraft in the City of Evanston. Ordinance 46-O-17 addresses ongoing community concerns and provide an enforcement tool related to the operation of small unmanned aircraft, including drones.
For Introduction
PLANNING & DEVELOPMENT COMMITTEE

(P1) Ordinance 7-O-17, Amending Portions of the City of Evanston Zoning Code Regulating Generators
The Plan Commission and staff recommend adoption of Ordinance 7-O-17, Zoning Ordinance Text Amendment to establish regulations for allowed location of generators.
For Introduction

(P2) Ordinance 47-O-17, Granting Landmark Status to Building and Lot of Record at 1726 Hinman Avenue
The Preservation Commission and City staff recommend adoption of Ordinance 47-O-17 designating 1726 Hinman Avenue as an Evanston Landmark. This Ordinance was continued from May 22, 2017 to the June 12, 2017 City Council meeting.
For Introduction

(P3) Ordinance 37-O-17, Granting Special Use Approval for a Planned Development with Rezoning and Special Use for a Convenience Store at 831 Emerson
The Plan Commission and staff recommend adoption of Ordinance 37-O-17 for approval of the Planned Development with rezoning from C1 Commercial and R5-General Residential to C1a Commercial Mixed use and a Special use for a convenience store. The 9-story 242-unit residential building would include 3,300 square feet of ground floor commercial space and 174 parking spaces on site. The development includes 10 site development allowances which can be found on the corresponding transmittal memorandum. This Ordinance was introduced at the April 17, 2017 City Council meeting, and continued to June 12 at the April 24, 2017 City Council meeting. Due to the requested development allowances, per subsection 6-3-6-6, approval of this project will require a favorable vote of two-thirds of the City Council.
For Action

HUMAN SERVICES COMMITTEE

(H1) Ordinance 48-O-17 Amending City Code Section 8-14-2, “Definitions,” and City Code Section 8-14-6, “Penalty,” of Title 8, Chapter 14, “Drug Paraphernalia Control”
Administrative Adjudication Officer Sue Brunner recommends adoption of Ordinance 48-O-17 amending City Code Section 8-14-2, “Definitions,” and City Code Section 8-14-6, “Penalty,” imposing a two hundred dollar ($200.00) fine for violating Title 8, Chapter 14, “Drug Paraphernalia Control.”
For Introduction
ECONOMIC DEVELOPMENT COMMITTEE

(O1) Approval of Funding for 12-month period for Chicago’s North Shore Convention and Visitors Bureau
The Economic Development Committee and staff recommend City Council approve funding for Chicago’s North Shore Convention and Visitors Bureau (CNSCVB) in the amount of $81,174.00 for a period commencing July 1, 2017 through June 30, 2018. Funding will be from the Economic Development Fund’s Partnership Account (Account 100.15.5300.62659). The FY2017 budget allocated $200,000 to this account; to date, $20,750 has been spent.
For Action

(O2) Approval of Financial Assistance Through the Entrepreneurship Support Program
Staff and Economic Development Committee recommend approval of financial assistance through the Entrepreneurship Support Program totaling $8,500 for the following Evanston businesses: Jennifer’s Edibles - $2,500, Human Success Factors – $2,500, and Defined Edge Crossfit - $3,500. Funding will be from the Economic Development Fund’s Business Retention/Expansion Account (100.15.5300.62662). The approved Fiscal Year 2017 Budget allocated a total of $250,000 for this account. On April 17, 2017, the City Council approved and allocation of $50,000 from the above account to fund the Entrepreneurship Support Program.
For Action

(O3) Storefront Modernization Program Application for Sharp Edge Crossfit at 1324 Dodge Ave.
Staff and Economic Development Committee recommend approval of financial assistance through the Storefront Modernization Program to Sharp Edge Crossfit at 1324 Dodge Ave. in an amount not to exceed $50,000 for interior and exterior renovations. Funding will be from the Economic Development Business District Improvement Account (100.15.5300.65522). The approved Fiscal Year 2017 Budget allocated a total of $350,000 for this account to fund both the Storefront Modernization and Great Merchant Grant programs. To date, $7,789 has been spent from this account, leaving $342,211 available for expenditure.
For Action

APPOINTMENTS

(APP1) For Appointment:
“Alternatives to Arrest” Special Committee
Dr. Michael Nabors
Patrick Keenan-Devlin
Shawn Jones
Jack Henry

For Action
### MEETINGS SCHEDULED THROUGH JUNE 2017

**Upcoming Aldermanic Committee Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meeting Description</th>
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<tbody>
<tr>
<td>6/19/2017</td>
<td>6:00 PM</td>
<td>City Council Planning &amp; Goal Setting</td>
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<tr>
<td>6/20/2017</td>
<td>7:00 PM</td>
<td>Housing &amp; Community Development Act</td>
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<tr>
<td>6/21/2017</td>
<td>6:30 PM</td>
<td>M/W/EBE Development Committee</td>
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<tr>
<td>6/26/2017</td>
<td>6:00 PM</td>
<td>Administration &amp; Public Works, Planning &amp; Development, City Council</td>
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<tr>
<td>6/28/2017</td>
<td>6:00 PM</td>
<td>Transportation &amp; Parking</td>
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<tr>
<td>6/28/2017</td>
<td>7:00 PM</td>
<td>Economic Development</td>
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Information is available about Evanston City Council meetings at: [www.cityofevanston.org/citycouncil](http://www.cityofevanston.org/citycouncil). Questions can be directed to the City Manager’s Office at 847-866-2936. The City is committed to ensuring accessibility for all citizens. If an accommodation is needed to participate in this meeting, please contact the City Manager’s Office 48 hours in advance so that arrangements can be made for the accommodation if possible.
## CITY COUNCIL INAUGURAL MEETING

CITY OF EVANSTON, ILLINOIS  
LORRAINE H. MORTON CIVIC CENTER  
JAMES C. LYTLE COUNCIL CHAMBERS  
Monday, May 8th, 2017  
8:00 pm

**Present:**

<table>
<thead>
<tr>
<th>Alderman Fiske</th>
<th>Alderman Suffredin</th>
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<tbody>
<tr>
<td>Alderman Braithwaite</td>
<td>Alderman Revelle</td>
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<td>Alderman Wynne</td>
<td>Alderman Rainey</td>
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<td>Alderman Wilson</td>
<td>Alderman Fleming</td>
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<td>Alderman Rue Simmons</td>
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**Absent:**

None (0)

**Presiding:** Mayor Stephen Hagerty

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**Mayor’s Public Announcements**

Devon Reid  
City Clerk  
11 of 677
Mayor Hagerty stated there’s much hope and optimism in the council chambers. Mayor Hagerty hopes the new council will always be respectful of one another, the opinions of community members, and that discourse will remain civil.

City Manager’s Public Announcements

None

City Clerk’s Communications

Clerk Reid announced the City Clerk’s office is now open 8:30 AM - 7:00 PM, during the week.

Public Comment

None

Consent Agenda

Special Order of Business

Special session of the Council on May 15th directly preceding the meeting of the rules committee to consider adoption of a resolution opposing a request from Cook County to the Metropolitan Water Reclamation District (MWRD) for an easement across property that Evanston leases from (MWRD).

For Introduction

Revelle

Motion: Alderman Revelle

Call of the Wards

Ward 1: Alderman Fiske thanks supporters and members of her team who have helped her as Alderman. Hopes to work and continue ward meetings with constituents

Watch

Ward 2: Alderman Braithwaite thanks family for support and looks forward to working with new council members. Alderman Braithwaite quotes former Mayor Tisdahl on being a representative for both one's ward and the entire city of Evanston

2nd ward meeting announcement at the District 65 building from 7pm to 9pm.

Watch

Ward 3: Alderman Wynne thanks voters, family, and friends for support. Hopes for Evanston to continue flourishing economically and become one of the...
best liveable cities.

Ward 4: Alderman Wilson thanks family for support and voters Reflects on old council, but is optimistic to work with new council hopes to work for a stronger community in Evanston. Watch

Ward 5: Alderman Simmons thanks family and supporters reflects on community outreach to constituents. Talks about her shadowing of council and how she looks forward to working with veteran council members. Watch

Ward 6: Alderman Suffredin thanks family for their strong support and dedication. Looks forward to working with new council. Watch

Ward 7: Alderman Revelle thanks voters and colleagues for their support. Calls for special session immediately preceding May 15th meeting of the rules committee to discuss a request from the Metropolitan Water Reclamation District (MWRD for an easement across property that Evanston leases to MWRD). Watch

Ward 8: Alderman Rainey stated she loves the interests and enthusiasm of new Aldermen. May 17th meeting with Lawrence Hemingway to discuss Brummel park at 7:00 meeting place still undecided. Watch

Ward 9: Thanks family and supporters and looks forward to helping all constituents of her ward regardless of who they voted for. Thanks city of Evanston for record voter turnout. Ask that council members and constituents be patient with her as a new alderman. Watch

Adjournment

Mayor Hagerty called for a voice vote to adjourn the City Council meeting, and by unanimous vote the meeting was adjourned at 8:30 pm.
CITY COUNCIL REGULAR MEETING

CITY OF EVANSTON, ILLINOIS
LORRAINE H. MORTON CIVIC CENTER
JAMES C. LYTHE COUNCIL CHAMBERS
Monday, May 15th, 2017
7:00 pm

Present:

Alderman Fiske          Alderman Suffredin
Alderman Braithwaite    Alderman Revelle
Alderman Wynne          Alderman Rainey
Alderman Wilson         Alderman Fleming
Alderman Rue Simmons    (9)

Absent:
None (0)

Presiding:  Mayor Stephen Hagerty

Mayor's Public Announcements
Mayor Hagerty announced his resignation from the boards of Youth and Opportunity United (Y.O.U) and First Bank & Trust.

City Manager's Public Announcements

None

City Clerk’s Communications

Clerk Reid announced the City Clerk’s office will be open 8:30 AM - 7:00 PM, Monday-Friday.

Public Comment

<table>
<thead>
<tr>
<th>Name</th>
<th>Statement</th>
<th>Watch</th>
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<tbody>
<tr>
<td>Wendy Pollock, Co-Chair of the Environment Board</td>
<td>Spoke in opposition to the requested (MWRD) easement through Isabella Woods.</td>
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<tr>
<td>Carl Bova</td>
<td>Spoke in opposition to the requested (MWRD) easement through Isabella Woods.</td>
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<tr>
<td>Linda Damashek, Evanston Parks and Lakefront Alliance</td>
<td>Spoke in opposition to the requested (MWRD) easement through Isabella Woods.</td>
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Special Order of Business

Resolution 50-R-17, Registering the City’s Objection to Cook County’s Roadway Easement Request through Property Owned by the MWRD and Leased by the City of Evanston

Registers the City’s objection to the roadway easement requested by Cook County through Isabella Woods, property owned by the Metropolitan Water Reclamation District and leased by the City of Evanston.

For Action

Adopted (9-0)  
Motion: Ald. Revelle

Collective Bargaining Summary - Process

The City of Evanston has four collective bargaining units: Fraternal Order of Police (FOP) - Officers, Fraternal Order of Police – Sergeants, International Association of FireFighters Local 742 (IAFF), American Federation of State, County and Municipal Employees (AFSCME). Presently the City is in negotiations with FOP Officers, IAFF, and AFSCME. City negotiation teams meet with the respective union leadership team to discuss changes to the contracts regarding all allowable bargaining issues.
For Discussion

Presentation: Marty Lyons, Assistant City Manager

Call of the Wards

Ward 1: Alderman Fiske announced a 1st Ward meeting on June 6th at the Downtown Library 7-9 PM. [Watch]

Ward 2: Alderman Braithwaite invited members of the council and public to the Penny Park ribbon cutting on May 27th at noon. [Watch]

Ward 3: Alderman Wynne announced June 1st office hours at Brothers K from 7:00 -10:00 AM. [Watch]

Ward 4: No Report [Watch]

Ward 5: Alderman Rue-Simmons announced a potluck and ward meeting sponsored by (WEST) on May 18th. Moving forward ward meetings will be held every 3rd Thursday at Gibbs Morrison. [Watch]

Ward 6: Alderman Suffredin recognized Willard teacher Gene Luft on her impending retirement. [Watch]

Ward 7: No Report [Watch]

Ward 8: Alderman Rainey announced a Clyde/Brummel park meeting with Director Hemingway to discuss uses of the park. [Watch]

Ward 9: Alderman Fleming announced a series of ward meetings May 25th 7 PM at Chute and May 27th 9 AM at Pope John Paul. [Watch]

Adjournment

Mayor Hagerty called for a voice vote to adjourn the City Council meeting, and by unanimous vote the meeting was adjourned at 7:30pm. The council proceeded into executive session.
AGENDA

I. DECLARATION OF A QUORUM: ALDERMAN BRAITHWAITE, CHAIR

II. APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 22, 2017

III. ITEMS FOR CONSIDERATION

ADMINISTRATION & PUBLIC WORKS COMMITTEE

(A1) Payroll – May 1, 2017 through May 14, 2017 $ 2,913,680.94
Payroll – May 15, 2017 through May 28, 2017 $ 2,778,643.60

(A2) City of Evanston Bills – June 13, 2017 $ 5,344,098.54

For Action

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For Action
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For Action

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For Action

(A3.4) Master Agreement for Community Electricity Aggregation
Staff recommends that City Council authorize the City Manager to execute a Master Agreement to Provide Services to an Aggregated Group with the pre-qualified Alternate Retail Electric Supplier (ARES) that provides the most favorable price per kilowatt hour (Cents / kWh) for the length of term and renewable energy mix that the City Council determines to be the most advantageous. At the City Council meeting on June 12, 2017, staff will present a recommendation to the City Council authorizing the City Manager to negotiate and execute an agreement with the prequalified ARES that submits the most favorable pricing based on the recommendations provided.
For Action

Staff recommends that City Council authorize the City Manager to execute Change Order No. 2 to the contract for Various Parking Lot Improvement Engineering Services with Gewalt-Hamilton Associates, Inc. (625 Forest Edge Drive, Vernon Hills, IL 60061) This Change Order was requested by Alderman Rainey to expand the scope of work to include an analysis/design of on-street parking on Callan in Ward Eight of the City and will cost $17,750. This will increase the contract amount from $170,650 to $188,400 and extend the contract completion date to July 28, 2017. Funding will be provided from Capital Improvement Program (CIP) General Obligation Bonds (Account 415.40.4117.65515) for General Phase I Engineering which has a FY 2017 budget of $80,000.
For Action
(A3.6) **Sole Source Renewal of Contract Agreement with Call One**
Staff recommends that City Council authorize the City Manager to execute a one year contract renewal for telecommunications service with Call One (225 W. Wacker, Chicago, IL 60606) in the estimated amount of $129,000 for the twelve month period beginning June 13, 2017. This contract agreement utilizes the Suburban Purchasing Cooperative program under the auspices of the Northwest Municipal Conference. The projected annual cost is a 14% reduction from FY2016, an estimate based on our previous year’s billing. Actual charges vary depending on usage and service changes. Funding is provided by seven (7) business units noted on the corresponding transmittal memorandum.

**For Action**

(A3.7) **Sole Source Contract Renewal of Accela Maintenance and Support Agreement**
Staff recommends the City Council authorize the City Manager to execute the renewal of a software licensing agreement with Accela Inc. (2633 Camino Ramon, San Ramon, CA) for a period of two years at a cost of $89,945.28 per year. This software provides support for City licensing and permitting activities in Community Development, Health, Fire and Public Works Agency. This renewal agreement represents a 43% reduction from last year’s cost and will cover the period of March 1, 2017 through February 28, 2019. Funding is provided from the Information Technology Division’s Computer Licensing and Support Fund (Account: 100.19.1932.62340) with a FY17 Budget of $500,000 and a YTD balance of $351,036.76.

**For Action**

(A3.8) **Purchase of Six Replacement Vehicles/Units from Currie Motors, JX Peterbilt and Standard Equipment**
Staff recommends City Council authorize the purchase of (6) replacement vehicles/units for the Public Works Agency from: Currie Motors (9423 W. Lincoln Hwy, Frankfort, IL 60423) in the amount of $126,479; JX Peterbilt (42400 Hwy 41, Wadsworth, IL 60083) in the amount of $546,487.50; and Standard Equipment (2033 West Walnut Street, Chicago, IL 60612) in the amount of $330,493.65. Funding of $614,756.50 is provided by FY2017 Automotive Replacement Fund (Account 601.19.7780.65550) with a budget of $1,455,422. Budget remaining in this account after this purchase is $180,009.92. Funding of $58,210.00 is provided by the FY2017 Water Fund (Account 510.40.4230.65550) with a budget of $186,300. Budget remaining in this account after this purchase is $128,090. Funding of $330,493.65 is provided by FY2017 Sewer Fund (Account 515.40.4530.65550) in the amount of $23,750. Additional funding is provided by savings from Account 515.40.4535.65515, which has a budget of $2,626,000 and a remaining balance of $762,796.

**For Action**
(A3.9) **Contract with Havey Communications, Inc. for Emergency Lighting & Sirens**
Staff recommends City Council approval of a one (1) year contract with three (3) one (1) year renewals for the purchase of emergency lighting, sirens and aftermarket products and services in the amount of $80,960.00 to Havey Communications Inc. (28835 Herky Drive # 117, Lake Bluff, Illinois 60044). Funding will be as follows: $40,480.00 from Equipment Replacement Fund (Account 601.19.7780.65550), with a FY 2017 budget of $1,455,422.00 and a YTD balance of $794,766.42, and $40,480.00 from Fleet Maintenance Fund (Account 600.19.7710.65060), with a FY 2017 budget of $1,050,000.00 and a YTD balance of $409,360.62.

**For Action**

(A3.10) **Approval of Sidewalk Café at 1009 Davis Street – Yeero Revolution**
Staff recommends City Council approval of first-time application for a sidewalk café permit for Yeero Revolution, a Type 2 restaurant located at 1009 Davis Street. The sidewalk café will consist of three tables with two seats each for a seating capacity of six, and will operate daily from 11:00 a.m.-9:00 p.m.

**For Action**

(A3.11) **Approval of Applications for Landscaping Service Assistance through the Great Merchants Grant Program**
Staff recommends approval for financial assistance of landscaping services through the Great Merchants Grant Program, totaling $33,550.00, to five Evanston business district areas: Evanston West End Business Association - $8,640.00; Central Street Business Association - $5,760.00, Dr. Hill Arts Business District - $10,000.00; Howard Street Business Association - $1,850.00; and West Village Business Association - $7,300.00. Funding will be from the Economic Development Business District Improvement Program (Account 100.15.5300.65522). The approved 2017 Fiscal Year Budget allocated $350,000 to this account. However, as of May 2017, $8,416.50 have been spent to complete façade projects and to fund Entrepreneurship Support Program requests, leaving the account with $341,583.50.

**For Action**

(A3.12) **First Quarter Financial Report for Fiscal Year 2017**
Staff recommends City Council accept and place the First Quarter Financial Report for FY 2017 on file.

**For Action: Accept and Place on File**
(A4) Resolution 53-R-17, Authorizing the City Manager to Execute Payments for Emergency Structural Shoring for the Service Center Parking Structure

Staff recommends City Council adoption of Resolution 53-R-17, authorizing the City Manager to execute payments for emergency structural shoring repairs to the City of Evanston's Service Center Parking Structure. The City Manager has authorized staff to execute structural engineering service contracts to assess and temporarily shore the parking structure with: Moshe Calamaro & Associates Inc. (930 Pitner Ave. #7, Evanston, IL 60202), Belfor Property Restoration (650 Anthony Tail Suite B – Northbrook, IL 60062), and KPFF Consulting Engineers (630 Davis St, Evanston, IL 60201) The known costs for this work to date is $4,900.83 to Moshe Calamaro & Associates; $23,951.64 to Belfor Property Restoration, and $3,500.00 to KPFF Consulting Engineers. There will be additional costs for rental of the structural shoring in the amount of $962.50/week to Belfor Property Restoration. Funding will be provided from the Capital Improvement Program (CIP) 2017 General Obligation Bonds for Facilities Contingency (Account 415.40.4117.62145.617023), which was budgeted at $200,000 for 2017 and has an estimated $178,510.00 remaining.

For Action

(A5) Resolution 54-R-17, Parking Lease Agreement with 2424 Dempster, LLC (dba Kabul House)

Staff recommends City Council adoption of Resolution 54-R-17, authorizing the City Manager to execute a parking lease agreement for parking spaces on McDaniel Avenue with 2424 Dempster, LLC (dba Kabul House) located at 2424 Dempster Street.

For Action

(A6) Resolution 55-R-17, To Adopt a Complete and Green Network Policy in Construction Projects within the Public Right-of-Way and Public Spaces

Staff recommends City Council adoption of Resolution 55-R-17 to adopt the proposed updated Complete & Green Streets Policy. The 2017 Complete & Green Streets Policy seeks to align the City’s current policy with the City’s Age Friendly goals, develop sector and project level reporting metrics, formalize transportation demand management approaches, and establish a policy exception review channel for non-City lead projects through the Design and Project Review Committee. This item is before the APW since the Parking & Transportation Committee has been unable to meet since November 2016.

For Action
(A7) **Ordinance 50-O-17 Amending the City Code to Establish a 4-Way Stop Control at the Intersection of Woodbine Avenue and Jenks Street**

Staff recommends City Council adoption of Ordinance 50-O-17 amending Section 10-11-5(D), Schedule V(D) of the City Code to establish a 4-Way Stop Control at the intersection of Woodbine Avenue and Jenks Street. The estimated cost to install two additional stop signs is $150.00. Funding will be through the General Fund-Traffic Control Supplies (Account 100.40.4520.65115), with a FY 2017 budget of $50,000, and a YTD balance of $20,266.17.

*For Introduction*

(A8) **Ordinance 51-O-17, Authorizing the Sale of a Surplus Fleet Vehicles Owned by the City of Evanston**

Staff recommends that City Council adopt Ordinance 51-O-17, directing the City Manager to offer the sale of vehicles owned by the City through public auction at the special Northwest Municipal Vehicle Auction being sponsored by America’s Auto Auctions on Tuesday, July 25, 2017 or any other subsequent America’s Online Auction as these vehicles become available, on a timely basis, as a result of new vehicle replacements being placed into service.

*For Introduction*

(A9) **Ordinance 46-O-17, Amending City Code Section 9-5-15, Regulating Small Unmanned Aircraft in the City of Evanston**

City staff recommends City Council adoption of Ordinance 46-O-17, amending City Code Section 9-5-15, regulating small unmanned aircraft in the City of Evanston. Ordinance 46-O-17 addresses ongoing community concerns and provide an enforcement tool related to the operation of small unmanned aircraft, including drones.

*For Introduction*

IV. **ITEMS FOR DISCUSSION**

(APW1) **Block Party Applications**

Staff will discuss the current policy regarding the block party application process and seek Council’s direction for any modifications to the current policy.

*For Discussion*

V. **COMMUNICATIONS**

VI. **ADJOURNMENT**
MEMBERS PRESENT:  P. Braithwaite, A. Rainey, R. Simmons, T. Suffredin, C. Fleming


STAFF ABSENT:  M. Lyons, S. Nagar, J. Maiworm, D. Manis, DC Parrott, Chief Scott, K. Richardson, Chief Eddington, P. D’Agostino, S. Mangum, P. Polinski, K. Knapp, L. Hemingway, D. King,

PRESIDING OFFICIAL:  Ald. Braithwaite

I. DECLARATION OF A QUORUM: ALDERMAN BRAITHWAITE, CHAIR
A quorum being present, Ald. Braithwaite called the meeting to order at 6:07p.m.

II. APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 24, 2017
Ald. Rainey moved to accept the Minutes of April 24, 2017 A&PW meeting as submitted, seconded by Ald. Fleming.

The Minutes of the April 24, 2017 A&PW meeting were approved unanimously 5-0.

III. ITEMS FOR CONSIDERATION
(A1) Payroll – April 17, 2017 through April 30, 2017 $ 2,787,932.84

(A2) City of Evanston Bills – May 23, 2017 $ 3,779,388.33
Credit Card Activity – Period Ending March 31, 2017 $ 210,457.95

For Action
Ald. Fleming moved to recommend approval of the City’s Payroll through April 30, 2017 in the amount of $2,787,932.84, City of Evanston Bills through May 23, 2017 in the amount of $3,779,388.33 and credit card activity for the period ending March 31, 2017 in the amount of $210,457.95, seconded by Ald. Rainey.

Ald. Suffredin noted that he will abstain from all votes going forward related to and Amazon purchases on the bills list in APW and Council due to his work on behalf of Amazon in the Illinois General Assembly pursuant to Council Rule 11.1.
Ald. Rainey requested itemized bills from APC Store dba Bumper to Bumper. Deputy City Manager Erika Storlie will get an itemized bill for the next bills list.

The Committee voted 5-0 (Ald. Suffredin abstaining from approval of the Amazon purchases) to approve the payroll, bills and credit activity.

(A3.1) Contract for Construction Services for the Main Library Underground Parking Garage Phase 2 with Reliable & Associates Construction Company

Staff recommends City Council authorize the City Manager to execute a contract for construction services related to the Main Library Underground Garage Upgrade Phase 2 2017 (Bid 17-28) with Reliable & Associates Construction Company (4106 S. Emerald Avenue, Chicago, IL 60609), in the amount of $198,000. Funding is from the Parking Services Fund (Account 505.19.7005.65515), with a budget of $3,020,000.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a contract for construction services related to the Main Library Underground Garage Upgrade Phase 2 2017 (Bid 17-28) with Reliable & Associates Construction Company in the amount of $198,000, seconded by Ald. Fleming.

At Ald. Rainey’s inquiry, Library Director Karen Danczak-Lyons confirmed that the City owns the Main and North branch library facilities as well as the underground parking garage. The Library pays $250,000 per year for support from the City. The Library Debt Service Fund pays the maintenance and upkeep of the facilities.

Parking/Fleet Manager Rickey Voss noted that the City collects all revenues and maintains the pay stations. At Ald. Rainey’s inquiry, Parking/Fleet Manager Voss confirmed that he and Director Danczak-Lyons will provide an explanation of how the relationship between the City and the Library Board will change once the bonds to finance the building are paid.

After discussion, the Committee voted unanimously 5-0 to approve the contract.

(A3.2) Agreement with Continental Electrical Construction Company for Solar Panel Installation at Levy Senior Center

Staff recommends City Council authorize the City Manager to execute a contract for the Levy Senior Center Solar Panel Installation (RFP 17-13) with Continental Electrical Construction Company (815 Commerce Drive, Suite 100, Oak Brook, IL) in the amount of $62,700. Funding will be provided from Capital Improvements Fund 2017 GO Bonds (Account 415.40.4117.65515 – 617007). This project was budgeted at $100,000 in FY 2017.

For Action

Ald. Suffredin moved to recommend City Council authorize the City Manager to execute a contract for the Levy Senior Center Solar Panel Installation (RFP 17-13) with Continental Electrical Construction Company
in the amount of $62,700, seconded by Ald. Rainey.

The Committee voted unanimously 5-0 to approve the contract.

(A3.3) Change Order No. 2 to Engineering Services Agreement with Clark Dietz, Inc. for Fleetwood-Jourdain Center HVAC and Electrical Improvements

Staff recommends City Council authorize the City Manager to approve Change Order No. 2 for engineering services related to the Fleetwood-Jourdain Center HVAC and Electrical Improvements Project (RFP No. 16-01) with Clark Dietz, Inc. (118 S. Clinton Street, Suite 700, Chicago, IL 60661), in the amount of $18,700. This will increase the contract amount from $93,997.00 to $112,697.00 and extend the contract completion deadline from March 31, 2017 to March 31, 2019. Funding will be provided from the Capital Improvement Program (CIP) General Obligation Bonds (Accounts 415.40.4116.62145 – 616007 and 415.40.4117.62145 - 616007). This project was budgeted at $1,729,000 in FY 2017.

For Action

Ald. Rue Simmons moved to recommend City Council authorize the City Manager to approve Change Order No. 2 for engineering services related to the Fleetwood-Jourdain Center HVAC and Electrical Improvements Project (RFP No. 16-01) with Clark Dietz, Inc. in the amount of $18,700 increasing the contract amount from $93,997.00 to $112,697.00 and extending the contract completion deadline from March 31, 2017 to March 31, 2019, seconded by Ald. Rainey.

At Ald. Rue Simmons’ inquiry, Bureau Chief Lara Biggs explained that the project could be done sooner. The work is being held until scheduled celebrations are completed for the year.

At Ald. Fleming’s inquiry, Senior Project Manager Stefanie Levine will provide the specific level MWEBE participation.

After discussion, the Committee voted unanimously 5-0 to approve the contract.

(A3.4) Single Source Purchase of Five Cale WebTerminal Pay Stations from Total Parking Solutions

Staff recommends that City Council authorize the City Manager to execute a contract for single source purchase from Total Parking Solutions (TPS) 2721 Curtiss St., Downers Grove, IL 60515 for five (5) Cale WebTerminal Pay Stations in the amount of $46,050. These pay stations will be installed on Sherman Ave in downtown Evanston. This amount includes all equipment, installation and one (1) year warranty. Funding is provided by the Parking Fund Business Unit – Other Improvements (Account 505.19.7005.65515) with a 2017 budget of $3,020,000 and a remaining balance of $1,300,284.23.

For Action

Ald. Rainey moved to recommend City Council authorize the City Manager to execute a contract for single source purchase from Total Parking Solutions
Solutions (TPS) for five (5) Cale WebTerminal Pay Stations in the amount of $46,050, seconded by Ald. Suffredin.

Parking/Fleet Manager Voss explained that single-head meters have seen an increase in credit card usage, which runs down the batteries quickly. Maintenance and collection time has also increased because the batteries are proprietary. By implementing pay stations, the back office, maintenance and collection costs are the same or less than the cost of maintaining individual single-head meters.

At Ald. Rainey’s inquiry, Deputy City Manager Storlie explained that credit card usage is higher on Sherman. Each credit card transaction drains the battery on the single-head meter. Single-head meters are failing in other communities and in other parts of Evanston. By installing pay stations in high usage areas it will also encourage residents to use the parking application more.

At Ald. Braithwaite’s inquiry, Deputy City Manager Storlie confirmed that the warranty on the single-head meters has expired. Extending the warranty is not an option due to the $3.89 per meter, per month cost to warranty 1,700 meters Citywide.

The Committee voted unanimously 5-0 to approve the contract.

(A3.5) Authorization to Renew Line of Credit of $7.2 Million with First Bank & Trust
Staff recommends that City Council authorize the City Manager to renew the agreement with First Bank and Trust to have access to a Line of Credit up to an amount of $7.2 million for use in the Dempster/Dodge, Howard/Ridge & West Evanston, and Chicago/Main TIF Districts.

For Action
Ald. Suffredin moved to recommend City Council authorize the City Manager to renew the agreement with First Bank and Trust to have access to a Line of Credit up to an amount of $7.2 million for use in the Dempster/Dodge, Howard/Ridge & West Evanston, and Chicago/Main TIF Districts, seconded by Ald. Rainey.

The Committee voted unanimously 5-0 to approve the renewal.

(A4) Resolution 33-R-17, Northwestern University Easement Agreement for Proposed Conduit Build for Fiber Optic Cables at Four Locations
Staff recommends City Council adopt Resolution 33-R-17, authorizing the City Manager to execute an easement agreement with Northwestern University (NU) for utility easements at four locations. The easements would allow NU to install conduits for fiber optic communication cables to serve NU properties. The easement would be granted for a 20 year period. No City funding is required for these proposed utilities. NU will fund the project and will be assessed a one-time easement fee of $186,089.65. These funds will be deposited to the Capital Improvement Fund (Account 415.40.4105.52175).
For Action
Ald. Fleming moved to recommend City Council adopt Resolution 33-R-17, authorizing the City Manager to execute an easement agreement with Northwestern University (NU) for utility easements at four locations to install conduits for fiber optic communication cables to serve NU properties for a 20 year period with a one-time easement fee of $186,089.65, seconded by Ald. Suffredin.

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

(A5) Resolution 40-R-17, Accepting Funds from the Illinois Housing Development Authority’s Abandoned Residential Property Program
Staff recommends City Council adoption of Resolution 40-R-17, accepting a Grant from the Illinois Housing Development Authority’s (IHDA) Abandoned Residential Property Municipal Relief Program. IHDA has provided $75,000.00 in funding to address property maintenance issues at vacant and abandoned properties. Funds will be provided through an account approved by IHDA.

For Action
Ald. Rue Simmons moved to recommend City Council adoption of Resolution 40-R-17, accepting a Grant from the Illinois Housing Development Authority’s (IHDA) Abandoned Residential Property Municipal Relief Program, seconded by Ald. Rainey.

Acting Assistant Director Ikenga Ogbo explained that the City was awarded the $75,000 grant in 2014 and now in 2017 for maintenance of vacant properties and demolition. The funds must be spent within 2 years.

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

(A6) Resolution 49-R-17, Authorizing the City Manager to Enter Into a Parking Lease Agreement with Target Corporation at the City Parking Garage Located at 821 Davis Street (Sherman Plaza)
Staff recommends that the City Council adopt Resolution 49-R-17, authorizing the City Manager to enter into a lease agreement with the Target Corporation for the parking of 26 customer vehicles on the third floor of the Sherman Plaza parking garage at 821 Davis Street.

For Action
Ald. Fleming moved to recommend City Council adopt Resolution 49-R-17, authorizing the City Manager to enter into a lease agreement with the Target Corporation for the parking of 26 customer vehicles on the third floor of the Sherman Plaza parking garage at 821 Davis Street, seconded by Ald. Rainey.

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

(A7) Ordinance 43-O-17, Decreasing the Number of Class D Liquor Licenses for Bistro Bordeaux
Local Liquor Commissioner recommends City Council adoption of Ordinance 43-
O-17, decreasing the number of authorized Class D liquor licenses for Vendome Management Inc., d/b/a Bistro Bordeaux, 618 Church Street. Staff recommends suspension of the rules for Introduction and Action at the May 22, 2017 City Council meeting.

**For Introduction and Action**

Ald. Rainey moved to suspend the rules and recommend City Council adoption of Ordinance 43-O-17, decreasing the number of authorized Class D liquor licenses for Vendome Management Inc., d/b/a Bistro Bordeaux, 618 Church Street, seconded by Ald. Fleming. The Committee voted unanimously 5-0 to adopt the ordinance.

V. COMMUNICATIONS

VI. ADJOURNMENT

Ald. Rainey motioned to adjourn, seconded by Ald. Rue Simmons. The meeting adjourned at 6:38pm.
Memorandum

To: Honorable Mayor and Members of the City Council
    Administration and Public Works Committee

From: Martin Lyons, Assistant City Manager/Chief Financial Officer
      Tera Davis, Accounts Payable Coordinator

Subject: City of Evanston Payroll and Bills

Date: June 6, 2017

Recommended Action:
Staff recommends approval of the City of Evanston Payroll and Bills List.
This list includes the City’s Semi-Annual Debt Service Interest payment of $2.6 million.

Summary:
Payroll – May 1, 2017 through May 14, 2017 $2,913,680.94
(Payroll includes employer portion of IMRF, FICA, and Medicare)
Payroll – May 15, 2017 through May 28, 2017 $2,778,643.60
(Payroll includes employer portion of IMRF, FICA, and Medicare)

Bills List – June 13, 2017 $5,344,098.54

General Fund Amount – Bills list $417,561.95

TOTAL AMOUNT OF BILLS LIST & PAYROLL $11,036,423.08

*Advanced checks are issued prior to submission of the Bills List to the City Council for emergency purposes, to avoid penalty, or to take advantage of early payment discounts.

Attachments:
Bills List
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**2260 OFFICE OF ADMINISTRATION Total** | 10,859.82 |

**2270 TRAFFIC BUREAU**

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**2270 TRAFFIC BUREAU Total** | 1,905.00 |

**2280 ANIMAL CONTROL**

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**2280 ANIMAL CONTROL Total** | 32,500.00 |

**2295 BUILDING MANAGEMENT**

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**2295 BUILDING MANAGEMENT Total** | 3,626.50 |

**2305 FIRE MGT & SUPPORT**

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**2305 FIRE MGT & SUPPORT Total** | 3,314.75 |

**2310 FIRE PREVENTION**

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**2310 FIRE PREVENTION Total** | 1,382.31 |

**2315 FIRE SUPPRESSION**

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**2315 FIRE SUPPRESSION Total** | 17,352.22 |

**2407 HEALTH SERVICES ADMIN**

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**2407 HEALTH SERVICES ADMIN Total** | 1,005.10 |

**2435 FOOD AND ENVIRONMENTAL HEALTH**

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**2435 FOOD AND ENVIRONMENTAL HEALTH Total** | 7,516.88 |

**2440 VITAL RECORDS**

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**2440 VITAL RECORDS Total** | 988.00 |

**2455 COMMUNITY HEALTH**

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**2455 COMMUNITY HEALTH Total** | 34.36 |

**3010 REC. BUSINESS & FISCAL MGMT**

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**3010 REC. BUSINESS & FISCAL MGMT Total** | 285.22 |

32 of 677
### CITY OF EVANSTON
### BILLS LIST
### PERIOD ENDING 06.13.2017

#### 3020 REC GENERAL SUPPORT
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**Total for 3020 REC GENERAL SUPPORT**: 490.00

#### 3030 CROWN COMMUNITY CENTER
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**Total for 3030 CROWN COMMUNITY CENTER**: 9,407.36

#### 3035 CHANDLER COMMUNITY CENTER
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**Total for 3035 CHANDLER COMMUNITY CENTER**: 289.39

#### 3040 FLEETWOOD/JOURDAN COM CT
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**Total for 3040 FLEETWOOD/JOURDAN COM CT**: 3,616.64

#### 3045 FLEETWOOD/JOURDAN THEATR
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**Total for 3045 FLEETWOOD/JOURDAN THEATR**: 4,109.65

#### 3050 RECREATION OUTREACH PROGRAM
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<td>ANDERSON PEST CONTROL</td>
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**Total for 3050 RECREATION OUTREACH PROGRAM**: 47.68

#### 3055 LEVY CENTER SENIOR SERVICES
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<td>ANDERSON PEST CONTROL</td>
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<td>ILLINOIS PAPER DBA IMPACT NETWORKING LLC</td>
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**Total for 3055 LEVY CENTER SENIOR SERVICES**: 3,180.75

#### 3080 BEACHES
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<td>SERVICE SANITATION INC</td>
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**Total for 3080 BEACHES**: 2,522.43

#### 3095 CROWN ICE RINK
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<td>62250</td>
<td>BC TRAINING &amp; FITNESS</td>
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<td>62508</td>
<td>CHAVANESSES, SEBASTIAN</td>
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**Total for 3095 CROWN ICE RINK**: 5,815.14

#### 3100 SPORTS LEAGUES
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<td>MARTENSON TURF PRODUCTS, INC.</td>
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**Total for 3100 SPORTS LEAGUES**: 519.20

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<td>2017 GREEN BAY ROAD LANDSCAPE MAINTENANCE CONTRACT</td>
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## CITY OF EVANSTON

### BILLS LIST

**PERIOD ENDING 06.13.2017**

### 330 HOWARD-RIDGE TIF FUND

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### 330 HOWARD-RIDGE TIF FUND Total

- **Amount**: 1,000.00

### 415 CAPITAL IMPROVEMENTS FUND

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<tr>
<td>416531</td>
<td>62145 STANLEY CONSULTANTS INC</td>
<td>MAIN ST CORRIDOR IMPROVEMENT PROJECT RFP 16-47</td>
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<td>616019</td>
<td>65510 JASCO ELECTRIC CORPORATION</td>
<td>REPLACEMENT OF VOLLEYBALL LIGHT POLE</td>
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### 417 2017 GO BOND ISSUANCE

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<tr>
<td>517002</td>
<td>62145 MARRIE C. AND ASSOC</td>
<td>JAMES PARK - STRUCTURAL ENGINEERING</td>
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<td>416540</td>
<td>62145 STANLEY CONSULTANTS INC, LTD</td>
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### 4217 CIP OTHER FUNDING SOURCES

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<td>RFP 15-68, FOUNTAIN SQUARE RENOVATIONS</td>
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### 505 PARKING SYSTEM FUND

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<td>53445</td>
<td>MARTIN RASMUSSEN</td>
<td>LOT 3 REFUND - MOVING OUT OF STATE</td>
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<td>417035</td>
<td>65515 CHRISTOPHER B. BURKE ENGINEERING, LTD.</td>
<td>ESP. 16-07 '16 CHURCH AND MAPLE GARAGE REPAIRS</td>
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<td>616014</td>
<td>65515 CTL GROUP</td>
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### 7015 PARKING LOTS & METERS

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<td>62375</td>
<td>MCGAW YMCA</td>
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<tr>
<td>65070</td>
<td>PASSPORT PARKING, INC</td>
<td>5.35 TRANSACTION PROCESSING FEE BY CELL OPTION FOR PARKING METER</td>
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### 7025 CHURCH STREET GARAGE

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<tbody>
<tr>
<td>62400</td>
<td>SP PLUS PARKING</td>
<td>PARKING LOT MANAGEMENT-3 DOWNTOWN PARKING GARAGES</td>
</tr>
<tr>
<td>64505</td>
<td>CALL ONE</td>
<td>COMMUNICATION CHARGES</td>
</tr>
<tr>
<td>7005</td>
<td>CHURCH STREET GARAGE Total</td>
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</table>

### 7036 SHERMAN GARAGE

<table>
<thead>
<tr>
<th>Code</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>62460</td>
<td>SP PLUS PARKING</td>
<td>PARKING LOT MANAGEMENT-3 DOWNTOWN PARKING GARAGES</td>
</tr>
<tr>
<td>62509</td>
<td>SIMPLEX GRINNELL</td>
<td>FIRE ALARM SYSTEMS INSPECTION, TESTING, SERVICE SHERMAN GARAGE</td>
</tr>
<tr>
<td>62660</td>
<td>MB EVANSTON SHERMAN, L.L.C.</td>
<td>SHARED MAINT COSTS SHERMAN PLAZA GARAGE, RETAIL AND CONDO</td>
</tr>
<tr>
<td>64505</td>
<td>AT &amp; T</td>
<td>COMMUNICATION CHARGES</td>
</tr>
<tr>
<td>64505</td>
<td>CALL ONE</td>
<td>COMMUNICATION CHARGES</td>
</tr>
<tr>
<td>7036</td>
<td>SHERMAN GARAGE Total</td>
<td></td>
</tr>
</tbody>
</table>

### 7037 MAPLE GARAGE

<table>
<thead>
<tr>
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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>62400</td>
<td>SP PLUS PARKING</td>
<td>PARKING LOT MANAGEMENT-3 DOWNTOWN PARKING GARAGES</td>
</tr>
<tr>
<td>62509</td>
<td>AUTOMATED PARKING TECHNOLOGIES</td>
<td>REMOTE REPAIR FOR SERVICE MAPLE GARAGE</td>
</tr>
<tr>
<td>62509</td>
<td>AUTOMATED PARKING TECHNOLOGIES</td>
<td>REPLACEMENT SHEAR BOLTS FOR GATES</td>
</tr>
<tr>
<td>65507</td>
<td>PASSPORT PARKING, INC</td>
<td>COMMUNICATION CHARGES</td>
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<tr>
<td>7037</td>
<td>MAPLE GARAGE Total</td>
<td></td>
</tr>
</tbody>
</table>

### 505 PARKING SYSTEM FUND Total

- **Amount**: 169,668.28

### 510 WATER FUND

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>4200</td>
<td>WATER-PRODUCTION</td>
<td>SAELES TAX</td>
</tr>
<tr>
<td>65095</td>
<td>OFFICE DEPOT</td>
<td>OFFICE SUPPILIES</td>
</tr>
<tr>
<td>4200</td>
<td>WATER PRODUCTION Total</td>
<td></td>
</tr>
</tbody>
</table>

### 4208 WATER BILLING

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>62245</td>
<td>M.E SIMPSON COMPANY INC</td>
<td>LARGE WATER METER TESTING</td>
</tr>
<tr>
<td>65095</td>
<td>OFFICE DEPOT</td>
<td>COMMUNICATION CHARGES</td>
</tr>
<tr>
<td>4208</td>
<td>WATER BILLING Total</td>
<td></td>
</tr>
</tbody>
</table>

### 4210 PUMPING

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>65090</td>
<td>NORTH SHORE ENH OMEGA</td>
<td>EMPLOYEE RESPIRATORY REVIEW</td>
</tr>
<tr>
<td>4210</td>
<td>PUMPING Total</td>
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</tr>
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</table>

### 4220 FILTRATION

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>62465</td>
<td>EUROFINS EATON ANALYTICAL</td>
<td>DRINKING WATER LABORATORY TESTING SERVICES</td>
</tr>
<tr>
<td>65095</td>
<td>OFFICE DEPOT</td>
<td>COMMUNICATION CHARGES</td>
</tr>
<tr>
<td>4220</td>
<td>FILTRATION Total</td>
<td></td>
</tr>
</tbody>
</table>
### 4225 WATER OTHER OPERATIONS
- 62315 SEBS DIRECT: UTILITY BILL PRINT & MAIL $2,500.00
- 62445 SEBS DIRECT: UTILITY BILL PRINT & MAIL $100.00

### 4225 WATER OTHER OPERATIONS Total
$2,600.00

### 4540 DISTRIBUTION MAINTENANCE
- 65055 G & L CONTRACTORS, INC: 2017 GRANULAR MATERIALS $2,770.20

### 4540 DISTRIBUTION MAINTENANCE Total
$2,770.20

### 510 WATER FUND Total
$15,038.70

### 4530 SEWER MAINTENANCE
- 62315 SEBS DIRECT: UTILITY BILL PRINT & MAIL $2,500.00
- 62445 SEBS DIRECT: UTILITY BILL PRINT & MAIL $97.64

### 4530 SEWER MAINTENANCE Total
$2,597.64

### 435 SEWER IMPROVEMENTS
- 62461 TESKA ASSOCIATES, INC.: RFP 16-04 GIBBS MORRISON SITE IMPROVEMENTS $4,391.90

### 435 SEWER IMPROVEMENTS Total
$4,391.90

### 515 SEWER FUND Total
$6,989.54

### 520 SOLID WASTE FUND

#### 4310 RECYCLING AND ENVIROMENTAL MAIN
- 65165 ILLINOIS DEPT OF REVENUE: *SALES TAX* $36.00
- 62405 SOLID WASTE AGENCY NORTHERN COOK: DISPOSAL FEES FOR FY 2017 $61,176.48
- 62415 GROOT RECYCLING & WASTE SERVICES: 2017 SOLID WASTE RESIDENTIAL REMOVAL $135,880.38
- 62415 GROOT RECYCLING & WASTE SERVICES: 2017 YARD WASTE REMOVAL $73,851.48

### 4310 RECYCLING AND ENVIROMENTAL MAIN Total
$270,944.34

### 600 FLEET SERVICES FUND

#### 7705 GENERAL SUPPORT
- 65056 CALL ONE: COMMUNICATION CHARGES $373.96
- 65056 OFFICE DEPOT: OFFICE SUPPLIES $184.49

### 7705 GENERAL SUPPORT Total
$922.45

### 7710 MAJOR MAINTENANCE
- 62355 CINTAS #22: WEEKLY UNIFORM SERVICE $160.29
- 62355 CINTAS #22: WEEKLY UNIFORM SERVICE $160.29
- 62355 CINTAS #22: WEEKLY UNIFORM SERVICE $160.29
- 62355 CINTAS CORPORATION #769: WEEKLY MAT SERVICE $826.94
- 65035 WARREN'S SHELL SERVICE: GAS FOR PARKS & FORESTRY EQUIPMENT $264.88
- 65035 INTERSTATE POWER SYSTEMS, INC.: 25 GALLON DRUM TRANSMISSION OIL $1,983.00
- 65035 GAS DEPOT INC.: 7,000 GALLONS DIESEL FUEL $12,583.48
- 65035 GAS DEPOT INC.: 8,000 GALLONS B-20 FUEL $12,860.61
- 65056 CHICAGO CRANE & HOIST CO: ANNUAL CRANE INSPECTION $1,883.00
- 65060 R.A. ADAMS ENTERPRISES INC.: TRUCK #926 SANDBLASTING AND REPAINTING $4,203.45
- 65060 ALLTECH AUTO INC.: #67 BODY REPAIRS $909.20
- 65060 BUCK BROTHERS, INC.: #555 OIL LINES $171.46
- 65060 BUCK BROTHERS, INC.: HYDRAULIC FITTINGS #555 $214.64
- 65060 CITY WELDING SALES & SERVICE INC.: WELDING GASES $91.69
- 65060 DOUGLAS TRUCK PARTS: CABIN FILTER $272.42
- 65060 DOUGLAS TRUCK PARTS: FUEL FILTERS $226.92
- 65060 DUXLER TIRE & CAR CENTER: #425 ALIGNMENT $69.00
- 65060 GROVER WELDING COMPANY: #242 WELDING REPAIRS $850.00
- 65060 GROVER WELDING COMPANY: #766 STEP REPAIR $132.20
- 65060 HAVEY COMMUNICATIONS INC.: #18 LIGHTING REPAIR $94.60
- 65060 INTERSTATE BATTERY OF NORTHERN CHICAGO: #065 BATTERY $98.47
- 65060 INTERSTATE BATTERY OF NORTHERN CHICAGO: BATTERIES $585.51
- 65060 KELLER HEARTY CO, INC.: CREDIT FOR DRUMS $188.10
- 65060 KELLER HEARTY CO, INC.: DIESEL EXHAUST FLUID $368.50
- 65060 LAKE/COOK C.V. JOINTS INC.: #955 AXLE JOINTS REPAIRED $608.00
- 65060 LEACH ENTERPRISES, INC.: #150 PINION SEAL $58.91
- 65060 LEACH ENTERPRISES, INC.: CAM SPACER WASHERS $15.20
- 65060 LEACH ENTERPRISES, INC.: CAM SPACERS $6.60
- 65060 LEACH ENTERPRISES, INC.: CREDIT $-6.60
- 65060 LEACH ENTERPRISES, INC.: DESCANT FILTERS $128.79
- 65060 LEACH ENTERPRISES, INC.: GREEN HUBCAP PLUGS $12.06
- 65060 MIDAS AUTO SERVICE EXPERTS: #764 MUFFLER $117.00
- 65060 REGIONAL TRUCK EQUIPMENT COMPANY, INC.: #260 INVERTER INSTALLED $1,242.00
- 65060 SPRING ALIGN: #332 REAR AIR BAGS REPLACED $300.00
- 65060 SPRING ALIGN: #313 ALIGNMENT $99.95
- 65060 STANDARD EQUIPMENT COMPANY: #661 BUMPER REPAIR $2,090.52
- 65060 STANDARD EQUIPMENT COMPANY: #1061 BRAKE PADS $1,330.62
- 65060 STANDARD EQUIPMENT COMPANY: #956 SWIVEL KIT $250.26
- 65060 STANDARD EQUIPMENT COMPANY: CAMERA KIT $955.77
- 65060 STANDARD EQUIPMENT COMPANY: CREDIT FOR OVERPAYMENT $-1,154.56
- 65060 UNITED PARCEL SERVICE: SHIPPING $17.41
- 65060 VERMEER MIDWEST: #567 CHIPPER FLYWHEEL $1,787.41
- 65060 VERMEER MIDWEST: CREDIT FOR RETURNED FLYWHEEL $-1,767.41
- 65060 SKF LUBRICATION SYSTEMS USA: AUTO LUBE HARNESS $95.42
- 65060 WHOLESALE DIRECT INC: IN LINE AMBER CORNER LED STROBE $400.68
- 65060 GENERAL TRUCK PARTS & EQT: #823 PTO $3,120.82
- 65060 Wanco, Inc.: #156 SWITCHES AND CABLES $1,316.60
- 65060 TEREX UTILITIES, INC.: TRUCK #163 HYDRAULIC PUMP REPLACED... $2,890.52
- 65060 INTERSTATE POWER SYSTEMS, INC.: #320 EGR REPAIRS $916.34
- 65060 HERITAGE CRYSTAL CLEAN: ANTI-FREEZE $824.60
- 65060 FUTURE ENVIRONMENTAL, INC.: USED OIL PICK UP $46.00

### 600 FLEET SERVICES FUND Total
$36 of 677
<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>SUPPLIER NAME</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<td></td>
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<td><strong>SUPPLEMENTAL BILLS LIST ATTACHMENT</strong></td>
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<tr>
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<td><strong>INSURANCE</strong></td>
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<tr>
<td>VARIOUS</td>
<td>IPBC</td>
<td>MONTHLY CORPORATIVE CONTRIBUTION</td>
<td>1,196,528.92</td>
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<td>VARIOUS</td>
<td>VARIOUS</td>
<td>CASUALTY LOSS</td>
<td>111,169.40</td>
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<td>VARIOUS</td>
<td>VARIOUS</td>
<td>WORKERS COMP</td>
<td>12,113.69</td>
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<td>VARIOUS</td>
<td>CASUALTY LOSS</td>
<td>59.12</td>
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<td>VARIOUS</td>
<td>WORKERS COMP</td>
<td>15,911.79</td>
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<td>VARIOUS</td>
<td>CASUALTY LOSS</td>
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<td>VARIOUS</td>
<td>VARIOUS</td>
<td>WORKERS COMP</td>
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<tr>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td>WORKERS COMP</td>
<td>75,929.52</td>
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<td><strong>Total</strong></td>
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<tr>
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<td><strong>SEWER</strong></td>
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<tr>
<td>7610.68308</td>
<td>IEPA</td>
<td>LOAN DISBURSEMENT SEWER FUND</td>
<td>90,535.08</td>
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<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>90,535.08</td>
</tr>
<tr>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td>DEBT SERVICE INTEREST PAYMENTS</td>
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<td>7135.68305</td>
<td>IEPA</td>
<td>LOAN DISBURSEMENT WATER FUND</td>
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<td></td>
<td><strong>Total</strong></td>
<td>2,614,105.04</td>
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<tr>
<td></td>
<td></td>
<td><strong>Grand Total</strong></td>
<td><strong>5,344,098.54</strong></td>
</tr>
</tbody>
</table>

PREPARED BY ___________________________ DATE ___________________________

REVIEWED BY ___________________________ DATE ___________________________

APPROVED BY ___________________________ DATE ___________________________
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
       Lara Biggs, Bureau Chief – Capital Planning / City Engineer
       Stefanie Levine, Senior Project Manager
       Anil Khatkhate, Project Manager

Subject: Citywide Generator Evaluation (RFP 17-30)

Date: June 12, 2017

Action:
Staff recommends City Council authorize the City Manager to execute a contract for a Citywide Generator Evaluation (RFP 17-30) with CCJM Engineers, Ltd. (303 East Wacker Drive, Suite 303, Chicago, IL) in the amount of $54,339.99.

Funding Source:
Funding will be provided from Capital Improvements Fund 2017 GO Bonds (Account 415.40.4117.65515 – 617017). This project was budgeted at $70,000 in FY 2017.

Livability Benefits:
Health & Safety: Improve emergency prevention and response; Enhance resiliency to natural & human hazards

Background:
The City of Evanston operates 14 emergency generators at various facilities providing back up power to support critical services. Generators are currently installed in the following locations:

- Service Center – Fleet/Emergency Operation Center
- Service Center – Data Center
- Fire Station No. 1
- Fire Station No. 2
- Fire Station No. 3
- Fire Station No. 4
- Fire Station No. 5
- Police Headquarters
• Sherman Plaza Garage
• Maple Avenue Self-Park
• Church Street Self-Park
• Levy Center
• Water Production Facility (2 total)

The existing emergency generators were installed based on the power requirement needed at the time of installation. However, over the years requirements have changed and it is now necessary to evaluate the generators versus the power requirement to determine if the generators are sized properly. The consultant will evaluate and test the existing generators to determine if any upgrades are needed, as well as to determine their life expectancy and replacement cost.

Summary:
On March 30, 2017 staff issued a Request for Proposal to solicit proposals to evaluate generators at various City’s facilities. This project was advertised in the Chicago Tribune and on Demandstar. On May 9, 2017 the City received three proposals as follows:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Address</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJM Engineers, Ltd.</td>
<td>303 East Wacker Drive, Suite 303, Chicago, IL. 60601</td>
<td>$54,339.99</td>
</tr>
<tr>
<td>Clark Dietz</td>
<td>118 S. Clinton Street, Suite 700 Chicago, IL. 60661</td>
<td>$62,300.00</td>
</tr>
<tr>
<td>BTR Engineering</td>
<td>801 W. Lynnwood Ave., Arlington Heights, IL. 60004</td>
<td>Non-responsive</td>
</tr>
</tbody>
</table>

Proposals were reviewed by the following staff:
• Lara Biggs, Bureau Chief – Engineering and Capital Planning
• Shane Cary, Project Manager
• Sean Ciolek, Facilities Manager – Administrative Services
• Jay Henderson, Division Chief – Pumping
• Anil Khatkhate, Project Manager
• Linda Thomas, Purchasing Specialist
The scoring of the proposals was as follows:

<table>
<thead>
<tr>
<th>Selection Criteria</th>
<th>Max Pts</th>
<th>CCJM</th>
<th>Clark Dietz</th>
<th>BTR* Engineers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications and Experience</td>
<td>25</td>
<td>23</td>
<td>19</td>
<td>Non-responsive</td>
</tr>
<tr>
<td>Project Approach</td>
<td>20</td>
<td>20</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td>25</td>
<td>22</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Willingness to Execute Agreement</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Organization and Completeness of Proposal</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>M/W/EBE Participation</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>100</strong></td>
<td><strong>94</strong></td>
<td><strong>81</strong></td>
<td><strong>Non-responsive</strong></td>
</tr>
</tbody>
</table>

*BTR Engineers submitted a Request for Proposal that did not include significant portions of the required scope of work; therefore, they were deemed non-responsive.

CCJM’s team had the best experience, and their description of project issues was thorough. CCJM has previously completed projects for the City and their work has been satisfactory. Staff recommends that the contract for Citywide Generator Evaluation project be awarded to CCJM for a total amount of $54,339.99.

CCJM is compliant with the City’s M/W/EBE goal (see attached memo for more information).

A breakdown of funding for this project is as follows:

<table>
<thead>
<tr>
<th>Account Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Funding (detailed above)</td>
<td>$70,000.00</td>
</tr>
<tr>
<td>* Encumbrances / expenditures to date</td>
<td>-$2,036.00</td>
</tr>
<tr>
<td>Recommended bid award</td>
<td>$54,339.99</td>
</tr>
<tr>
<td>Balance Remaining</td>
<td>$13,624.01</td>
</tr>
</tbody>
</table>

* Encumbrances / expenditures to date include advertisement for bid.

Attachments:
M/W/EBE Memo
Memorandum

To: David Stoneback, Public Works Agency Director
    Lara Biggs, Bureau Chief – Capital Planning / City Engineer
    Anil Khatkhate, Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Citywide Generator Evaluation, RFP 17-30

Date: June 12, 2017

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City’s goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract. With regard to the recommendation for the Citywide Generator Evaluation, RFP 17-30, CCJM Engineer’s total base bid is $54,339.99, and they will receive 38% credit for compliance towards the initial M/W/EBE goal.

<table>
<thead>
<tr>
<th>Name of M/W/EBE</th>
<th>Scope of Work</th>
<th>Contract Amount</th>
<th>%</th>
<th>MBE</th>
<th>WBE</th>
<th>EBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJM Engineers, Ltd</td>
<td>Electrical Engineering</td>
<td>$20,839.99</td>
<td>38%</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>303 East Wacker Drive, #303</td>
<td>Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago, IL 60601</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total M/W/EBE</strong></td>
<td></td>
<td><strong>$20,839.99</strong></td>
<td><strong>38%</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CC: Martin Lyons, Assistant City Manager/CFO
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
      Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer
      Anil Khatkhate, Project Manager

Subject: Approval of Contract for Fleetwood-Jourdain Center Washroom Renovations (Bid No. 17-32)

Date: June 12, 2017

Recommended Action:
Staff recommends City Council authorize the City Manager to execute a contract for the Fleetwood-Jourdain Washroom Renovations (Bid No. 17-32) with Construction Consulting and Disbursement Services, Inc. (5836 Lincoln Ave., Suite 200, Morton Grove, IL. 60053) in the amount of $182,900.00.

Funding Source:
Funding will be provided from the Capital Improvements Fund 2017 GO bonds (Account 415.40.4117.65515 – 617006) with a budget of $150,000. The additional $32,900 will be funded from realized savings from the generator study (415.40.4117.65515-617017) and James Park North Field Renovation project (415.40.4117.65515 – 517002).

Livability Benefits:
Built Environment: Enhance public spaces

Background Information:
Constructed in 1957, the Fleetwood-Jourdain Community Center serves as a major recreation center for Evanston. The existing 23,000 square foot facility includes a regulated gymnasium, multipurpose activity rooms, fitness center, dance studio, commercial kitchen, craft rooms, and offices. Washrooms located in the southern section of the building were last renovated in 1990. At this time, washroom conditions have deteriorated significantly due to heavy use and are now in need of renovation.

Analysis:
Working with the Department of Parks, Recreation and Community Services, Public Works Agency staff prepared design and construction documents for bidding in the spring of 2017. The project was advertised for bid on April 27, 2017 using Demandstar
and in the Chicago Tribune. In addition the bid invitation was sent to five (5) contractors, including two Evanston firms. Only three bidders attended the project’s mandatory pre-bid meeting. Bids for the project were received and publicly read on May 30, 2017. One contractor submitted bid for this project as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Address</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Consulting and Disbursement Services, Inc. (CCDS)</td>
<td>5836 Lincoln Ave., Suite 200, Morton Grove, IL. 60053</td>
<td>$182,900.00</td>
</tr>
</tbody>
</table>

Staff reached out to the two contractors who attended the pre-bid meeting but did not submit a bid. One contractor indicated they could not provide a bid due to a family emergency. The second contractor cited heavy workload as a reason for not submitting their bid. Staff believes the short window for construction which is a result of the need to complete work in advance of FAAM’s 50-year anniversary activities may also have contributed to the limited bid response.

The submitted bid cannot be withdrawn or canceled for a period of sixty (60) calendar days following the bid opening. The bids were reviewed by Anil Khatkhate, Project Manager.

CCDS has completed various projects for the City, and staff has found their work to be satisfactory. Therefore, staff recommends that the contract be awarded to CCDS for a total amount of $182,900.00. Work on this project is scheduled to be substantially complete by September 15, 2017.

The bid proposal indicated intent to meet the City’s M/W/EBE program goal. A memo reviewing compliance with the City’s M/W/EBE program goals is attached.

Attachments:
Memo on M/W/EBE Compliance, dated 06/12/2017
Memorandum

To: David Stoneback, Public Works Agency Director  
Lara Biggs, Bureau Chief – Capital Planning / City Engineer  
Anil Khatkhate, Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Fleetwood-Jourdain Center Washroom Renovations, Bid 17-32

Date: June 12, 2017

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City’s goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract. With regard to the recommendation for the Fleetwood-Jourdain Center Washroom Renovations, Bid 17-32, Construction Consulting and Disbursement Services, Inc. total base bid is $182,900.00, and they will receive 32.5% credit for compliance towards the initial M/W/EBE goal.

<table>
<thead>
<tr>
<th>Name of M/W/EBE</th>
<th>Scope of Work</th>
<th>Contract Amount</th>
<th>%</th>
<th>MBE</th>
<th>WBE</th>
<th>EBE</th>
</tr>
</thead>
</table>
| D.E.S Painting Inc.  
6466 W. North Avenue  
Chicago, IL 60607 | Painting | $2,200.00 | 1% | X | | |
| Flader Plumbing & Heating  
3004 Central Street  
Evanston, IL 60201 | Plumbing | $31,889.47 | 17% | | X | |
| Central Rug & Flooring  
3006 Central Street  
Evanston, IL 60201 | Flooring | $26,530.00 | 14.5% | | | X |
| **Total M/W/EBE** | | **$60,619.47** | **32.5%** | | | |

CC: Martin Lyons, Assistant City Manager/CFO
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
       Lara Biggs, Bureau Chief – Capital Planning / City Engineer
       Stefanie Levine, Senior Project Manager

Subject: James Park North Field Renovations (Bid No. 17-34)
         Recommendation for Construction Bid Award

Date: June 12, 2017

Recommended Action:
Staff recommends City Council authorize the City Manager to execute a contract for the James Park North Field Renovation Project with Elanar Construction Co. (6620 W. Belmont Avenue, Chicago, Illinois) in the amount of $930,062.30.

Funding Source:
Funding will be provided from Capital Improvements Fund 2017 GO Bonds (Account 415.40.4117.65515 – 517002). This project was budgeted at $1,000,000 in FY 2017.

Livability Benefits:
Built Environment: Enhance public spaces, manage water resources responsibly
Education, Arts & Community: Preserve and reuse historic structures and sites
Health and Safety: Promote healthy, active lifestyles

Background Information:
Many of the existing athletic fields at James Park are in a deteriorated state and in need of renovation. Lack of drainage, poor soils and improper grading significantly impact field use after inclement weather. Lack of irrigation in many areas also contributes to poor field conditions during warm and dry summer months. Additionally, the park’s existing configuration results in suboptimal field layouts and general underutilization of the site.

As a result of these deficiencies the City prepared design and construction documents to perform a first phase of improvements to the James Park fields beginning with the relocation of an existing baseball field and construction of a new soccer field at the north end of the park (between the former Recycling Center and existing tennis courts). The
new baseball and soccer field will include irrigation, drainage, replacement of the existing pathway adjacent to the new fields with a new asphalt path, site furnishings and landscaping. In addition to the base scope of work, replacement of the existing path east of the project site (adjacent to the tennis courts) has been included as Alternate 1 to the base bid in order to address chronic severe flooding issues that affect the pathway’s usability.

This work is scheduled to occur July – November of 2017. Because of time needed to establish the grass, the new fields will be unusable until Fall 2018.

**Analysis:**

On April 27, 2017 the City issued bid documents for the project and on May 23, 2017 the City received and publicly read three bids. Bid results were as follows:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Address</th>
<th>Base Bid</th>
<th>Alternate 1 Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elanar Construction Co.</td>
<td>6620 W. Belmont Ave, Chicago, IL 60634</td>
<td>$834,835.35</td>
<td>$95,226.95</td>
</tr>
<tr>
<td>Continental Construction Co. Inc.</td>
<td>1919 Greenwood Ave, Evanston, IL 60201</td>
<td>Non-responsive/Non-responsible</td>
<td></td>
</tr>
<tr>
<td>Copenhaver Construction</td>
<td>75 Koppie Dr, Gilberts, IL 60136</td>
<td>Non-responsive</td>
<td></td>
</tr>
</tbody>
</table>

Bid documents included one alternate item to remove and replace the existing deteriorated path located north of the tennis courts. This item is recommended for award due to the poor condition of this section of pathway.

Continental Construction’s bid has been determined to be non-responsive and non-responsible for the following reasons:

1. Continental Construction has an established history of poor performance and unsuccessful projects with the City of Evanston. Examples include:
   a. Harley Clarke Coach House Renovations (2009). Work included tuckpointing, roofing repairs, gutters, and sidewalk. Continental Construction failed to pay their subcontractors in a timely manner resulting in the need for the City to issue joint checks to guarantee payments. Additionally, most likely as a result of Continental Construction failing to pay subcontractors, the City never received project closeout documents or final lien waivers.
   b. Water Plant Masonry Repairs (2009). Work included tuckpointing for several buildings. Continental Construction damaged windows and doors at the high lift pumping station as a result of performing non-compliant acid washing of the brick exterior of this building. Continental declined to remedy the situation, so payment was withheld from their contract. Following this damage, the windows and one door at this facility had to be replaced under separate contracts, and the withheld funds were applied to the replacement costs for these items.
c. Maple Avenue Parking Garage Repairs (2010). Work included façade repairs and removal of a portion of building’s fire suppression system. Due to Continental Construction’s lack of proper supervision, construction crews removed and discarded critical piping scheduled to remain resulting in the need to replace and reinstall this material on an emergency basis. Following the emergency reinstallation, Continental Construction failed to pay the fire protection company hired to replace the piping resulting in a lien against the property which required extensive work on the part of the City to resolve.

2. Continental Construction’s pricing is exceedingly low for this project based on staff’s engineering estimate. Staff considers it extremely unlikely that the project can be performed at Continental’s stated price. One specific example is Continental's pricing for special waste disposal (James Park is constructed over a landfill) where Continental’s pricing is less than 50% of the engineer’s estimate and at or less than 50% of all other bidder pricing. Considering the known subsurface conditions at this facility, proper disposal of excavated soils is paramount.

3. Continental Construction has not demonstrated appropriate qualifications with regard to construction of athletic fields as required by the construction documents. Bidders are required to demonstrate significant experience with regard to similar projects in order to meet minimum qualifications for this project. Continental Construction’s submitted projects do not meet these minimum standards.

Copenhaver Construction’s bid has been determined to be non-responsive as they failed to acknowledge receipt of bid addendum #2. Copenhaver Construction also failed to submit any projects demonstrating experience in athletic field construction.

As a result, staff recommends award of this project to Elanar Construction. A breakdown of the recommended bid award is:

<table>
<thead>
<tr>
<th>Item</th>
<th>Elanar Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$834,835.35</td>
</tr>
<tr>
<td>Alternate 1 – Replacement of walking path adjacent to tennis courts</td>
<td>$95,266.95</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$930,062.30</strong></td>
</tr>
</tbody>
</table>

Elanar Construction is compliant with the City’s M/W/EBE goals and intends to comply with the City’s LEP requirements (see attached memo for more information). Staff contacted Elanar Construction’s references which indicate they have performed similar athletic field renovation projects with satisfactory results. Staff has also worked with Elanar Construction on other park renovation projects with satisfactory results. Staff therefore recommends that the base bid plus alternate item 1 be awarded to Elanar Construction for a total amount of $930,062.30.
Legislative History:
None

Attachments:
Unit Price Bid Tabulation
M/W/EBE Compliance Review Memo
Bid Tabulation
Bid #17-34, James Park North Field Renovations
Engineer's Estimate
Pay Item
Number
Base Bid
1
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Item
General Conditions
Construction Layout
Construction Sign
Remove Concrete Pavement
Remove Asphalt Pavement
Remove Crushed Stone Pavement
Remove Drainage Structure
Tree Protection Fence
Disconnect and Cap Sewer Line
Disconnect Water Service
Salvage RPZ and Enclosure
Remove Drinking Fountain
Earth Excavation
Special Waste Disposal
Soil Disposal Analysis
Baseball Backstop
10' High Chain Link Fence
6' High Chain Link Fence
Player's Bench
Trash / Recycling Receptacle
Bike Rack
Bleachers
Shade Structure
Portland Cement Concrete Sidewalk, 5"
Aggregate base course, Type B, 4"
Aggregate base course, Type B, 8"
Geotechnical fabric for ground stabilization
Hot Mix Asphalt Binder IL-19.0, N50
Hot Mix Asphalt Surface, Mix D, N50
Pavement Marking
Infield Mix Furnish and Place, 6"
Rain Garden Aggregate Storage Bed
Rain Garden Soil Media
Home Plate, Batter's Boxes, Catcher's Box, and Pitcher's Mound
Topsoil
Athletic Seeding
RPZ, Enclosure and Meter (Drinking Fountain)
RPZ, Enclosure and Meter (Yard Hydrants)
Drinking Fountain
Water Tap and B-Box
Type K Copper (2")
Type K Copper (1")
Irrigation System Expansion
Deciduous Tree
Temp Fence
Athletic Field Establishment and Maintenance
Rain Garden Seeding
Rain Garden Establishment and Maintenance
Environmental Engineering
Filter Fabric
Combination Curb and Gutter Removal
Pavement Patching, Type III, 11 inch
Aluminum End Sections, 15"
Storm Sewers, Class B, Type 1, 15"
Pipe Underdrains, 6" (Special)
Inlets, Type A
Combination Concrete Curb and Gutter, Type B-6.12
Traffic Control and Protection, Standard 701501
Connect Storm Sewer to Existing Manhole
Erosion and Sediment Control Measures
Message Board
Rain Garden Sign

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Alternate 1 Construction Total

$

Base Bid plus Alternate 1 Bid

$

Base Bid Construction Total

Alternate 1 - Path Reconstruction North of Tennis Courts
A1-1
Remove Concrete Pavement
A1-2
Remove Asphalt Pavement
A1-3
Remove Crushed Stone Pavement
A1-4
Tree Protection Fence
Earth Excavation
A1-5
Special Waste Disposal
A1-6
A1-7
Portland Cement Concrete Sidewalk, 5"
A1-8
Aggregate base course, Type B, 4"
A1-9
Aggregate base course, Type B, 8"
A1-10
Geotechnical fabric for ground stabilization
A1-11
Hot mix asphalt binder IL-19.0, N50
A1-12
Hot mix asphalt surface, Mix D, N50
A1-13
Pavement marking
A1-14
Topsoil
A1-15
Athletic Seeding
A1-16
Athletic Field Establishment and Maintenance

Bid correction

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Total Cost

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To: David Stoneback, Public Works Agency Director  
Lara Biggs, P.E. Bureau Chief – Capital Planning / City Engineer  
Stefanie Levine, Senior Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: James Park North Field Renovations, Bid 17-34

Date: June 12, 2017

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City’s goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract. With regard to the James Park North Field Renovations, Bid 17-34, Elanar Construction Company’s total base bid (which includes the Alternate 1 bid amount of $95,226.95) is $930,062.30 and they will receive 24.23% credit for compliance towards the initial M/W/EBE goal.

<table>
<thead>
<tr>
<th>Name of M/W/EBE</th>
<th>Scope of Work</th>
<th>Contract Amount</th>
<th>%</th>
<th>MBE</th>
<th>WBE</th>
<th>EBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evanston Organics</td>
<td>Design</td>
<td>$50,000.00</td>
<td>5.3%</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>JLL Construction</td>
<td>Demolition</td>
<td>$148,079.00</td>
<td>16%</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paul Herrera Construction</td>
<td>Construction</td>
<td>$23,000.00</td>
<td>2.5%</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ozinga Ready Mix</td>
<td>Concrete</td>
<td>$4,000.00</td>
<td>.43%</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Total M/W/EBE</strong></td>
<td></td>
<td><strong>$225,079.00</strong></td>
<td><strong>24.23%</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CC: Martin Lyons, Assistant City Manager/CFO
Memorandum

To:     Honorable Mayor and Members of the City Council
        Administration and Public Works Committee

From:  David Stoneback, Public Works Agency Director

Subject: Approval of Community Choice Electricity Aggregation

Date:   June 2, 2017

Recommended Action:
Staff recommends that City Council authorize the City Manager to execute a Master Agreement to Provide Services to an Aggregated Group with the pre-qualified Alternate Retail Electric Supplier (ARES) that provides the most favorable price per kilowatt hour (Cents / kWh) for the length of term and renewable energy mix that the City Council determines to be the most advantageous. At the City Council meeting on June 12, 2017, staff will present a recommendation to the City Council authorizing the City Manager to negotiate and execute an agreement with the prequalified ARES that submits the most favorable pricing based on the recommendations provided in this memo.

Livability Benefits:
Climate & Energy: Green energy supply

Background:
A referendum to allow a community aggregation opt-out program in Evanston was approved by 73% of the Evanston voters in March 2012. Evanston has participated in community aggregation since April 2012. Below is a summary of the program to date.

<table>
<thead>
<tr>
<th>Year</th>
<th>Supplier</th>
<th>Total Rate (including renewable energy) (cents/kWh)</th>
<th>Renewable Energy Cost (cents/kWh)</th>
<th>Annual Cost Savings or (Loss) vs ComEd Price*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Constellation</td>
<td>4.797</td>
<td>0.107</td>
<td>$264</td>
</tr>
<tr>
<td>2013</td>
<td>Verde</td>
<td>5.192</td>
<td>0.080</td>
<td>$45</td>
</tr>
<tr>
<td>2014</td>
<td>Homefield</td>
<td>7.644</td>
<td>0.098</td>
<td>($12)</td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td>7.644</td>
<td>0.098</td>
<td>($64)</td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td>6.923</td>
<td>0.098</td>
<td>($50)</td>
</tr>
</tbody>
</table>
*Based on a typical single family home which uses 9,000 kWh annually.*

A typical single family home that uses 9,000 kWh on an annual basis and has been in the program all five years has realized savings of $182 in comparison to purchasing power from ComEd.

Staff released a request for indicative pricing and company qualifications (RFP 17-33) for Municipal Aggregation of Electric Supply for Residential and Small Commercial Retail Customers on May 1, 2017.

**Indicative Pricing and Qualification Results:**
Two responses to the request for indicative pricing and company qualifications were received on May 30, 2017 in response to RFP 17-33 as listed below:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homefield Energy</td>
<td>1500 Eastport Plaza Dr., Collinsville, IL</td>
</tr>
<tr>
<td>MC Squared Energy Services</td>
<td>Two North Riverside, Chicago, IL</td>
</tr>
</tbody>
</table>

Both of the proposed suppliers were deemed qualified, pending their acceptance of the City’s Master Agreement. Each supplier proposed modifications to the master agreement and these proposed changes were reviewed by the Legal Department. While some of the changes were acceptable, others were not. The suppliers were advised as to what changes were deemed acceptable and staff is waiting for a response from the suppliers to determine if they will execute the agreement as modified. Only the suppliers that accept the modified master agreement will be requested to submit actionable pricing on June 12, 2016.

**Cost Analysis:**
The City requested indicative pricing to supply energy for three different terms (12, 24, and 36 months) and two different fixed prices: one where the renewable energy component would be 10 percent (10%) in accordance with Illinois Renewable Energy Portfolio Standard (IRPS) Illinois Public Act 095-1027, and the other where the renewable energy component being one hundred percent (100%).

Due to the volatile pricing of electricity, which changes hour by hour, suppliers will not hold purchase prices for more than 24 hours without a considerable risk factor markup. The pricing provided in these responses are only an indication of what to expect when actionable pricing is requested and therefore they should be evaluated to understand the variety of term and energy mix options only.

A summary of the average prices is provided in Tables 1, 2 and 3. Average prices are presented across all contract terms and energy mix options. In addition, staff has calculated the average price differential between the contract terms and the energy mix options.
Table 1 – Summary of Average Prices

<table>
<thead>
<tr>
<th>Energy Mix</th>
<th>Contract Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 Month</td>
</tr>
<tr>
<td></td>
<td>Average Price (Cents per kWh)</td>
</tr>
<tr>
<td>IL RPS Compliant (10%)</td>
<td>6.902</td>
</tr>
<tr>
<td>100% Renewable Energy</td>
<td>7.048</td>
</tr>
</tbody>
</table>

Note: ComEd sets the price to compare every six months. The current ComEd price to compare is 6.318 cents per kWh. In June, the ComEd price to compare will be 6.892 cents per kWh. In October, the ComEd price to compare will raise to 7.15 cents per kWh.

Table 2 – Summary of Average Price Differential: Price Terms

<table>
<thead>
<tr>
<th>Contact Term Option</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 to 24 month</td>
<td>3.09%</td>
</tr>
<tr>
<td>12 to 36 month</td>
<td>3.77%</td>
</tr>
</tbody>
</table>

Table 3 – Summary of Average Price Differential: Energy Mix

<table>
<thead>
<tr>
<th>Renewable Energy Option</th>
<th>Average cost increase per kWh above IL RPS Compliant (8%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>$0.0015</td>
</tr>
</tbody>
</table>

Staff will provide Council with a memorandum at the June 12, 2016 meeting based on the actionable pricing received that morning.
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
      Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer
      Dan Manis, P.E., Senior Project Manager

Subject: Various Parking Lot Improvement Engineering Services (RFP No. 16-22)
         Change Order No. 2

Date: June 12, 2016

Recommended Action:
Staff recommends that City Council authorize the City Manager to execute Change
Order No. 2 to the contract for Various Parking Lot Improvement Engineering Services
with Gewalt-Hamilton Associates, Inc. (625 Forest Edge Drive, Vernon Hills, IL
60061) This Change Order was requested by Alderman Rainey to expand the scope
of work to include an analysis/design of on-street parking on Callan in Ward Eight
of the City and will cost $17,750. This will increase the contract amount from
$170,650 to $188,400 and extend the contract completion date to July 28, 2017.

Funding Source:
Funding will be provided from Capital Improvement Program (CIP) General Obligation
Bonds (Account 415.40.4117.65515) for General Phase I Engineering which has a FY
2017 budget of $80,000.

Livability Benefits:
Built Environment: Enhance public spaces

Background Information:
Alderman Rainey requested that Callan Avenue be widened and resurfaced later this
year to increase parking in this neighborhood. Callan Avenue is currently 23 feet wide
with parking only on the west side. Widening the street to 24 feet will allow parking on
both sides of the street, increasing the available parking by approximately 22 spaces.
With the construction season underway, City staff is not available to complete the necessary survey and design work for this project. However, the needed engineering services are equivalent to the services provided as part of the Various Parking Lot Engineering Services contract awarded to Gewalt-Hamilton Associates, Inc. by City Council on April 11, 2016.

Change Order No. 2 includes land survey and engineering services necessary to design and permit street widening and resurfacing work on Callan Avenue from Howard Street to Brummel Street. This work will allow City staff to seek pricing to rehabilitate and widen the existing pavement later this year at an estimated cost of $130,000 which is not budgeted. The Council will need to approve a reallocation of funding or the use of savings from other projects once cost estimates are provided and the project is ready for bid.

Change Order No. 2 is proposed to add the Callan Avenue engineering design services to this contract. This change order will increase the contract value by $17,750 and completion date by 100 days. Change Order No. 1 increased the contract value by $26,000 for engineering services related to the rehabilitation of the Levy Center parking lot scheduled to begin this August.

Legislative History:
On April 11, 2016, City Council awarded engineering services contract
On October 10, 2016, City Council awarded Change Order No. 1

Attachments:
Change Order No. 2
Consultant Proposal
CITY OF EVANSTON
CHANGE ORDER

Order No. 2
Date: 6/1/2017
Agreement Date: 4/19/2016

PROJECT: Various Parking Lot Improvement Engineering Services, RFP 16-22
OWNER: City of Evanston

The following changes are hereby made to the AGREEMENT:

Additional engineering services added for topographic surveying, engineering design, and preparation of plans and specifications for the widening and resurfacing of Callan Avenue as described in the proposal from Gewalt-Hamilton dated May 25, 2017.

<table>
<thead>
<tr>
<th>Original CONTRACT PRICE:</th>
<th>$ 144,650</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current CONTRACT PRICE adjusted by previous CHANGE ORDERS</td>
<td>$ 170,650</td>
</tr>
<tr>
<td>Total change in CONTRACT PRICE for this CHANGE ORDER</td>
<td>$ 17,750</td>
</tr>
<tr>
<td>The CONTRACT PRICE including this CHANGE ORDER will be</td>
<td>$ 188,400</td>
</tr>
</tbody>
</table>

Original Date for Contract Completion: April 19, 2017
Time Extension (in calendar days): 100 days
Modified Date for Contract Completion: July 26, 2017

Approved by (Owner):

City of Evanston

Accepted by (Contractor):

Gewalt-Hamilton Associates, Inc.

6/1/17
May 25, 2017

Daniel Manis, P.E.
Senior Project Manager
Public Works Agency – Capital Planning & Engineering Bureau
City of Evanston
2100 Ridge Avenue
Evanston, Illinois 60201

Re: RFP # 16-22
Additional Services for Callan Avenue Resurfacing
GHA Project Number 5150.001
GHA Proposal No. 2016.M014B – Callan Avenue

Dear Mr. Manis:

Pursuant to your request, we have prepared this proposal for a change order to our existing contract, GHA Project Number 5150.001. Our understanding of the project and scope of services anticipated are outlined below.

I. Project Understanding

The City is interested in adding a 600-foot-long section of Callan Avenue, between Howard Street and Brummel Street, to the 2017 Street Improvement Program. The proposed work includes widening the roadway section to 24’ wide, base patching as needed, roadway resurfacing, utility repairs and adjustments as identified by City staff, extensive tree protection measures, pavement markings, restoration, and other items associated with the improvement of the roadway.

Due to the accelerated timeline for the project, a JULIE design stage locate will not be conducted. Accordingly, existing underground utility information will not be included in the plan sheets. Gewalt Hamilton Associates, Inc. (GHA) is not liable for utility conflicts discovered during construction.

We assume the City will award this project as a change order to an existing contract. As such, a bid manual and typical special provisions/specifications will not be required and is not included in our scope of services.

Based on our review, this area of Howard Street is under local jurisdiction. Therefore, permitting through the Cook County Highway Department or Illinois Department of Transportation is not required.

Due to the proposed timeline of the project and the anticipated scope of services, GHA will not meet the M/W/EBE goals outlined in our original proposal for this change order. GHA staff will perform 100% of the outlined scope of services.

II. Scope of Services

A. Topographic Survey

GHA will perform a topographic survey in conformance with the scope identified under our original contract. In addition, the following will be included:
1. Collect detailed topographic information around proposed ADA improvements.
2. Estimate the location of the existing right-of-way based on monuments found during the survey and available tax maps/records.

B. Preliminary Engineering

1. Evaluate the feasibility of widening the roadway and any impacts on adjacent trees, drainage and other improvements that currently exist within the right of way.
2. Attend one (1) meeting with the City of Evanston to discuss our findings and the proposed design.

C. Final Engineering & Permitting

1. Preparation of a plan set that includes the following:
   a. Title sheet;
   b. Existing Conditions & Demolition Plan;
   c. Geometric Improvements;
   d. Grading Improvements;
   e. ADA Improvements;
   f. Cross Sections;
   g. General Notes & Details and
   h. Project specific specifications.
2. Preparation of quantities based on line items already bid for the current roadway project. GHA will attempt to limit the number of additional items necessary for this project.
3. Preparation and submittal of a MWRD Notification and Request for Inspection (NRI) permit application.
4. Attend one (1) meeting with the City of Evanston to discuss the final design and any possible final changes requested prior to the City releasing the project to Contractors.

III. Project Schedule

The anticipated schedule is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 12, 2017</td>
<td>City Council approval of change order</td>
</tr>
<tr>
<td>June 16, 2017</td>
<td>Notice to proceed</td>
</tr>
<tr>
<td>June 30, 2017</td>
<td>Preliminary design review meeting held</td>
</tr>
<tr>
<td>July 17, 2017</td>
<td>Final design review submittal &amp; meeting with the City</td>
</tr>
<tr>
<td>July 24, 2017</td>
<td>Final submittal to City</td>
</tr>
</tbody>
</table>
IV. Consultant Fees

We propose the following lump sum costs for this change order:

<table>
<thead>
<tr>
<th>Task</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topographic Survey and Base Drawing Preparation</td>
<td>$3,500</td>
</tr>
<tr>
<td>Preliminary Engineering</td>
<td>$3,100</td>
</tr>
<tr>
<td>Final Engineering &amp; Permitting</td>
<td>$10,650</td>
</tr>
<tr>
<td><strong>Total Lump Sum Cost Change Order</strong></td>
<td><strong>$17,250</strong></td>
</tr>
<tr>
<td>Estimated Reimbursable Expenses</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Lump Sum Change Order + Reimbursables</strong></td>
<td><strong>$17,750</strong></td>
</tr>
</tbody>
</table>

V. Authorization

Thank you for considering GHA to provide the additional design services for this project. Upon City Council Approval we are prepared to begin work immediately to meet the proposed schedule.

Sincerely,
Gewalt Hamilton Associates, Inc.

Patrick J Glenn, P.E., CFM
Director of Municipal Services
pglenn@gha-engineers.com
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: Erika Storlie, Deputy City Manager and Director of Administrative Services
      Luke Stowe, Chief Information Officer

Subject: Sole Source Renewal of Call One Contract Agreement

Date: June 1, 2017

Recommended Action:
Staff recommends that City Council authorize the City Manager to execute a one year contract renewal for telecommunications service with Call One (225 W. Wacker, Chicago, IL 60606) in the estimated amount of $129,000 for the twelve month period beginning June 13, 2017. This contract agreement utilizes the Suburban Purchasing Cooperative (SPC) program under the auspices of the Northwest Municipal Conference.

Funding Source:
The projected annual cost is a 14% reduction from FY2016, an estimate based on our previous year’s billing. Actual charges vary depending on usage and service changes. Funding is provided by various business units as follows:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherman Garage</td>
<td>505.19.7036.64505</td>
</tr>
<tr>
<td>Maple Garage</td>
<td>505.19.7037.64505</td>
</tr>
<tr>
<td>Church Garage</td>
<td>505.19.7025.64505</td>
</tr>
<tr>
<td>Water Dept.</td>
<td>510.40.4200.64505</td>
</tr>
<tr>
<td>Fleet Services</td>
<td>600.19.7705.64505</td>
</tr>
<tr>
<td>Evanston Public Library</td>
<td>185.48.4840.64505</td>
</tr>
<tr>
<td>General Fund/IT Division</td>
<td>100.19.1932.64505</td>
</tr>
</tbody>
</table>

The total FY2016 expense for CallOne telephone and data service was $151,000. City staff have been monitoring the need for all existing Call One circuits over the past 6 months. A number of circuits have been discontinued recently, resulting in a cost savings of just under $2,000 per month. Staff estimates a savings of $22,000 overall for FY2017. Staff will continue to evaluate usage on all circuits in an effort to reduce costs even more.
Livability Benefits:
Innovation & Process: Support local government best practices and processes

Summary:
Call One provides the following voice and data communication services:
- Local Service - Plain Old Telephone Service (POTS) services for city buildings.
- Long Distance - Long Distance service for calls outside the Local Service.
- Analog Lines - These are for burglar, gas and fire alarm circuits, also tie lines between buildings.
- DSL – These circuits provide connectivity for garage office staff.
- Support Services - Adding, changing, deleting, billing and managing telecommunication services
- Primary Rate Interface (PRI) – Provides two (2) T1 dedicated lines at 1454 Elmwood (Police) and 2020 Asbury (Service Center) (The renewal for these 2 circuits is attached separately.)

As a member of the Northwest Municipal Conference, the City is entitled to participate in the Suburban Purchasing Cooperative (SPC) joint purchasing program. SPC follows a competitive procurement process that includes developing specifications with local governments’ interests in mind. At this time, due to the uncertain atmosphere of telephone service providers in Illinois, Call One is offering only a one year contract renewal option under the SPC program. A copy of the SPC contract renewal authorization is attached.

Alternatives
The City has participated in the SPC/Call One agreement since 2009. At this time there is no other practical alternative other than renewal of the Call One agreement. City staff will evaluate options with alternative vendors prior to renewal on this agreement in 2018.

Attachments:
Call One Customer Service Renewal Agreements (2)
NWMC/SPC Contract Renewal 2017-2018
NWMC/SPC Pricing Schedule
Renewal
Customer Service Agreement

This Customer Service Agreement ("Agreement") authorizes Call One® Inc., with a principal place of business at 225 West Wacker, Floor 8, Chicago, IL 60606 ("Call One") to provide telecommunication services ("Services") to the customer identified immediately below ("Customer"). The Services provided hereby are subject to the Terms and Conditions set forth in this Agreement.

Customer: City of Evanston
Address: 2100 Ridge Ave
City: Evanston
ST: IL
ZIP: 60201

Please check box to determine term and discount

[X] 1 Year
[   ] 2 Year
[   ] 3 Year

Additional Charges: Member of SPC. All rates and discounts contained in this agreement are subject to the rates and discounts contained in the SPC underlying agreement. Carrier Access - WAIVED.

Service/Additional Terms:
Renewal of existing services.

Billing Telephone Numbers (BTN) associated with this account:

<table>
<thead>
<tr>
<th>Physical Location</th>
<th>City, State</th>
<th>BTN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1454 ELMWOOD; Flr 1</td>
<td>EVNSTN, IL</td>
<td>708-Z27-0113</td>
</tr>
<tr>
<td>2100 RIDGE RD; Flr 4 Rm COMPTR</td>
<td>EVNSTN, IL</td>
<td>708-Z27-5230</td>
</tr>
<tr>
<td>702 MADISON</td>
<td>EVNSTN, IL</td>
<td>708-Z27-9705</td>
</tr>
<tr>
<td>1454 ELMWOOD AV; Flr 1</td>
<td>EVNSTN, IL</td>
<td>773-274-1333</td>
</tr>
<tr>
<td>2100 RIDGE AV; Flr 1</td>
<td>EVNSTN, IL</td>
<td>847-328-0023</td>
</tr>
<tr>
<td>525 CHURCH; Flr 1</td>
<td>EVNSTN, IL</td>
<td>847-328-0040</td>
</tr>
<tr>
<td>1454 ELMWOOD AV; Flr 1</td>
<td>EVNSTN, IL</td>
<td>847-328-1866</td>
</tr>
<tr>
<td>2100 RIDGE AV</td>
<td>EVNSTN, IL</td>
<td>847-328-4080</td>
</tr>
</tbody>
</table>

Authorized customer signature
Date

CallOne authorized signature

Print name
Title
Print name
Date
### Billing Telephone Numbers (BTN) (continued):

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, IL</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>525 CHURCH</td>
<td>EVNSTN, IL</td>
<td>847-328-4198</td>
</tr>
<tr>
<td>2020 ASBURY AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-328-4773</td>
</tr>
<tr>
<td>525 CHURCH</td>
<td>EVNSTN, IL</td>
<td>847-328-5152</td>
</tr>
<tr>
<td>2100 RIDGE AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-328-5608</td>
</tr>
<tr>
<td>1811 SHERIDAN RD</td>
<td>EVNSTN, IL</td>
<td>847-328-5704</td>
</tr>
<tr>
<td>2010 DEWEY AV; Rm 107</td>
<td>EVNSTN, IL</td>
<td>847-328-6515</td>
</tr>
<tr>
<td>1701 MAIN; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-424-1258</td>
</tr>
<tr>
<td>1655 FOSTER; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-424-1262</td>
</tr>
<tr>
<td>927 NOYES; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-424-1274</td>
</tr>
<tr>
<td>2742 GROSS POINT RD; Flr 1</td>
<td>EVNSTN, IL</td>
<td>847-448-8804</td>
</tr>
<tr>
<td>2128 CLEVELAND; Flr 1; des pump sta</td>
<td>EVNSTN, IL</td>
<td>847-475-2804</td>
</tr>
<tr>
<td>2526 GROSS POINT RD; Flr 1; des pump sta</td>
<td>EVNSTN, IL</td>
<td>847-475-2805</td>
</tr>
<tr>
<td>555 LINCOLN; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-475-6880</td>
</tr>
<tr>
<td>525 CHURCH; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-475-7560</td>
</tr>
<tr>
<td>1335 DODGE AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-491-1924</td>
</tr>
<tr>
<td>821 DAVIS; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-491-9087</td>
</tr>
<tr>
<td>300 DODGE AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-492-1605</td>
</tr>
<tr>
<td>1703 ORRINGTON AV</td>
<td>EVNSTN, IL</td>
<td>847-492-1757</td>
</tr>
<tr>
<td>821 DAVIS; Bldg GRG</td>
<td>EVNSTN, IL</td>
<td>847-507-0028</td>
</tr>
<tr>
<td>525 SHERIDAN RD; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-570-6520</td>
</tr>
<tr>
<td>702 MADISON</td>
<td>EVNSTN, IL</td>
<td>847-864-3448</td>
</tr>
<tr>
<td>2024 MC CORMICK BL; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-864-5181</td>
</tr>
<tr>
<td>2601 SHERIDAN RD; Flr REAR</td>
<td>EVNSTN, IL</td>
<td>847-864-6169</td>
</tr>
<tr>
<td>1454 ELMWOOD AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-864-9703</td>
</tr>
<tr>
<td>2222 OAKTON; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-0330</td>
</tr>
<tr>
<td>2026 CENTRAL; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-0928</td>
</tr>
<tr>
<td>1703 ORRINGTON AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-0968</td>
</tr>
<tr>
<td>1454 ELMWOOD AV</td>
<td>EVNSTN, IL</td>
<td>847-866-4164</td>
</tr>
<tr>
<td>1811 SHERIDAN RD; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-4165</td>
</tr>
<tr>
<td>1401 SHERIDAN RD; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-4166</td>
</tr>
<tr>
<td>1111 LAKE SHORE BL; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-5406</td>
</tr>
<tr>
<td>1701 MAIN</td>
<td>EVNSTN, IL</td>
<td>847-866-5904</td>
</tr>
<tr>
<td>1454 ELMWOOD AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-6755</td>
</tr>
<tr>
<td>1332 EMERSON; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-7413</td>
</tr>
<tr>
<td>1826 CENTRAL; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-8729</td>
</tr>
<tr>
<td>1454 ELMWOOD AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-866-9240</td>
</tr>
<tr>
<td>1800 MAPLE AV; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-869-1937</td>
</tr>
<tr>
<td>1105 CENTRAL; Fl 1</td>
<td>EVNSTN, IL</td>
<td>847-869-1937</td>
</tr>
<tr>
<td><strong>Customer initials:</strong></td>
<td><strong>Call One initials</strong></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>City, State</td>
<td>Phone Number</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>820 CHURCH</td>
<td>EVNSTN, IL</td>
<td>847-869-5299</td>
</tr>
<tr>
<td>1105 CENTRAL; Flr 1</td>
<td>EVNSTN, IL</td>
<td>847-869-5420</td>
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**Customer initials ____________________
Call One initials ____________________**
1. Term. Customer hereby orders the Local Exchange, Interexchange and miscellaneous services incident thereto as described herein (collectively, the "Services") for the term selected by Customer on Page 1 of this Agreement (the "Term"), effective as of the date the Services are installed or first provided (the "Effective Date"). Upon expiration of the Term, the usage rates and monthly recurring charges applicable to a Term other than Month-to-Month will revert to Call One's prevailing month-to-month rates unless Customer has (1) entered into a successor agreement or (2) canceled the Service, in each case effective as of the expiration of the Term. Call One is not responsible for notifying customer of the expiration of any Term.

2. Rates. (a) Unless otherwise specified on Page 1 of this Agreement, Call One's prevailing month-to-month rates for lines, features, other monthly recurring charges and non-recurring charges (e.g., installation, service establishment and/or other non-recurring charges) will apply to the Services. By executing this Agreement, Customer acknowledges that it has received notice of and is aware of the rates and other charges that apply to the Services that are not specifically identified on Page 1 of this Agreement. If there is any change to Call One's prevailing rates or charges that apply to the Services, Customer will be notified in its monthly invoice or in the applicable state tariff, effective as stated therein. If Customer has elected a Term other than Month-to-Month, the usage rates and monthly recurring charges (each expressed as a rate or as a discount off Call One's prevailing month-to-month rates) identified on Page 1 of this Agreement will apply to the Services during the Term. (b) Call One shall also bill Customer as a separate line item all applicable federal, state and other governmental fees, surcharges and taxes. (c) Call One may, at its sole discretion, increase the rates for Band C, 1+ long distance or inbound 800/888 toll-free Services, if and to the extent the charge from the local exchange carrier to terminate the outbound calls or to originate the inbound calls exceeds twenty-five percent of the rate for that Service, and that Service will be provided on a month-to-month term.

3. Authorization. Customer authorizes Call One to act as its agent for purposes of obtaining information on Customer's existing telecommunications and related service(s) and to submit orders to reflect the Services ordered under this Agreement for the specific Billing Telephone Numbers (BTN) and/or physical locations listed below and included in any supplement to this Agreement. This grant of agency shall remain in effect until revoked by Customer.

4. Existing Commitments. (a) If Customer has an existing term commitment contract with another service provider (a "Third Party Commitment"), Customer acknowledges that, in addition to the Terms and Conditions of this Customer Service Agreement, Customer shall remain obligated under the terms of such Third Party Commitment and shall be solely responsible for any penalties, fees or charges by virtue of that Third Party Commitment. (b) If, as part of Call One's provision of Services, Customer terminates a Third Party Commitment(s), Customer agrees that it is solely responsible for the fees associated with such termination. Further, no discount is provided for the related services unless and until Customer has agreed to terminate the Third Party Commitment(s) as provided above or the Third Party Commitment(s) has expired and Customer has entered a new agreement directly with Call One.

5. Early Termination/Cancellation. Customer shall be required to provide Call One a minimum of 30 days notice in writing of any termination/cancellation of Service(s). (a) If Customer terminates the Service in whole or in part prior to the expiration of the Term, Customer will be liable for an early termination charge equal to the Term Savings Recovery. As used herein, "Term Savings Recovery" is the total usage and monthly recurring charge customer received by the Customer calculated as follows: (A) the difference between the total usage charges billed to Customer at the discounted rates and the total usage charges that would have been billed to Customer at the Call One tariff month-to-month usage rates in effect as of the Effective Date; and (B) the difference between the discounted monthly recurring charges Customer received for the Term selected in this Agreement and the Call One tariff non-discounted monthly recurring charges in effect as of the Effective Date times the number of months Service was provided. In addition, Customer shall also be liable for any installation and/or other non-recurring charges that were waived. (b) If Call One terminates Service(s) in whole or in part due to Customer's non-payment or default, customer will be deemed to terminate the Service(s) and liable for all early termination charges. (c) If Customer cancels Service before the Service is established, Customer shall be liable to Call One for all reasonable expenses incurred by Call One to process the order for Service.

6. Inside Wiring. The applicable rates for inside wiring provided directly by Call One to Customer are specified on the technician-charges page of the Call One website at www.callone.com. Inside wiring provided by a third party vendor will be billed at their applicable rates and charges. In addition, any installation charges identified on Page 1 of this Agreement applies to the initial Service installation and does not include inside materials and wiring.

7. Liability. The entire liability of Call One, if any, for damages to Customer or to any third party whether in negligence, tort, contract or otherwise, which may arise from Call One's performance or non-performance of the Services is limited to an amount equal to a prorated adjustment of applicable monthly recurring charges for the Services affected or any portion thereof. The foregoing limitation of liability includes any mistakes, omissions, interruptions, delays, errors or defects in transmission occurring in the course of installing and/or furnishing the Service.

8. Applicability of Tariffs. This Agreement orders Services at rates provided herein and subject to the terms and conditions set forth in Call One's then-applicable state tariff, which tariff is incorporated by reference. State tariffs are available through the regulatory page of the Call One website currently at www.callone.com. Customer acknowledges all services purchased pursuant to this agreement are for business purposes.

9. Assignment. Customer may not assign this Agreement (by operation of law or otherwise) without the prior written consent of Call One, which consent will not be unreasonably withheld or delayed. Any prohibited assignment shall be void ab initio.

10. Entire Agreement. Signed facsimile or scanned copies of this Agreement will legally bind the parties to the same extent as originally executed documents. The terms contained in this Agreement and any documents attached and referenced herein constitute the entire agreement between the parties with respect to the subject matter hereof.

11. Jurisdiction / Collection Costs. Any action or proceeding arising out of or related to this Agreement, the Tariffs or Services may be commenced in any state or Federal court of competent jurisdiction in the State of Illinois. The Parties submit and expressly consent to the jurisdiction of such court and expressly waive any right to a trial by jury. Call One shall be entitled to recover from Customer all reasonable collection costs, including attorneys fees.

Customer initials ____________________
Call One initials ____________________

Call One Inc.
225 W Wacker Drive 8th Floor - Chicago, IL 60606 - Telephone 312-681-8300 - Fax 312-681-8301
ISDN-PRI Renewal

Customer Service Agreement

This Customer Service Agreement ("Agreement") authorizes Call One® Inc., with a principal place of business at 225 West Wacker, Floor 8, Chicago, IL 60606 ("Call One") to provide telecommunication services ("Services") to the customer identified immediately below ("Customer"). The Services provided hereby are subject to the Terms and Conditions set forth in this Agreement.

Customer  
City of Evanston
Address  
2100 Ridge Avenue
City  
Evanston  
ST  
IL  
ZIP  
60201

Please check box to determine term and discount

[X] 1 Year
[   ] 2 Year
[   ] 3 Year

Additional Charges: Member of SPC. All rates and discounts are subject to the rates and discounts contained in the SPC underlying agreement. Waive carrier access fees. Prices subject to change.

Each ISDN PRI Circuit is inclusive of 20,000 Band A, B and C minutes per month, Caller ID with Name and Failsafe Routing. DID Porting/Installation Charge $1.00 per DID Number Ported/Installed. DID MRC at $2.00 per block of ten (10). 30% Discount on applicable features.

Service/Additional Terms:
Renewal of existing ISDN PRI Circuits.

Telephone Numbers associated with this account:

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<th>Physical Location</th>
<th>City, State</th>
<th>BTN</th>
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<tr>
<td>1454 Elmwood</td>
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<td>12 Months</td>
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</table>

Authorized customer signature  
Print name  
Title  
Date  

CallOne authorized signature  
Print name  
Date  

Call One Inc.
225 W Wacker Drive 8th Floor - Chicago, IL 60606 - Telephone 312-681-8300 - Fax 312-681-8301
<table>
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Customer initials ____________________

Call One initials ____________________
Terms and Conditions

1. Term. Customer hereby orders the Services as identified on Page 1 of this Agreement and miscellaneous services incident thereto for the term selected by Customer on Page 1 of this Agreement (the "Term"). Upon expiration of the Term, the monthly recurring charges applicable to a Term other than Month-to-Month will revert to Call One's prevailing month-to-month rates unless Customer has (1) entered into a successor agreement or (2) canceled the Service, in each case effective as of the expiration of the Term. Call One is not responsible for notifying customer of the expiration of any Term. The Term shall begin on the later of (i) the date Call One signs the first page of this Agreement and (ii) the date any installation necessary to begin the Service is completed.

2. Rates. (a) The Monthly Charge and usage rates identified on Page 1 of this Agreement will apply to the Services during the Term. Upon expiration of the Term, the Monthly Charge and usage rates will revert to Call One's prevailing month-to-month rates for the Service unless Customer has (1) entered into a successor agreement or (2) canceled the Service, in each case effective as of the expiration of the Term. (b) Installation, service establishment and/or other non-recurring charges ("Non-Recurring Charges") incident to the Services will apply as identified on Page 1 of this Agreement. (c) Call One shall also bill Customer as a separate line item all applicable federal, state and other governmental fees, surcharges and taxes.

3. Authorization. Customer authorizes Call One to act as its agent for purposes of obtaining information on Customer's existing telecommunications and related service(s) and to submit orders to reflect the Services ordered under this Agreement for the specific Billing Telephone Numbers (BTN) and/or physical location listed on Page 1 and included in any supplement to this Agreement. This grant of agency shall remain in effect until revoked by Customer.

4. Existing Commitments. (a) If Customer has an existing term commitment contract with another service provider (a "Third Party Commitment") that is not specifically identified as being terminated pursuant to Section 4(b), Customer acknowledges that, in addition to the Terms and Conditions of this Customer Service Agreement, Customer shall remain obligated under the terms of such Third Party Commitment and shall be solely responsible for any penalties, fees or charges by virtue of that Third Party Commitment. (b) If as part of Call One's provision of Services Customer has agreed to terminate a Third Party Commitment(s) identified on Page 1 of this Agreement, Customer agrees that it is solely responsible for the fees associated with such termination.

5. Early Termination/Cancellation. Customer shall be required to provide Call One a minimum of 30 days notice in writing of any termination/cancellation of Service(s). (a) If Customer terminates the Service in whole or in part prior to the expiration of the Term, Customer will be liable for an early termination charge, as liquidated damages and not as a penalty, equal to (1) the Monthly Charge payments remaining for the Term of this Agreement, (2) any special construction charges required to make the Service available and (3) any previously waived installation and/or other non-recurring charges and (4) the difference between the total usage charges billed to Customer at the usage rates Customer received for the Term in this Agreement and the total usage charges that would have been billed to Customer at the Call One tariff month-to-month usage rates in effect as of the Effective Date. (b) If Customer cancels Service before the Service is established, Customer shall be liable to Call One for all reasonable expenses incurred by Call One to process the order for Service, including any special construction charges. Termination/cancellation charges are due within fifteen (15) days of the effective date of termination/expiration.

6. Inside Wiring. The applicable rates for inside wiring provided directly by Call One to Customer are specified on the technician-charges page of the Call One website at www.callone.com. Inside wiring provided by a third party vendor will be billed at their applicable rates and charges. In addition, any installation charges identified on Page 1 of this Agreement applies to the initial Service installation and does not include inside materials and wiring.

7. Liability. The entire liability of Call One, if any, for damages to Customer or to any third party whether in negligence, tort, contract or otherwise, which may arise from Call One's performance or non-performance of the Services is limited to an amount equal to a prorated adjustment of applicable monthly recurring charges for the Services affected or any portion thereof.

8. Applicability of Tariffs. This Agreement orders Services at rates provided herein and subject to the terms and conditions set forth in Call One's then-applicable state tariff, which tariff is incorporated by reference. State tariffs are available through the regulatory page of the Call One website currently at www.callone.com. Customer acknowledges all services purchased pursuant to this agreement are for business purposes.

9. Assignment. Customer may not assign this Agreement (by operation of law or otherwise) without the prior written consent of Call One, which consent will not be unreasonably withheld or delayed. Any prohibited assignment shall be void ab initio.

10. Entire Agreement. Signed facsimile or scanned copies of this Agreement will legally bind the parties to the same extent as originally executed documents. The terms contained in this Agreement and any documents attached hereto and referenced herein or therein constitute the entire agreement between the parties with respect to the subject matter hereof, superseding all prior and contemporaneous understandings, proposals and other communications, oral or written.

11. Jurisdiction / Collection Costs. Any action or proceeding arising out of or related to this Agreement, the Tariffs or Services may be commenced in any state or Federal court of competent jurisdiction in the State of Illinois. The Parties submit and expressly consent to the jurisdiction of such court and expressly waive any right to a trial by jury. Call One shall be entitled to recover from Customer all reasonable collection costs, including attorneys fees.

Customer initials ____________________

Call One initials ____________________

Call One Inc.
225 W Wacker Drive 8th Floor - Chicago, IL 60606 - Telephone 312-681-8300 - Fax 312-681-8301
March 14, 2017

Mr. Chris Surdenik
President
Call One, Inc.
225 W. Wacker Drive, 8th Floor
Chicago, IL 60606

Dear Mr. Surdenik,

This letter is to inform you that the Suburban Purchasing Cooperative’s (SPC’s) Governing Board has approved the third of four (4) possible one-year contract extensions of the SPC Telecommunication Services Vendor for Term Contract to Call One, Inc., Chicago, IL from April 1, 2017 through March 31, 2018. The SPC reserves the right to extend the contract for one additional one-year term upon mutual agreement of both the vendor and the SPC on a negotiated basis.

With acceptance of this contract extension, Call One, Inc., Chicago, IL agrees to all terms and conditions set forth in the specifications contained within the Request for Proposals to which you responded, as well as the additional products and services as outlined in our agreement dated October 1, 2014.

Call One, Inc., Chicago, IL will handle all billing. The NWMC is compensated for program costs it incurs through payment from the vendor in the amount of a 2% administrative fee of the total amount from each individual order from each purchasing entity. This fee shall be paid directly by the vendor to the NWMC on a quarterly basis (April 30, July 31, October 31 and January 31). This is not an additional fee to be paid by the ordering entity. The SPC shall not be responsible for any non-payment of any participating agency. Each individual member’s agency shall be responsible for insuring delivery of product, receipt and payment of vendor invoices, as well as for the resolution of disputes between the vendor and the member agency.

The SPC looks forward to a productive year working with Call One, Inc., Chicago IL. Please sign and date this agreement below, retaining copies for your files and returning the original to my attention.

Sincerely,

Ellen Dayan, CPPB
NWMC Program Manager for Purchasing

Name: Ellen Dayan  Date: 03/14/17
Northwest Municipal Conference

Name: Chris Surdenik  Date: 3-16-17
Call One, Inc.
SCHEDULE A
SUBURBAN PURCHASING COOPERATIVE
Association Pricing
Pricing is based on 3-year agreement unless otherwise noted

SERVICES

**vPRI (Dependent on CO)**
Includes: Local Usage Bundle, Caller ID/number only, FlexPath/voice only
Router and Failsafe Routing

15% Discount

**Alt Carrier PRI**
Includes: Local Usage Bundle, Caller ID name & number and Failsafe Routing

Price Available Upon Request

**Dynamic IP 1.5M – PRI/POTS/SIP Handoff (Dependent on CO, Optional Speeds Available)**
Includes: Local Usage Bundle, Caller ID/number only, Router and Failsafe Routing

$350.00

**VPOTS**
Includes: Local Usage Bundle includes 500 minutes, up to 24 call paths, Caller ID/number only, FlexPath/voice only, Router and Failsafe Routing

15% Discount

**POTS Line** – Access Area A, B or C (12-month term)/per line

$23.00

**Phone Numbers/DID Number(s) each**

$0.20

**SIP Sessions** – Client Transport

- $7.00/per session for 60 months
- $8.00/per session for 36 months

- $9.00/per session for 24 months
- $10.00/per session for 12 months

Includes: Local Usage Bundle includes 500 minutes, up to 24 call paths, Call One Transport, FlexPath, Router and Failsafe Routing

**POTS Line** – Access Area A, B or C (12-month term)/per line

$23.00

**EUCL – per Circuit/Line**

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**USAGE per minute rate**

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(Rates subject to change based on type of service)

**MISCELLANEOUS (12-month term)**

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<td>30% Discount (Centrex Charge)</td>
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*All Prices Subject to change*
Memorandum

To: Honorable Mayor and Members of the City Council
    Administration and Public Works Committee

From: Erika Storlie, Director of Administrative Services
    Luke Stowe, Chief Information Officer
    Maleka Sumar, Civic Technology Analyst

Subject: Sole Source Contract Renewal of Accela (PAL) Maintenance and Support Agreement

Date: May 11, 2017

Recommended Action:
Staff recommends the City Council authorize the City Manager to execute the renewal of a software licensing agreement with Accela Inc. (2633 Camino Ramon, San Ramon, CA) for a period of two years at a cost of $89,945.28 per year. This software provides support for City licensing and permitting activities in Community Development, Health, Fire and Public Works Agency. This renewal agreement represents a 43% reduction from last year’s cost and will cover the period of March 1, 2017 through February 28, 2019.

Funding Source:
Funding is provided from the Information Technology Division’s Computer Licensing and Support Fund (Account: 100.19.1932.62340) with a FY17 Budget of $500,000 and a YTD balance of $351,036.76.

Livability Benefits:
Innovation & Process: Support local government best practices and processes

Summary:
Accela Inc. provides city-wide support services for the City’s permitting and licensing software across multiple departments. Staff is able to obtain or access a comprehensive view of activity related to a specific property and can flag properties or generate alerts based on outstanding violations and stop-work. Building and Health Inspectors conduct field inspections using a mobile application and device to record results in real-time. Residents have the ability to obtain Building permit status real-time via the Citizen Portal available online 24 hours a day, 7 days a week.
This is a sole source request because the only option for continual comprehensive maintenance and support of the PAL application is Accela Inc. Accela is the developer and distributor of the software. There are no other independent third-party businesses that maintain Accela software. Total estimated savings to the City is valued at $56,919.31 annually and $113,838.62 for the term of the contract. In FY2016, the annual cost for the Accela agreement was $128,362.82 and the initial proposed 2017 annual cost was $136,064.59.

Staff has negotiated a better customer support model (Standard to Gold) at no additional cost with the vendor. This will provide live technical support M-F (24 hours/day) and 48 customer success hours (annually) for technical configuration valued at approximately $225/hr. The overall value of this added benefit is estimated to be $10,800 annually and $21,600 for the term of the contract.

In addition, staff has negotiated an alternative licensing structure (from Enterprise-Wide to User-Based) with the vendor which will result in an annual savings of $46,119.31 and $92,238.62 for the term of the contract.

Legislative History:
Last year the City completed the final year of the ten year agreement with Accela to provide licensing, maintenance and support of this software. As this software is heavily utilized on daily-basis across multiple departments for thousands of permitting and licensing needs, the City has no other immediate alternative but to extend the renewal of the agreement with the vendor.

Attachments:
Accela Agreement and Amendment
Existing Customer - Gold Customer Support and Maintenance Agreement

1. Parties
   
   ACCELA  
   Accela, Inc.  
   2633 Camino Ramon, Suite 500  
   Bishop Ranch 3  
   San Ramon, California  94583  
   Attention: Contracts Administration  
   T: 925.659.3200  
   e-Mail: contractsadmin@accela.com

   CUSTOMER  
   City of Evanston, an Illinois Municipal Corporation  
   2100 Ridge Avenue  
   Evanston, Illinois  
   Attention: Wally Bobkiewicz  
   T: 847-866-2936  
   e-Mail: wbobkiewicz@cityofevanston.org

This Gold Customer Support and Maintenance Agreement (“GCSA”) is intended for the exclusive benefit of the Parties; nothing herein will be construed to create any benefits, rights, or responsibilities in any other parties.

2. Term and Termination

   2.1 Term  Provided that Customer signs and returns this GCSA to Accela no later than ______________, 201__, this GCSA is effective as of March 1, 2017 and will continue for a period of two (2) years. At the end of Customer’s Term, this Agreement will renew for an additional annul term. The per-unit pricing during said additional term will not increase by more than five percent (5%) from the prior year’s fees. Should Customer fail to renew its Gold Support by paying the applicable fees, Accela reserves the right to withhold support and maintenance. If Customer resumes support and maintenance coverage after one or more periods without such coverage, Customer will pay an amount equivalent to one hundred ten percent (110%) of all support fees attributable to the period(s) without coverage, as such fees are calculated based upon pricing in effect at the time of resumption of support and maintenance coverage.

   2.2 Termination  Either party may terminate if the other party materially breaches this GCSA and, after receiving a written notice describing the circumstances of the default, fails to correct the breach within thirty (30) calendar days. Upon any termination or expiration of this GCSA, all rights granted to Customer are cancelled and revert to Accela.

3. Compensation

   3.1 Fees  In exchange for the Services described herein, Customer will pay to Accela the amounts indicated in Exhibit A.

   3.2 Payment Terms  Amounts are quoted in United States dollars and do not include applicable taxes, if any. Customer will be responsible for payment of all federal, state or provincial, and local taxes and duties, except those based on Accela’s income. If Customer is exempt from certain taxes, Customer will provide Accela with an appropriate certificate of exemption. Customer will be invoiced for all amounts upon occurrence of the billing events described in Exhibit A. The payment terms of all invoices are net thirty (30) calendar days from the dates of the invoices. Accela may, at its sole discretion, suspend its obligations hereunder without penalty until payments for all past-due billings have been paid in full by Customer.

4. Gold Support

   4.1 All other terms and conditions of Customer’s current maintenance/support agreement continue unless expressly modified herein.
This Gold Customer Support and Maintenance Agreement enhances Customer’s current maintenance and support as provided herein and is available for Customer’s who self-host the Accela Core Products listed in Section III below.

I. **Assigned Resources:** Accela will provide an assigned Account Manager to Customer and direct access to Tier 2 Support Resource(s).
   
   A. The Account Manager: will have responsibility for the Customer relationship including overall Customer satisfaction.

   Authorized Contacts: Customer may designate up to four named individuals who are authorized to directly contact Accela Support.

II. **Customer Success:** Customer may request Customer Success Support through a Customer Support web ticket. Accela will provide up to twenty-four (24) hours ("Success Hours") of this support during each six (6) month period, commencing on the effective date of this Agreement. The Success Hours are required to be utilized during each six (6) month period and any hours not consumed at the required six (6) month minimum utilization will be forfeited. Customer Success Hours requests must be made by Customer within forty-five (45) days of the commencement of each six (6) month period for all hours allocated for that period. Accela will work with Customer to provide Success Hours according to the requirements set forth by the Customer. The Success Hours are provided remotely and include the following items:

   - Accela Community Training
   - Customer Project Go-Live Support
   - New Release Review
   - Reporting
   - Business Rule Creation (Scripting & Expressions)
   - Strategic Planning and Governance
   - Upgrade Support and Planning
   - Configuration

   Customer may purchase up to forty-eight (48) additional Success Hours during each annual term, at a minimum of eight (8) hour blocks, at a fifteen percent discount from list price.

III. **Supported Products:**

   Accela Land Management
   Accela Asset Management
   Accela License and Case Management
   Accela GIS
   Accela Mobile
   Accela Citizen Access
   Accela Service Request

   Accela will provide support for the current Version and the Version preceding the current Version of Accela Civic Platform. A “Version” is defined as a change in the first number to the left of the first decimal. Patches for critical issues will only be applied to the final release of a supported version.

IV. **Gold Level Incident Handling:** attached hereto as Exhibit B.

Signature Page Follows
**EXHIBIT A**

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<tr>
<th>Deliverables</th>
<th>Fees</th>
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<tr>
<td>Accela Land Management Annual Maintenance and Supp - Gold</td>
<td>USD 66,497.76</td>
</tr>
<tr>
<td>Accela Licensing and Case Management Annual Maintenance and Supp - Gold</td>
<td>USD 3,694.32</td>
</tr>
<tr>
<td>Accela Mobile Annual Maintenance and Supp - Gold</td>
<td>USD 11,082.96</td>
</tr>
<tr>
<td><strong>Total of Fees</strong></td>
<td><strong>USD 89,945.28</strong></td>
</tr>
</tbody>
</table>

Fees are fixed-price deliverables for which full payment is due upon signing.
EXHIBIT B – Incident Handling

The following incident handling and time frames and support are applicable for Gold Level Support only to a live-production environment. In the event of a conflict between the terms and conditions of the Maintenance Agreement and this Addendum, this Addendum shall govern.

I. Accela will provide Customer the following Services, available 24 hours a day, five days a week, excluding Accela’s observed holidays.

1. **Live Incident Handling** - Accela will provide an incident handling mechanism for Customer maintenance requests. The incident handling process will include the following:
   - Ability to call, e-mail or use an Accela provided online tracking system.
   - All incidents will be recorded into the tracking system.
   - Customer will receive an e-mail with your case number.
   - Customer Priority and Severity will be determined by the problem based upon the definitions below.
   - Customer will designate contacts that will interface with the Customer Support Department.

II. Accela will provide Customer the following Services, available 24 hours a day, seven days a week, excluding Accela’s observed holidays.

2. **On Line Self Support** - Accela will provide to Customer at no expense an online Knowledge Base and Online Self Support Site where Customer can research issues and questions, report maintenance incidents and download patches and other fixes.

3. **Case Handling** – Case Handling defines the priority assigned to a specific maintenance request which therefore sets the order, timing and level of effort in resolving a case:

   A. **Critical Severity** –
      - **Definition:** System or application is non-functional or seriously affected and there is no reasonable workaround available, for example, business is halted. Critical Request Incident Response will be provided to Customer on a 24 hour x 7 days/week basis.
      - **Response Time:** Accela will respond with confirmation of receipt of incident within 30 minutes and provide follow-up every 60 minutes when the Critical Incident is phoned into the Customer Resource Center, or upon another frequency as requested by Customer.
      - **Resolution Time:** Upon confirmation of receipt and confirmation of an Accela Software failure or deficiency (Accela Software issue has been diagnosed and/or replicated). Accela begins continuous work on the problem on a 24 x 5 basis to put forth the effort to provide a fix or workaround.

   B. **High Severity** -
      - **Definition:** System or application is affected and there is no workaround available or the workaround is impractical, for example, Customer cannot process payments or system response time is very slow.
      - **Response Time** – Accela will respond with confirmation of receipt of incident within 2 business hours and provide follow-up every 24 hours.
      - **Resolution Time** – Upon confirmation of receipt and confirmation of an Accela Software failure or deficiency (Accela Software issue has been diagnosed and/or replicated). Accela will put forth the best effort to provide a workaround or fix or estimated completion date within 7 business days after the problem has been diagnosed and/or replicated.

   C. **Moderate Severity** -
      - **Definition:** System or application feature is non-functional and a convenient workaround exists, for example, non-critical feature is unavailable or requires additional user intervention.
Response Time: Accela will respond with confirmation of receipt of incident within 4 business hours and provide follow-up every 7 days.
Resolution Time: Upon confirmation of receipt and confirmation of an Accela Software failure or deficiency (Accela Software issue has been diagnosed and/or replicated). Accela will put forth the best effort to provide a workaround or fix or estimated completion date within 14 business days after the problem has been diagnosed and/or replicated.

D. Low Severity -
Definition: System or application feature works, but there is a minor problem, for example, a field is mislabeled or a help file is missing.
Response Time: Accela will respond with confirmation of receipt of incident within 8 business hours and provide follow-ups as needed via Accela Community.
Resolution Time: Upon confirmation of receipt and confirmation of an Accela Software failure or deficiency (Accela Software issue has been diagnosed and/or replicated). Resolution for the issue may be released as a patch set or be incorporated into a future release of the product.

Contact Customer Support by Phone or E-mail

Hours: M - F (24 hours/day)
Phone: 844-739-5500 (local: 925-659-3270) enter Pin #4653
E-mail: support@accela.com
**AMENDMENT**

1. **Parties**
   - ACCELLA
     - Accela, Inc.
     - 2633 Camino Ramon, Suite 500
     - Bishop Ranch 3
     - San Ramon, California 94583
     - Attention: Contracts Administration
     - T: 925.659.3200
     - F: 925.407.2722
     - e-Mail: contractsadmin@accela.com
   - CUSTOMER
     - City of Evanston, an Illinois Municipal Corporation
     - 2100 Ridge Avenue
     - Evanston, Illinois
     - Attention: Wally Bobkiewicz
     - T: 847-866-2936
     - F: 847-448-8020
     - e-Mail: wbobkiewicz@cityofevanston.org

2. **Effective Date**
   - Provided that Customer signs and returns this Amendment to the License Agreement Between Accela Inc., and the City of Evanston Dated March 1, 2007 (the “LA”) by no later than ____________________, this Amendment is effective as of March 1, 2017 (“Effective Date”).

3. **Terms and Conditions**
   - 3.1 As of the Effective Date, Customer relinquishes its enterprise licenses to the following Accela products, which it licensed from Accela on or about March 1, 2007 as stated in the LA: Accela Automation Land Management Module; Accela Automation Licensing Module; Accela Citizen Access; Accela GIS; and Accela Wireless.
   - 3.2 As of the Effective Date, Customer is hereby granted named user licenses, in the quantity of seat license specified, to the Accela products listed in Exhibit A to this Amendment.
   - 3.3 The first sentence of Section 3.1.2 of the LA is hereby stricken, and replaced with the following sentence: “The Software may be installed on one or more computers and may be used as defined in Section 3.1.1 above.”
   - 3.4 Unless specifically amended, modified, or supplemented by this document, all terms and conditions of prior written agreements between the parties shall remain unchanged and in full force and effect. The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.
   - 3.5 If any particular provision of this document is determined to be invalid or unenforceable, that determination shall not affect the other provisions which shall be construed in all respects as if the invalid or unenforceable provision were omitted.

**ACCELLA**

By: ________________________________
    Signature

Print Name

Its
    Title

Dated: ________________________________
    Month, Day, Year

**CUSTOMER**

By: ________________________________
    Signature

Print Name

Its
    Title

Dated: ________________________________
    Month, Day, Year
EXHIBIT A

<table>
<thead>
<tr>
<th>PRODUCT</th>
<th>UNITS (NUMBER OF SEATS)</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accela Citizen Access Population Fee</td>
<td>70,000</td>
<td>USD 0.00</td>
</tr>
<tr>
<td>Accela Citizen Access Module Fee</td>
<td>2</td>
<td>USD 0.00</td>
</tr>
<tr>
<td>Accela Land Management User License Packs (incl. 5 named users per pack)</td>
<td>18</td>
<td>USD 0.00</td>
</tr>
<tr>
<td>Accela Licensing and Case Management User License Packs (incl. 5 named users per pack)</td>
<td>1</td>
<td>USD 0.00</td>
</tr>
<tr>
<td>Accela Mobile User License Packs (incl. 5 named users per pack)</td>
<td>3</td>
<td>USD 0.00</td>
</tr>
</tbody>
</table>

Fees are fixed-price deliverables for which full payment is due upon signing.

END OF DOCUMENT
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: Erika Storlie, Deputy City Manager/Director of Administrative Services
       Dave Stoneback, Director of the Public Works Agency
       Rickey A. Voss, Parking/Fleet Manager

Subject: Approval of Six Replacement Vehicle Purchases

Date: May 23, 2017

Recommended Action:
Staff recommends City Council authorize the purchase of (6) replacement vehicles/units for the Public Works Agency from: Currie Motors, 9423 W. Lincoln Hwy, Frankfort, IL 60423, in the amount of $126,479; JX Peterbilt, 42400 Hwy 41, Wadsworth, IL 60083, in the amount of $546,487.50; and Standard Equipment, 2033 West Walnut Street, Chicago, IL 60612 in the amount of $330,493.65.

Funding Source:
Funding of $614,756.50 is provided by FY2017 Automotive Replacement Fund, account 601.19.7780.65550 with a budget of $1,455,422. Budget remaining in this account after this purchase is $180,009.92.

Funding of $58,210.00 is provided by the FY2017 Water Fund, account 510.40.4230.65550, with a budget of $186,300. Budget remaining in this account after this purchase is $128,090.

Funding of $330,493.65 is provided by FY2017 Sewer Fund, account 515.40.4530.65550 in the amount of $23,750. Additional funding is provided by savings from account 515.40.4535.65515, which has a budget of $2,626,000 and a remaining balance of $762,796.

Livability Benefit:
Summary:
The details of the vehicle/unit to be replaced are listed below:

<table>
<thead>
<tr>
<th>Dept./Division</th>
<th>Unit #</th>
<th>Description</th>
<th>Model Year</th>
<th>Condition</th>
<th>Original Purchase Price</th>
<th>L.T.D. Repair $$$’s</th>
<th>L.T.D. Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works Agency; Bureau of Operations/ Maintenance</td>
<td>170</td>
<td>Ford F450</td>
<td>2005</td>
<td>Poor</td>
<td>$53,644</td>
<td>$49,109</td>
<td>69,682</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Environmental Services</td>
<td>583</td>
<td>Ford LTS 8000</td>
<td>1995</td>
<td>Very Poor</td>
<td>$108,141</td>
<td>$144,598</td>
<td>71,957</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Environmental Services</td>
<td>584</td>
<td>Ford LTS 8000</td>
<td>1995</td>
<td>Very Poor</td>
<td>$78,530</td>
<td>$144,695</td>
<td>79,190</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Environmental Services</td>
<td>717</td>
<td>I.H. 4300</td>
<td>2003</td>
<td>Very Poor</td>
<td>$82,106</td>
<td>$136,486</td>
<td>105,640</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Operations/ Maintenance</td>
<td>910</td>
<td>Ford E350</td>
<td>2004</td>
<td>Poor</td>
<td>$95,800</td>
<td>$10,149</td>
<td>31,771</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Operations/ Maintenance</td>
<td>932</td>
<td>Ford F350</td>
<td>2006</td>
<td>Very Poor</td>
<td>$38,348</td>
<td>$40,952</td>
<td>84,488</td>
</tr>
</tbody>
</table>

The recommended replacement unit purchases are as follows:

<table>
<thead>
<tr>
<th>Dept./Division</th>
<th>Unit #</th>
<th>Replacement Description</th>
<th>Model Year</th>
<th>Purchase Price</th>
<th>Type of Bid</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Works Agency; Bureau of Operations/ Maintenance</td>
<td>170</td>
<td>Ford F550 w/stake body</td>
<td>2017</td>
<td>$68,269</td>
<td>NWMC SPC Contract #146</td>
<td>Currie Motors</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Environmental Services</td>
<td>583</td>
<td>Peterbilt Model 348 w/log lifter</td>
<td>2018</td>
<td>$214,220</td>
<td>NJPA Contract: 081716-PMC</td>
<td>JX Peterbilt</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-----</td>
<td>--------------------------------</td>
<td>-----</td>
<td>---------</td>
<td>-----------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Environmental Services</td>
<td>584</td>
<td>Peterbilt Model 348 w/hook lift</td>
<td>2018</td>
<td>$212,558</td>
<td>NJPA Contract: 081716-PMC</td>
<td>JX Peterbilt</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Environmental Services</td>
<td>717</td>
<td>Peterbilt Model 337 w/11 yard waste body</td>
<td>2018</td>
<td>$119,709.50</td>
<td>NJPA Contract: 081716-PMC</td>
<td>JX Peterbilt</td>
</tr>
<tr>
<td>Public Works Agency; Bureau of Operations/Maintenance</td>
<td>932</td>
<td>Ford F250 w/air compressor</td>
<td>2017</td>
<td>$58,210</td>
<td>NWMC SPC Contract #146</td>
<td>Currie Motors</td>
</tr>
</tbody>
</table>

The vehicles listed for replacement support daily operations of the Public Works Agency. The replacement of the six (6) vehicles/units is crucial for safe, reliable, and cost effective operations on a daily basis. The Peterbilts and Ford F550 units (# 170 583, 584 and 717) will be capable of operating on B-20 bio-diesel fuel and are equipped with “exhaust gas recirculation” (EGR) systems which emit only harmless water vapors with no particulate matter. This is the latest available vehicle emission technology in the market place at this point in time. Vehicles #910 and #932 will be V8 flex fuel gasoline engines.

National Joint Powers Alliance® (NJPA) is a national public service agency committed to serving members nationally and locally through a variety of programs. As a public agency, they are committed to providing cooperative purchasing solutions that assist government and education entities as they strive for efficient public service. Staff proposes using NJPA pricing contracts for 4 vehicles.
The Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative Competitive Bid (SPC) winner, Currie Motors, will be utilized for the purchase of two (2) units. Currie Motors has been a responsive and responsible bid winner of the NWMC for many years and as such, have provided efficient turn-around to our ordering and timely delivery needs.

Additional Equipment:
- Vehicle #170 will be equipped with a MTE WH II stake body platform.
- Vehicle #583 will be equipped with an Epsilon Q150L log lifter.
- Vehicle #584 will be equipped with an Ampliroll Hooklift Model AL120S-14 stainless steel dump body. Modification of existing City owned salt spreader to fit new vehicle.
- Vehicle #717 will be equipped with a Loadmaster Elite 11 Cubic Yard Body.
- Vehicle #910 will be equipped with WinCan VX Pipeline Assessment Software and an Envirosight Rovver X Inspection System.
- Vehicle #932 will be equipped with a VMAC VR-150 rotary screw under-hood air compressor, 150 cfm @ 175 PSI.

There are no Evanston Based Businesses that can provide these types of vehicles.

Attachments
Specifications for six (6) replacement vehicle purchases
List of FY2017 Vehicle Purchases
Photos of Vehicle Types
Customer Proposal

Prepared for:

CITY OF EVANSTON
Office: 708-720-1545
Email: tqconstruction@att.net

Prepared by:

THOMAS SULLIVAN
Office: 708-479-1100

Date: 05/16/2017
Vehicle: 2017 F-550 Chassis XL
4x2 SD Regular Cab 169" WB DRW
Quote ID: EVANF550
Major Equipment
(Based on selected options, shown at right)
Powerstroke 6.7L V-8 OHV w/diesel direct injection 330hp
TorqShift 6 speed automatic w/OD
* 4-wheel ABS
* Traction control
* Battery with run down protection
* Air conditioning
* Radio grade AM/FM stereo with seek-scan, single in-dash CD player, MP3 decoder, auxiliary audio input
* Dual manual mirrors
* 19.5 x 6 steel wheels
* Driver and front passenger seat mounted side airbags
* Message Center
* Vinyl seats
* Steering-wheel mounted audio controls
* Rear axle capacity: 13660 lbs.
* Rear spring rating: 13660 lbs.
* Frame Yield Strength 50000 psi
* Axle to end of frame: 47.2"
* Engine retarder

Exterior: Oxford White
Interior: Medium Earth Gray

* Brake assistance
* LT 225/70R19.5 G BSW AS S-rated tires
* Firm suspension
* Tinted glass
* Daytime running
* Variable intermittent wipers
* Dual front airbags w/passenger cancel
* Tachometer
* Reclining front bucket seats
* Side steps
* Front axle capacity: 7000 lbs.
* Front spring rating: 6000 lbs.
* Frame section modulus: 12.7 cu.in.
* Cab to axle: 84"
* Transmission PTO Provision

Selected Options

<table>
<thead>
<tr>
<th>Feature</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD VEHICLE PRICE</td>
<td>$38,840.00</td>
</tr>
<tr>
<td>Order Code 660A</td>
<td>N/C</td>
</tr>
<tr>
<td>Monotone Paint Application</td>
<td>STD</td>
</tr>
<tr>
<td>169&quot; Wheelbase</td>
<td>STD</td>
</tr>
<tr>
<td>50-State Emissions System</td>
<td>STD</td>
</tr>
<tr>
<td>Oxford White</td>
<td>N/C</td>
</tr>
<tr>
<td>Vinyl 40/Mini-Console/40 Front Seat</td>
<td>$355.00</td>
</tr>
<tr>
<td>Medium Earth Gray</td>
<td>N/C</td>
</tr>
<tr>
<td>Transmission Power Take-Off Provision</td>
<td>$280.00</td>
</tr>
<tr>
<td>Dual Extra Heavy-Duty Alternators (Regional)</td>
<td>N/C</td>
</tr>
<tr>
<td>Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20</td>
<td>$8,685.00</td>
</tr>
<tr>
<td>Transmission: TorqShift 6-Speed Automatic</td>
<td>N/C</td>
</tr>
<tr>
<td>Rapid-Heat Supplemental Cab Heater (Regional)</td>
<td>N/C</td>
</tr>
<tr>
<td>Upfitter Interface Module</td>
<td>$295.00</td>
</tr>
<tr>
<td>Platform Running Boards</td>
<td>$320.00</td>
</tr>
<tr>
<td>Daytime Running Lamps (DRL) (LPO)</td>
<td>$45.00</td>
</tr>
<tr>
<td>Radio: AM/FM Stereo/Single-CD/MP3 (LPO) (Fleet)</td>
<td>$275.00</td>
</tr>
<tr>
<td>Amber LED Warning Strobe (Pre-Installed)</td>
<td>$655.00</td>
</tr>
<tr>
<td>Center High-Mounted Stop Lamp (CHMSL)</td>
<td>N/C</td>
</tr>
<tr>
<td>Exterior Backup Alarm (Pre-Installed)</td>
<td>$140.00</td>
</tr>
</tbody>
</table>

Fuel Economy

<table>
<thead>
<tr>
<th></th>
<th>City</th>
<th>Hwy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: CITY OF EVANSTON
By: THOMAS SULLIVAN Date: 05/16/2017
<table>
<thead>
<tr>
<th>Item</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVWR: 18,000 lbs Payload Package</td>
<td>Include</td>
</tr>
<tr>
<td>Tires: 225/70Rx19.5G BSW AS</td>
<td>Include</td>
</tr>
<tr>
<td>Wheels: 19.5&quot; Argent Painted Steel</td>
<td>Include</td>
</tr>
<tr>
<td>Mini-Console</td>
<td>Include</td>
</tr>
<tr>
<td>Dual 78-AH 750 CCA Batteries</td>
<td>Include</td>
</tr>
<tr>
<td>4.10 Axle Ratio</td>
<td>Include</td>
</tr>
</tbody>
</table>

| Subtotal                                         | $49,890.00 |
| Destination Charge                               | $1,295.00  |
| **Total**                                        | **$51,185.00** |

---

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer’s computer system. See salesperson for the most current information.

Prepared for: CITY OF EVANSTON  
By: THOMAS SULLIVAN  
Date: 05/16/2017
### Selected Options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Vehicle</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5G</td>
<td>Base Vehicle Price (F5G)</td>
<td>$38,840.00</td>
</tr>
<tr>
<td><strong>Packages</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>660A</td>
<td>Order Code 660A</td>
<td>N/C</td>
</tr>
</tbody>
</table>

- Includes: 
  - Engine: 6.8L 3-Valve SOHC EFI NA V10
  - Includes CNG/Propane gaseous engine prep, hardened engine intake and valve seats. This package does not include CNG/Propane fuel tanks, lines, etc. Vehicle will be equipped with the standard factory gasoline fuel system. Additional equipment combined with Certified calibration refresh is required, from an external supplier, to convert the vehicle to a CNG/Propane fueled vehicle. See Alternative Fuel Buyers Guide: www.ford.com/atf/fuelbuyersguide
  - Transmission: TorqShift 6-Speed Automatic (6R140)
  - Includes SelectShift.
  - 4.88 Axle Ratio
  - GVWR: 18,000 lbs Payload Package
  - Tires: 225/70R19.5G BSW AS
  - Wheels: 19.5" Argenit Painted Steel
  - HD Vinyl 40/20/40 Split Bench Seat
  - Includes center armrest, cupholder, storage and driver's side manual lumbar.
  - Radio: AM/FM Stereo
  - Includes 4 speakers.

| **Powertrain** | | |
| 99T  | Engine: 6.7L 4V OHV Power Stroke V6 Turbo Diesel B20 | $8,685.00 |

- Includes:
  - Dual 78-AM 750 CCA Batteries
  - 4.10 Axle Ratio

| **Wheels & Tires** | | |
| 44W  | Transmission: TorqShift 6-Speed Automatic (6R140). Includes SelectShift. | N/C |
| X41  | 4.10 Axle Ratio | Included |
| STDGV | GVWR: 18,000 lbs Payload Package | Included |
| TFB  | Tires: 225/70Rx19.5G BSW AS | Included |
| 64Z  | Wheels: 19.5" Argenit Painted Steel | Included |

| **Seats & Seat Trim** | | |
| L    | Vinyl 40/Mini-Console/40 Front Seat | $355.00 |

- Includes driver's side manual lumbar.
- Mini-Console

| **Other Options** | | |
| PAINT | Monotone Paint Application | STD |

---

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: CITY OF EVANSTON  
By: THOMAS SULLIVAN  
Date: 05/16/2017
### Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>169WB</td>
<td>169&quot; Wheelbase</td>
<td>STD</td>
</tr>
<tr>
<td>62R</td>
<td>Transmission Power Take-Off Provision</td>
<td>$280.00</td>
</tr>
<tr>
<td></td>
<td><em>Includes transmission mounted live drive and stationary mode PTO.</em></td>
<td></td>
</tr>
<tr>
<td>18A</td>
<td>Upfitter Interface Module</td>
<td>$295.00</td>
</tr>
<tr>
<td>67B</td>
<td>Dual Extra Heavy-Duty Alternators (Regional)</td>
<td>N/C</td>
</tr>
<tr>
<td></td>
<td>Total 317-Amps.</td>
<td></td>
</tr>
<tr>
<td>18B</td>
<td>Platform Running Boards</td>
<td>$320.00</td>
</tr>
<tr>
<td>59H</td>
<td>Center High-Mounted Stop Lamp (CHMSL)</td>
<td>N/C</td>
</tr>
<tr>
<td>41A</td>
<td>Rapid-Heat Supplemental Cab Heater (Regional)</td>
<td>N/C</td>
</tr>
<tr>
<td>585</td>
<td>Radio: AM/FM Stereo/Single-CD/MP3 (LPO) (Fleet)</td>
<td>$275.00</td>
</tr>
<tr>
<td></td>
<td><strong>REQUIRES valid FIN code.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Includes auxiliary audio input jack and 4 speakers.</em></td>
<td></td>
</tr>
<tr>
<td>76C</td>
<td>Exterior Backup Alarm (Pre-Installed)</td>
<td>$140.00</td>
</tr>
<tr>
<td>91S</td>
<td>Amber LED Warning Strobes (Pre-Installed)</td>
<td>$655.00</td>
</tr>
<tr>
<td></td>
<td>Custom accessory.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes center high-mounted stop light bar and 2 hood mounted lights.</td>
<td></td>
</tr>
</tbody>
</table>

### Fleet Options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>942</td>
<td>Daytime Running Lamps (DRL) (LPO)</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td><strong>REQUIRES valid FIN code.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL). Includes on/off cluster controllable.</em></td>
<td></td>
</tr>
</tbody>
</table>

### Emissions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>425</td>
<td>50-State Emissions System</td>
<td>STD</td>
</tr>
</tbody>
</table>

### Interior Colors

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS_04</td>
<td>Medium Earth Gray</td>
<td>N/C</td>
</tr>
</tbody>
</table>
### Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Primary Colors</strong></td>
<td></td>
</tr>
<tr>
<td>Z1_01</td>
<td>Oxford White</td>
<td>N/C</td>
</tr>
<tr>
<td></td>
<td><strong>Upfit Options</strong></td>
<td></td>
</tr>
<tr>
<td>L-001</td>
<td>4-Corner LED Strobes</td>
<td>$795.00</td>
</tr>
<tr>
<td>R-001</td>
<td>Rust Proofing and Sound Shield</td>
<td>$395.00</td>
</tr>
<tr>
<td>W-015</td>
<td>Monroe Quote# 9SWB00D0133</td>
<td>$26,768.00</td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL</strong></td>
<td>$77,848.00</td>
</tr>
<tr>
<td></td>
<td><strong>Destination Charge</strong></td>
<td>$1,295.00</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>$79,143.00</td>
</tr>
</tbody>
</table>
Pricing - Single Vehicle

Vehicle Pricing
- Base Vehicle Price: $38,840.00
- Options & Colors: $11,050.00
- Upfitting: $27,958.00
- Destination Charge: $1,295.00

Discount Adjustments
- Discount: -$10,874.00

Total: $68,269.00

Customer Signature

Acceptance Date

---

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: CITY OF EVANSTON
By: THOMAS SULLIVAN  Date: 05/16/2017
# Warranty - Standard Equipment & Specs

<table>
<thead>
<tr>
<th>Warranty Type</th>
<th>Distance</th>
<th>Time Unit</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Distance</td>
<td>36000 miles</td>
<td>Months</td>
<td>36 months</td>
</tr>
<tr>
<td>Powertrain Distance</td>
<td>60000 miles</td>
<td>Months</td>
<td>60 months</td>
</tr>
<tr>
<td>Corrosion Perforation Distance</td>
<td>Unlimited miles</td>
<td>Months</td>
<td>60 months</td>
</tr>
<tr>
<td>Roadside Assistance Distance</td>
<td>60000 miles</td>
<td>Months</td>
<td>60 months</td>
</tr>
</tbody>
</table>
42400 Hwy 41 – Wadsworth, IL. - 60083

Date: 3-6-2017
To: City of Evanston
   2020 Asbury
   Evanston, IL. 60201
   David Waite

David,

JX Peterbilt is pleased to present a price quotation for (1) New 2018 Peterbilt Model 348 cab and chassis with the enclosed specifications

Plates and Title Fees Include

2018 Peterbilt Model 348 Tandem as per attached
Palfinger Epsilon Q150L LOG Loader as per attached

Also Includes

Outriggers
4 Halogen Work Lights
Grapple HC20-TG-342
LED Lights w/4 corner strobe and rear arrow bar
(1) 60” Aluminum Tool Box
20’ Heavy Duty Log Hauler Body w/ 24” Sold Walls
¾” floor / 60” vertical posts / outside perimeter 4” Tube
60” 4x4x1/4” Front head board & Back head board
Clean out door // Cab Guard

FINAL Total Sale ................................................................. $ 210,995.00

OPTIONS

Year 1 Insight (Engine) Software ........................................... $ 600.00
   Note every year after is $600 per year every year after

ESA Peterbilt Software ......................................................... $ 350.00

Peterbilt Service CD ROM Service Manual ............................ $ 350.00
   (1) Spare front and (1) Spare wheel and tire ....................... $ 1,925.00

On LINE Parts Catalog ...................................................... $ N/C

Rick Michalowski | Vocational Account Manager
JX Enterprises, Inc.
Cell 708-207-2354 | Fax 708-460-8991
rmichalowski@jxe.com
www.JXE.com
Palfinger Epsilon Q150L
- Net slewing torque: 22,130 ft. lbs
- 26' 2" single telescopic boom
- Maximum lifting moment -104,730 ft. lbs.
- Double circuit control valve: Parker 130CF- 21-gpm
- 3480 operating psi
- Four halogen work lights
- Integrated outrigger beam, hydraulically extendable outriggers
- Outrigger span 15' 4"
- Hydraulic stabilization control, 3 sections from top seat
- Stabilizers automatically tiltable to 45 degrees
- Throttle check valves on lifting, outer boom, and telescopic cylinders
- Rotation angle 425 degrees
- Linkage system between main and outer boom
- Main boom cylinder protection
- KTL primer, Epsilon Red paint
- Palfinger Indexator rotator
- Eps hoodie operator protection hood, seat belt
- Cold weather package-heated seat
- Load holding valves on main, outer, telescopic and slewing functions
- Heiden -HC20-TG-342 grapple
- Epsilon RB10-Epslink plus 4 eyc knuckle set plus hoses suitable for grapple
- 79 gallon oil tank
JX Peterbilt
535 E Frontage Rd
Bolingbrook, IL 60440
Ph: 708-207-2354
Attn: Mr. Rick Michalowski

Date: May 15, 2017
Quote No. MC1296

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26 hp heavy duty oil cooler</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leduc 67cc-Straight axis twin flow piston pump-fixed displacement pump</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LED lighting system with four corner strobes and Arrow-bar in rear</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 each- 60” aluminum frame mounted tool box</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hot shift PTO- for automatic transmission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13’2” overall height</td>
<td></td>
</tr>
</tbody>
</table>

**Heavy Duty Log Hauler Body**
- 20’ length
- 96” wide
- ¼” plate flooring
- 24” solid walls
- 60” vertical posts
- Outside perimeter in 4” tube
- 60” front headboard 4” x 4” x ¼” tube construction
- 60” back headboard 4” x 4” x ¼” tube construction
- Clean out door in side of body
- Cab guard

Log loader to be mounted on rear of customer supplied chassis.

Price: $109,673.00

All prices F.O.B. Lyons, IL and subject to all applicable tax
Quote firm for 30 days TERMS: 10% deposit at time of order
Balance due upon notification that unit is ready for delivery

The terms and conditions appearing on the reverse side of this Sales Order
are made a part hereof the same as if rewritten at length herein.
42400 Hwy 41 – Wadsworth, IL - 60083

Date: 5-8-2017

To: City of Evanston
   2020 Asbury
   Evanston, IL. 60201
   Rickey Voss

Rickey,

JX Peterbilt is pleased to present a price quotation for (1) New 2018 Peterbilt Model 348 cab and chassis with the enclosed specifications

Plates and Title Fees Include

2018 Peterbilt Model 348 Tandem as per attached
Monroe Ampilroll Model AL-120S-14 all as per attached
13’ Stainless Steel Dump
Whelen Justice Super LED Light System
Force America / MTE Hydraulic System
6100 Controller / MTE- I Grip
OL91 Plow Hitch
Monroe 10’ Snow Plow

FINAL Total Sale .............................................................. $198,254.00

EARLY PAY DISCOUNT on Chassis ..........................DEDUCT $<1,300.00>
Pay for Chassis upon arrival to Monroe /// Pay for Equipment upon final delivery and acceptance

OPTION
Modify City of Evanston current spreader for Hook Lift ........ $10,912.00
Vibrator .............................................................. $1,215.00
Stand Alone Cab Shield , Stainless ................................. $2,177.00

Rick Michalowski  |  Vocational Account Manager
JX Enterprises, Inc.
Cell 708-207-2354  |  Fax 708-460-8991
rmichalowski@jxe.com
www.JXE.com
**Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:**

**AMOUNT**

**DESCRIPTION**
- AMPLIROLL HOOKLIFT MODEL AL1205-14
- 26,000 LB CAPACITY
- 54" HOOK HEIGHT
- INCLUDES REAR BUMPER WITH LED LIGHTS
- BUMPER HAS OPEN CENTER FOR PINTLE ACCESS
- MINIMIZER POLY FENDERS FOR TANDEM AXLE TRUCK
- USES MTE HYDRAULICS TO OPERATE HOIST AND JIB
- SKID WITH WHEELS INSTALLED ONTO 13' DUMP BODY
- INCLUDES LABOR AND PAINT REQUIRED TO MOUNT SKID TO DUMP BODY

**13' STAINLESS STEEL CRYPSTEEL DUMP BODY / NO HOIST / HOOK LOADER APPLICATION**
- SIDES: 44"  
- FRONT: 58"  
- REAR: 52"  
- FLOOR: 1/4" AR400  
- NO CABSHIELD  
- SIDES AND ENDS: 7 GA A1011 MILD STEEL  
- WESTERN UNDERSTRUCTURE  
- MANUAL TAILGATE RELEASE  
- FULL RIB TAILGATE BRACING  
- SINGLE PANEL SIDES WITH 2 HORIZONTAL SIDE BRACES  
- STAINLESS STEEL FOLD UP LADDER ON DRIVER SIDE OF DUMP BODY  
- RUBBER REAR FLAPS  
- BARE STAINLESS STEEL  
- MOUNTED TO HOOK LOADER SKID  
- BACKUP ALARM  
- COUGAR DC-3200 VIBRATOR  
- 1 PAIR OF 8" TALL POLY SIDE BOARDS WITH SIDE GUSSETS  
- PULLTARP'S MANUAL STYLE FULL TARP WITH MESH MATERIAL  
- 1/2" TOW PLATE WITH 2 1/2" RECEIVER TUBE  
- 6 WAY ROUND PIN TRAILER CONNECTOR  
- 7 WAY RV STYLE FLAT PIN CONNECTOR  
- 7 WAY ROUND PIN CONNECTOR  
- BRAKE CONTROLLER  
- STAINLESS STEEL SLOP LOCKS ON REAR OF DUMP BODY  
- 2 STAINLESS STEEL D RINGS ON TAILGATE FOR LIFTING  

**WHEELS, JUSTICE SUPER LED ILL STROBE SYSTEM INSTALLED ON DUMP BODY**
- 72" JUSTICE LED LIGHT BAR MOUNTED ON ROOF  
- LED STT MOUNTED IN REAR POST, PINTLE PLATE AND CAB SHIELD  
- LED BACKUP LIGHTS MOUNTED IN REAR CORNER POSTS  
- 2 AMBER AND 1 CLEAR LED STROBE INSTALLED OUTSIDE OF REAR POSTS
DESCRIPTION | AMOUNT
--- | ---
- Scene lights added to light bar |  
- Rear lights switched separate from the light bar |  
- Switch panel for lights in cab |  
- Led spreader light for V-box |  
- Install lower (3") mounting legs on light bar (if possible) |  

**FORCE AMERICA / MTE ELECTRIC HYDRAULIC SYSTEM**
- Force America 6100 control with armrest mount for I-Grip controller |  
- Road watch temperature display |  
- Force America add a fold valve assembly |  
- DA high pressure section for hook |  
- DA high pressure section for Jib |  
- Pressure reducing section |  
- DA plow lift section |  
- DA plow angle section |  
- Spreader manifold with spreader, spinner, and pre wet functions |  
- Hot shift PTO |  
- TXV92 PTO Mounted Pump (5.6 cubic inch load sense) |  
- Stainless steel valve enclosure mounted on frame |  
- Stainless steel oil tank mounted on frame |  
- Winter/Summer switch |  

**10' MONROE TORSION TRIP EDGE "J" STYLE REVERSIBLE POLY PLOW**
- 3/8" poly moldboard |  
- (10) 1/2" one-piece flame cut ribs |  
- 2" x 3" x 3/8" top angle - 4" x 4" x 3/4" bottom angle |  
- (6) adjustable 3/4" torsion trip spring assemblies for a two-section trip |  
- Joma 3 piece cutting edge |  
- 4" x 4" x 3/8" cross-tube support - 3-1/2" x 3-1/2" x 1/2" semi-circle |  
- (2) 3" x 10" double acting reverse cylinders with cushion valve |  
- Built-in Monroe level lift assembly |  
- Push frame to be 100% continuously welded |  
- Push frame powder coated black |  
- 42" cable markers for plow |  
- Snow wheels |  
- Mailbox cutout on right side of moldboard |  
- 10" rubber snow deflector |  

**TRUCK PORTION O/91 HITCH**
- QUICK LINK HITCH W/ FLAT FOLD LIFT ARM |  
- 4" x 10" double acting lift cylinder |  
- Universal side plates |  
- HELLA PLOW LIGHTS |  
- PLOW LIGHT BRACKETS |  

---

Quote Total: $102,423.00

Additional Options:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>ADD TO QUOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER SUPPLIED SPREADER OPTIONS</td>
<td>$10,912.00</td>
<td>Yes / No</td>
</tr>
<tr>
<td>- Skid with wheels installed onto customer owned V-box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Includes labor required to mount skid to customers V-box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Install two additional 75 gallon liquid tanks with bulk fill and crossovers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Add steps built into rear of the skid for V-box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Install new hoses on V-box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wash and scuff the exterior of the customers stainless steel V-box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Blast and paint the top grates of the customers V-box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- LED Stt, Backup lights, and LED amber flashers mounted in triple stainless steel boxes installed on customer owned spreader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Deliver the V-box and customers spinner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** NOTE IF A SWENSON SPREADER IS TO BE USED VERIFICATION ON TANK ADAPABILITY WILL NEED TO BE MADE ***

*** PRICE MAY CHANGE DUE TO MODIFICATIONS TO EXISTING SPREADER ***

*** DOES NOT INCLUDE ANY REPLACING OF COMPONENTS ON SWENSON SPREADER I.E. DRIVE COMPONENTS, BEARINGS ETC... ***

**VIBRATOR FOR V-BOX**
- $1,215.00 | Yes / No |

**CARSHIELD/BULKHEAD**
- STAINLESS STAND ALONE
- $2,177.00 | Yes / No |

* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
* Please note: if chassis is furnished, it is as a convenience and term are Net Due on Receipt of Chassis.
* State and Federal taxes will be added where applicable. Out-of-state municipal entities may be subject to Wisconsin sales tax.
* Restocking fees may be applicable for cancelled orders.
42400 Hwy 41 – Wadsworth, IL. - 60083

Date: 2-24-2017

To: City of Evanston
2100 Ridge Avenue
Evanston, IL 60201
Rickey Voss

REF: City of Evanston Rear Loader

Mr. Voss

JX Peterbilt is pleased to present a price quotation for (1) New 2018 Peterbilt Model 337 Cab and chassis and Loadmaster Elite 11 yd body with our servicing dealer partner R.N.O.W., Inc. with the enclosed specifications:

2018 Peterbilt Model 337 chassis:
with
Loadmaster Elite 11 Cubic Yard Body:
  • Elite 11 Cubic yard
  • Hot Shift PTO and Pump
  • Perkins Barrel Grabber Installed
  • Roof Tube Protectors Elite
  • LED Strobe System - (4) 4" Dia T/G Nova Electronics Model LEDWIC3 (front & rear)
  • Broom and Shovel Holders both sides
  • PTO Kill Switches both sides of hopper

Total Unit Price ........................................................................................................................................ $ 119,604.50
TITLE & PLATE FEES ................................................................................................................................... $ 105.00

TOTAL DUE .................................................................................................................................................. $119,709.50

Payment due on delivery

Rick Michalowski  |  Vocational Account Manager
JX Enterprises, Inc.
Cell 708-207-2354  |  Fax 708-460-8991
rmichalowski@jxe.com
www.JXE.com
### Vehicle Summary

<table>
<thead>
<tr>
<th>Unit</th>
<th>Chassis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model:</td>
<td>Model 337</td>
</tr>
<tr>
<td>Type:</td>
<td>Full Truck</td>
</tr>
<tr>
<td>Description:</td>
<td>Rear loader</td>
</tr>
</tbody>
</table>

**Application**

<table>
<thead>
<tr>
<th>Road Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A (Highway)</td>
</tr>
<tr>
<td>Class B (Hwy/Mtn)</td>
</tr>
<tr>
<td>Class C (Off-Hwy)</td>
</tr>
<tr>
<td>Class D (Off-Road)</td>
</tr>
</tbody>
</table>

**Body**

<table>
<thead>
<tr>
<th>Maximum Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wheelbase (in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>154</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overhang (in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>45.8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fr Axle to BOC (in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>69.8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cab to Axle (in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>84.2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cab to EOF (in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>130.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Comb. Length (in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>238</td>
</tr>
</tbody>
</table>

**Special Req.**

- United States Registry

**Restrictions**

<table>
<thead>
<tr>
<th>Length (ft):</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Width (in):</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Height (ft):</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.3</td>
</tr>
</tbody>
</table>

---

**Note:** All sales are F.O.B. designated plant of manufacture.

---

- Improve Operations - Preserve Capital for Growth - Stay Focused on Your Business

Contact PacLease for a quote today, or visit our website @ www.paclease.com.
<table>
<thead>
<tr>
<th>Data</th>
<th>Code</th>
<th>Description</th>
<th>$ List</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Model</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0003371  O</td>
<td>Model 337</td>
<td>90,109</td>
<td>10,070</td>
</tr>
<tr>
<td></td>
<td>0091180  O</td>
<td>Refuse, Scrap</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0093035  O</td>
<td>Refuse/On-Highway</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Truck or tractor which hauls refuse, recycled material, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes roll-on/roll-off container movement, as well as hauling</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>refuse from transfer stations to, but not into, landfills.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0095110  O</td>
<td>Rear Loader</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0098170  O</td>
<td>United States Registry</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Configuration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0200700  O</td>
<td>Not Applicable</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secondary Manufacturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0210260  O</td>
<td>Class 6 Chassis Weight Rating 26,000 lb GVWR</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hydraulic Brake Chassis requires 8,000/10,000 lb Front Axle and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>can not exceed 20,000 lb Rear Axle (Rear Axle will be derated to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>a maximum of 18,000 lb). Air Brake Chassis requires 10,000 lb</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Front Axle and can not exceed 21,000 lb Rear Axle. Contact your</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local State Agency regarding any special licensing requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>for Air Brake Chassis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frame &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0515030  S</td>
<td>10-5/8in Steel Rails to 285in</td>
<td>0</td>
<td>135</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10.625 x 3.45 x .313 Dimension, 1,776,000 RBM; Yield Strength: 120,000 psi, Section Modulus: 14.8 cubic inches, Weight: 1.44 lbs/inch pair</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0612210  S</td>
<td>154in Wheelbase</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0644090  S</td>
<td>EOF Square without Xnbr</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For use with body builder installed crossmember.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0651090  S</td>
<td>Omit Rear Mudflaps and Hangers</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Front Axle &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1011830  S</td>
<td>Dana Spicer E1002II 10,000 LB 3.5 in Drop</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>111180 S</td>
<td>Taper Leaf Springs, Shocks 10,000 lb</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1243040 S</td>
<td>Power Steering Sheppard HD94</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For use with 10,000 to 13,200 lb. axles ratings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1250180 O</td>
<td>Power Steering Reservoir Frame Mounted</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1353500 S</td>
<td>PHP10 Aluminum LMS Hubs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-1/4in bolt circle. Includes a supplier extended coverage up to 3 years / 350,000 miles for bearings &amp; seals.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1380240 O</td>
<td>Dana Spicer Wide Track IPO Std, Front Axle</td>
<td>35</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71in KPI IPO 69in for E1202, E1322, E1462, D2000F front axles.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For improved turning radius.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1380260 S</td>
<td>Bendix Air Cam Front Drum Brakes 16.5x5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For use with 10,000 lbs to 14,600 lbs steer axles. Includes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>automatic slack adjusters &amp; outboard mounted brake drums.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Rear Axle & Equipment

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value1</th>
<th>Value2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1513260 S</td>
<td>Dana Spicer P20060S 20,000 lb</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1616220 S</td>
<td>PHP10 Aluminum LMS Hubs 11-1/4&quot; bolt circle. Includes a supplier extended coverage up to 3 years / 350,000 miles for bearings &amp; seals.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1631310 S</td>
<td>Standard Stroke Parking Brakes Drive Axle(s). Not for use on U.S. or Canada Tractors, other than Car Carriers</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1671040 O</td>
<td>Diff Lock Rear-Rear Or Single Drive Axle (Air Rocker Switch occupies the space of one gauge)</td>
<td>982</td>
<td>24</td>
</tr>
<tr>
<td>1680440 O</td>
<td>Refuse Service Brakes, Steer And Drive Axles</td>
<td>252</td>
<td>0</td>
</tr>
<tr>
<td>1680500 S</td>
<td>SBM Valve Full trucks require a spring brake modulation (SBM) system for emergency braking application. This system requires an SBM valve and a relay valve with spring brakes on the rear axles. The SBM valve allows the foot valve to operate the rear axle spring brakes if a failure exists in the rear air system.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1680950 S</td>
<td>Stability System Not Selected or Not Available</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1681337 S</td>
<td>Single Drive Axle (Model 337)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1682430 S</td>
<td>Anti-Lock Braking System (ABS) 4S4M ABS-6. Includes air braking system.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1687020 O</td>
<td>Bendix Air Cam Rear Drum Brakes 16.5x8.6 Includes Automatic Slack Adjusters &amp; Outboard Mounted Brake Drums. Refer to TSB 11-57 for more information.</td>
<td>102</td>
<td>0</td>
</tr>
<tr>
<td>1705290 O</td>
<td>Ratio 5.29 Rear Axle</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1816140 S</td>
<td>Reyco 79KB Taper Leaf 21,000 lb</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1911280 O</td>
<td>Reyco Helper Springs 3,000 lbs</td>
<td>375</td>
<td>60</td>
</tr>
</tbody>
</table>

For use with Reyco 79KB suspension

### Engine & Equipment

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value1</th>
<th>Value2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2073212 O</td>
<td>PACCAR PX-7 250@2400 GOV@2600 660@1600 Efficiency (2017 Emissions) Includes alum flywheel housing, cruise control, and J1939 provisions (provides an interface point for the Electronic Service Analysis-ESA and other PACCAR approved diagnostic tools). Chevron Delo LE SAE 10W30 engine oil is specially formulated for new low emissions engines. Magnetic engine oil drain plug captures and holds any metal fragments in engine oil to extend service life. N21320 N205 120...Standard Maximum Speed Limit [LSL] N21330 N207 0...Expiration Distance N21340 P005 120...Hard Maximum Speed Limit N21350 P001 67...Maximum Accelerator Pedal Vehicle Speed N21370 P059 67...Maximum Cruise Speed N21400 N203 252...Reserve Speed Function Reset Distance N21410 N202 0...Maximum Cycle Distance N21420 N206 10...Maximum Active Distance N21430 N201 0...Reserve Speed Limit Offset N21440 P015 NO...Engine Protection Shutdown N21450 P026 NO...Gear Down Protection N21460 P046 1400.Max PTO Speed N21470 P062 NO...Cruise Control Auto Resume N21480 P068 NO...Auto Engine Brake in Cruise N21500 N209 0....Expiration Distance N21510 P520 YES...Enable Idle Shutdown Park Brake Set N21520 P030 5....Timer Setting N21530 P233 YES...Enable Impending Shutdown Warning N21540 P234 60...Timer For Impending Shutdown Warning N21550 P516 35...Engine Load Threshold N21570 P031 NO...Idle Shutdown Manual Overrule N21590 P230 YES...Enable Hot Ambient Automatic Override N21610 P172 40...Low Ambient Temperature Threshold N21620 P173 80...Intermediate Ambient Temperature Threshold N21630 P171 80...High Ambient Temperature Threshold</td>
<td>-3,379</td>
<td>-540</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Value1</td>
<td>Value2</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>2091310</td>
<td>Engine Idle Shutdown Timer Disabled</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2091315</td>
<td>Enable EIST Ambient Temp Overrule</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2091372</td>
<td>EFS EIST NA Expiration Miles</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2091640</td>
<td>Effective VSL Setting NA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2140150</td>
<td>Remote PTO And Throttle Provision</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>2140200</td>
<td>CARB Engine Idling Compliance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>PACCAR PX-7, PX-9 and MX, Cummins ISL, ISM and ISX diesel engines will</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>include the required factory installed serialized sticker on the drivers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>door to identify them as meeting the NOX idling standard.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2513060</td>
<td>PACCAR 160 Amp Alternator, Brushed</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2521090</td>
<td>Immersion Type Block Heater 110-120V</td>
<td>81</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Standard location is center left hand under cab and includes a weather-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>proof cover that protects the receptacle. This pre-heater keeps the coolant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>in the engine block from freezing when the engine is not running.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2522050</td>
<td>PACCAR 12V Starter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2538030</td>
<td>2 PACCAR Premium 12V Starting Batteries 2000 CCA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Threaded stud type terminal. Stranded copper battery cables are double</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>aught (00) or larger to reduce resistance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2539740</td>
<td>Kissing Battery Disconnect Switch</td>
<td>188</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mounted on battery box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2621030</td>
<td>On/Off Fan Clutch</td>
<td>37</td>
<td>0</td>
</tr>
<tr>
<td>2723210</td>
<td>18.7 CFM Air Compressor</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>NIA X15. Furnished on engine. Teflon lined stainless steel braided</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>compressor discharge line</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2922780</td>
<td>Spin-On Fuel Filter/Water Separator, 12V Heated</td>
<td>79</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Frame Mounted. In addition to the fuel filter supplied with the engine.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes fuel water separator on Models 330, 337, and 348.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3010400</td>
<td>Engine Protection Shutdown</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Includes oil pressure, oil temperature, coolant temperature, and intake</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>manifold temperature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3114270</td>
<td>High Efficiency Cooling System</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Cooling module is a combination of steel and aluminum components, with</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>aluminum connections to maximize performance and cooling capability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silicone radiator &amp; heater hoses enhance value, durability, &amp; reliability.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Constant tension band clamps reduce leaks. ClimaTech extended life</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>coolant extends maintenance intervals which reduces maintenance costs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anti-freeze effective to -30 degrees F helps protect the engine. Low</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>coolant level sensor warns of low coolant condition to prevent engine</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>damage. Radiator Size by Model: 587: 1330 sq in, 579/367 FEPTO 1325</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>sq in, 567/365/367: 1440 sq in, 384/386: 1301 sq in, 365 FEPTO: 1184 sq</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>in, 389/367 H: 1669 sq in, 348: 1000 sq in, 320: 1242 sq in.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3211120</td>
<td>Radial Seal, Dry Type Air Cleaner, Frontal</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Air intake. Molded rubber air intake connections with lined stainless steel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>clamps seal to prevent contaminants in air intake.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3365270</td>
<td>Exhaust Single RH Side Of Cab</td>
<td>256</td>
<td>29</td>
</tr>
<tr>
<td>3381770</td>
<td>Curved Tip Standpipe(s)</td>
<td>42</td>
<td>0</td>
</tr>
<tr>
<td>3387870</td>
<td>24in Ht, Sin Dia Chrome, Clear Coat Standpipe(s)</td>
<td>527</td>
<td>0</td>
</tr>
</tbody>
</table>

**Transmission & Equipment**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Value1</th>
<th>Value2</th>
</tr>
</thead>
<tbody>
<tr>
<td>4052110</td>
<td>Allison 3000 RDS-P Transmission, Gen 5</td>
<td>10,027</td>
<td>110</td>
</tr>
<tr>
<td></td>
<td>Rugged Duty Series. Includes Rear Transmission Support except on MX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>engines, TranSynd Automatic Transmission Fluid, and Water Oil Heat Exchange.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Also includes features that monitor the transmission fluid, filter and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>clutch condition. Will display percent life remaining for the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>transmission fluid, filter and clutches on the shift selector. This</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>information may be displayed using the Mode and Up and Down buttons.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A wrench icon will also be included to indicate when the transmission</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>fluid, filter or clutches need servicing. (Suitied for vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>operating on/off highway and/or requiring PTO operation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Forward Ratios: 1st-3.49, 2nd-1.86, 3rd-1.41, 4th-1.00, 5th-0.75,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6th-0.85 / Reverse Ratios: DR-(5.03)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4210080</td>
<td>1710 HD Driveline, 1 Midship Bearing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4250720</td>
<td>Allison FuelSense Not Desired</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4252170</td>
<td>Auto Neutral Activates With Parking Brake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4256640</td>
<td>Allison 6-Speed Configuration, Close Ratio Gears 3000 Series Transmissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4256870</td>
<td>Allison Output Function S Neutral Indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4256920</td>
<td>Dash Mounted Push Button Shifter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4256990</td>
<td>Rolling Direction Change Shift Inhibit Feature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Air & Trailer Equipment

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>4510320</td>
<td>Bendix AD-IS Air Dryer W/Heater And Coalescing Filter</td>
</tr>
<tr>
<td>4520420</td>
<td>Pull Cords All Air Tanks</td>
</tr>
<tr>
<td>4540420</td>
<td>Nylon Chassis Hose</td>
</tr>
<tr>
<td>4543320</td>
<td>Steel Painted Air Tanks</td>
</tr>
<tr>
<td>4543430</td>
<td>Clear Outside Frame of All Air System Components LH BOC</td>
</tr>
<tr>
<td>4543440</td>
<td>Clear Outside Frame of All Air System Components RH BOC</td>
</tr>
<tr>
<td>4611930</td>
<td>Body Connections 5ft BOC</td>
</tr>
</tbody>
</table>

Tires & Wheels

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5068960</td>
<td>FF: BR 16ply 255/70R22.5 R250ED</td>
</tr>
<tr>
<td>5166250</td>
<td>RR: BR 16ply 255/70R22.5 M726</td>
</tr>
<tr>
<td>5190004</td>
<td>Code-rear Tire Qty 04</td>
</tr>
<tr>
<td>5210610</td>
<td>FF: Accur Sgt Armor 50344PK 22.5X8.25</td>
</tr>
<tr>
<td>5310610</td>
<td>RR: Accur Steel Armor 50344PK 22.5X8.25</td>
</tr>
<tr>
<td>5390004</td>
<td>Code-rear Rim Qty 04</td>
</tr>
</tbody>
</table>

Fuel Tanks
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>5554040</td>
<td>26in Aluminum 50 Gallon Fuel Tank LH U/C</td>
<td>200</td>
<td>-119</td>
</tr>
<tr>
<td></td>
<td>Includes steps for cab access. Paddle handle filler cap with threadless filler neck. Top draw fuel plumbing reduces chance of introducing air into the fuel system during low fuel level conditions due to the central placement of fuel pickup tube. Wire braid fuel lines increase durability &amp; reduce potential for leaks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5602050</td>
<td>Location LH U/C 50 Gallon</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5652900</td>
<td>DEF Tank Mounted LH Under Cab</td>
<td>76</td>
<td>0</td>
</tr>
<tr>
<td>5652990</td>
<td>Standard DEF To Fuel Ratio 2:1 Or Greater</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5655019</td>
<td>DEF Tank Small</td>
<td>-84</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Battery Box &amp; Bumper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010780</td>
<td>Aluminum Space Saver Battery Box RH BOC</td>
<td>167</td>
<td>-84</td>
</tr>
<tr>
<td></td>
<td>Battery Access From Side</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6040550</td>
<td>Aftertreatment RH U/C Alum Non-Slip Cab Entry</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Step, DPF/SCR for diesel engines, catalyst for natural gas engines. On Models 579 specifying chassis fairings, the box will be aerodynamic.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6121180</td>
<td>Steel Styled Aero Bumper Painted Cab Color</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Two Tow Pins</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cab &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6510110</td>
<td>Alum Cab 108in BBC Metton Hood w/Bright Crown</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Includes view window RH door and convex mirror over RH door.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6540120</td>
<td>Severe Service Cab Package #1</td>
<td>119</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>Includes Aluminum side skins, aluminum rear skin, steel windshield mask, steel firewall, and steel front floor sheet on all cabs, and additional reinforcement structure on the back wall of the day cab.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6540160</td>
<td>Thermal Insulation Package in Cab</td>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Includes thick, closed-cell foam in floor, special mylar-faced foam in walls and roof structure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6911700</td>
<td>Peterbilt UltraRide Driver Seat</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6923160</td>
<td>(2) Person Passanger Seat</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6930800</td>
<td>Black Seat Color ipo Standard Color</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6939400</td>
<td>Air Ride Driver</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6939420</td>
<td>High Back Driver</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6939470</td>
<td>Vinyl Driver</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6939510</td>
<td>Non-Air Ride Passenger</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6939640</td>
<td>Low Back Passenger</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6939570</td>
<td>Vinyl Passenger</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7000015</td>
<td>Adjustable Steering Column - Tilt Only</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7001620</td>
<td>Steering Wheel with Peterbilt Logo</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Steering Wheel with embossed Peterbilt logo over horn button.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7036120</td>
<td>Interior Grey/Black</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Includes rugged charcoal instrument panels, glare-resistant gray dash, black bezels on gauges, (2) power ports, monochromatic molded door pads with durable in-mold color, gray molded back wall, 18 inch 4-spoke soft-touch steering wheel, soft-touch steering column cover, power lift passenger window, extruded rubber floor covering, header-mounted dome light, foot well lighting, integrated &quot;dead pedal&quot;, (4) inside entry grab handles, (2) inside sunvisors, (2) coat hooks, (2) cup holders and map bin in dash.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7210430</td>
<td>Extended Rear Window ipo Std Window-Day Cab</td>
<td>68</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>The extended rear window protrudes two inches more than the standard conventional rear cab window. Take this into consideration when determining your loadspace.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7210540</td>
<td>Day Cab Rear Window</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7230060</td>
<td>One Piece Curved Windshield</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7322010</td>
<td>Combo Fresh Air Heater/Air Condition</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Price</td>
<td>Quantity</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------------------------------------------------</td>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>7330700 O</td>
<td>Peterbilt Comfort Control - Cab</td>
<td>21</td>
<td>6</td>
</tr>
<tr>
<td>7511010 O</td>
<td>Stainless Steel Mirrors 7x16 with Heat Element</td>
<td>70</td>
<td>2</td>
</tr>
<tr>
<td>7560850 O</td>
<td>(2) Convex 8 Inch SS Mirror</td>
<td>209</td>
<td>4</td>
</tr>
<tr>
<td>7564110 O</td>
<td>Power Package</td>
<td>313</td>
<td>0</td>
</tr>
<tr>
<td>7610250 S</td>
<td>Air Horn None Furnished</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7725710 O</td>
<td>Standard Speaker Package For Cab (2) Speakers</td>
<td>117</td>
<td>4</td>
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<tr>
<td>7725715 O</td>
<td>ConcertClass Without CD, Includes BT Phone and Audio, AM/FM, WB, USB and MP3</td>
<td>323</td>
<td>10</td>
</tr>
<tr>
<td>7748140 O</td>
<td>CB Terminals/Wiring Mtd Under Header</td>
<td>33</td>
<td>0</td>
</tr>
<tr>
<td>7788140 O</td>
<td>Radio Antenna Mounted on LH Mirror Bracket</td>
<td>32</td>
<td>0</td>
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<tr>
<td>7850210 O</td>
<td>Plug-In Auto Reset Circuit Breaker</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>7851480 S</td>
<td>Peterbilt Electric Windshield Wipers With Intermittent Feature</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7851780 O</td>
<td>CabMate Cab Air Suspension</td>
<td>766</td>
<td>15</td>
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<tr>
<td>7900090 O</td>
<td>Triangle Reflector Kit Shipped Loose</td>
<td>17</td>
<td>13</td>
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<tr>
<td>7900270 O</td>
<td>5 lb 3A:40BC Fire Extinguisher Cab Mounted</td>
<td>85</td>
<td>8</td>
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<tr>
<td>7901130 O</td>
<td>Backup Alarm (107dB)</td>
<td>56</td>
<td>3</td>
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<tr>
<td>8011400 O</td>
<td>Main Transmission Oil Temperature Gauge</td>
<td>12</td>
<td>0</td>
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<tr>
<td>8021380 S</td>
<td>Air Restriction Indicator</td>
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<td>0</td>
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<tr>
<td>8071340 O</td>
<td>Bright Bezel Gauges</td>
<td>90</td>
<td>0</td>
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<tr>
<td>8071870 S</td>
<td>Main Instrumentation Panel, Graphics Display</td>
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<tr>
<td>8072560 O</td>
<td>(1) Additional Dash Switch With Wiring</td>
<td>46</td>
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<tr>
<td>8111110 S</td>
<td>Headlights Composite Fender Mounted</td>
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<td>0</td>
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<tr>
<td>8120980 S</td>
<td>(5) Marker Lights, Aero LED</td>
<td>0</td>
<td>0</td>
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<tr>
<td>8134070 O</td>
<td>(2) Addi Dome/Reading Lights, Ceiling Mounted</td>
<td>42</td>
<td>0</td>
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<tr>
<td>Paint</td>
<td>Standard Paint Color Selection</td>
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<td>0</td>
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<tr>
<td>8500710 O</td>
<td>(1) Color Axalta Two Stage - Cab/Hood</td>
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<td>0</td>
</tr>
<tr>
<td>8530770 S</td>
<td>Base Coat/Clear Coat</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>N85020 A - L0006EY WHITE</td>
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109 of 677
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<thead>
<tr>
<th>Part Number</th>
<th>Description</th>
<th>Color 1</th>
<th>Color 2</th>
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<tr>
<td>N85400</td>
<td>HOOD TOP</td>
<td>L0006EY</td>
<td>WHITE</td>
</tr>
<tr>
<td>N85500</td>
<td>CAB ROOF</td>
<td>L0006EY</td>
<td>WHITE</td>
</tr>
<tr>
<td>N85200</td>
<td>FRAME</td>
<td>N0001EA</td>
<td>BLACK</td>
</tr>
<tr>
<td>N85700</td>
<td>BUMPER</td>
<td>L0006EY</td>
<td>WHITE</td>
</tr>
<tr>
<td>N85300</td>
<td>FENDER</td>
<td>L0006EY</td>
<td>WHITE</td>
</tr>
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</table>

**Miscellaneous**

<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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<tr>
<td>N85200</td>
<td>2017 EPA Emissions Engine</td>
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<td></td>
<td>Warranty Only</td>
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<tr>
<td>N859960</td>
<td>Presentation Created Using Featured Spec For Model</td>
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</table>

Total Adjusted Price (W/O Freight & Warranty & Surcharges): $104,226
Freight Charge: $2,200
Options Not Subject to Discount: $0
Surcharges Not subject to Discount: $0
Total Weight: 9779

Prices and Specifications Subject to Change Without Notice.

Unpublished options may require review/approval.

Dimensional and performance data for unpublished options may vary from that displayed in PROSPECTOR.

Printed: 2/23/2017 9:53:56 AM
Effective Date: Jan 1, 2017
Prepared by: Rick M Michalowski

Complete

Model Number: Model 337
Quote/DTPO/CO: Q44212301
Version Number: 34.11
Presents a Proposal Summary

of the

Envirosight Rover X Inspection System Build-Out
and WinCan VX Pipeline Assessment Software

for
City of Evanston
555 Lincoln St.
Evanston, IL 60208

Andrew McCarthy
Tel: (312)504-8139
VEHICLE BUILD-OUT DESCRIPTION

2017 Fleet/Non-Retail Ford E-Series Cutaway E-450 DRW 158" WB E4F with MEPS and Supreme 14’ Aluminum Body

EXTERIOR

- rear barn doors with latches/locks
- custom Envirosight mud flaps
- tie-off clamp on rear bumper
- hitch

OPERATOR STUDIO

- solid bulkhead wall with fixed smoked-glass window and
- pass-through door with aluminum kick plate
- Formica desk with outlets above and below
- cork board wall above desk surface
- storage cabinet
- L-bench seat with cushion
- overhead LED lighting
- high-back operator chair
- carpeted walls and ceiling
- safety light switches in truck cab
- rack cabinet (for computer/DVD-RW)
- black-treaded rubber floor
- wall file
- video distribution booster
- 13,500 BTU roof air conditioner with 5600 BTU heat strip controlled via digital thermostat
- 2-drawer file cabinet with Formica top

EQUIPMENT BAY

- stainless steel work surfaces
- built-in heavy-duty storage/tool box
- slide-out crawler drawer under reel
- rear-facing 19” Tru-Vu monitor
- full-height storage cabinet behind crawler drawer
- wash-down system (on-demand pump, lighted switch, 18-gallon tank with exterior fill, 25’ retractable hose reel)
- ceiling-mounted LED lights
- plywood ceiling/walls covered with gray FRP
- aluminum storage shelf and caddy with trash can
- wheel drawer
- rubber glove dispenser
- tool package (manhole hook, pick, sledge hammer and shovel, all mounted on aluminum brackets)

POWER

- shore power cord with 120V power adapter
- breaker box
- auto-transfer switch
- 12V fuse block
- hour meter
- 6.3 kW MEPS RoadPower source
MISCELLANEOUS

- hand sanitizer
- waterless hand cleaner
- paper towels
- rubber gloves
- first-aid kit
- fire extinguisher
- Rain-X
- Simple Green
- dry-erase board
- traffic cones
- rubber counter mat
- remote mount
- lanyard
- backup alarm

ADDITIONAL OPTIONS

SAFETY

- back-up camera
- additional LED strobe
- additional LED arrow board
- LED strobes in all four (4) corners

AUDIO/VISUAL

- color printer
- 4-way split screen monitor
- under-desk keyboard tray
- 19" Tru-Vu sunlight-viewable monitor

ILLUMINATION

- 110V swing-out light
- cabinet light (with actuators in operator and equipment areas)

UTILITY

- Western Mule confined space bumper crane
- pocket door
- air compressor (6 gal, 150psi)
- 12V receptacle
- 4.5" bench vise
- magnetic tool holders over workbench

CHASSIS

- insulation
- front bumper cone storage

STORAGE

- Quickview storage
- Verisight Pro storage
COMFORT

- doggie door
ENVIROSIGHT EQUIPMENT DESCRIPTION

PROFESSIONAL ROVER X TRUCK SYSTEM

- DCX5000 desk-mount controller with CCU and us –Connector PC-VC
- RCX90 camera
- RX130 crawler with back-eye camera, inclination, sonde, clutch
- RAX300 cable reel with wireless remote and 300 meters of orange gore cable
- Additional accessories include:
  - Emergency stop for cable reel
  - Mounting frame for reel
  - Pressurization kit
- Quick-change wheel system
  - 6 hubs
  - 6 small rubber wheels
  - 4 medium rubber wheels
  - 4 large rubber wheels
  - 2 climber wheels

ADDITIONAL COMPONENTS

RED200 ELEVATOR

- Inspect 12" – 36" pipe
- Motor driven
- Works with RCX90 camera
- Additional light connection

RAI200 AUX LIGHT

- Illuminate 8" – 36" pipe
- Integrated back-eye camera
- 6 high power LEDs

RX400 CRAWLER

- Steerable 4-wheel drive with high ground clearance
- Electric shift gearbox
- Electric clutch
- Location transmitter
- Four LED lamps
- Integrated back-eye camera
- Automatic elevator

QUICKVIEW AIR HD

- 2.38 megapixel camera with 360x zoom and adjustable 4 LED reflective pairs
- Temperature, pressure, and inclination sensors
- IEEE 802.11 b/g/n Wi-Fi standard
- 2 lithium ion 3.4 A-hr batteries with 120V charger
- 16' pole with a 6.5' extension adaptor
- Detachable hands-free support
- Includes Android, iOS, or Windows App
VERISIGHT PRO 200'

- standard Package with 200' cable
- self-leveling camera
- digital zoom
- tri-frequency sonde
- battery powered control unit with viewing, control
- text generation
- recording and digital output
- accessories case with USB memory stick, 3 skids, and tooling.

ADDITIONAL WHEELS

All wheels are compatible with the Quick-change wheel system.

- XL rubber wheels (4)
- small grease wheels (6)
- medium grease wheels (4)
- large grease wheels (4)
- small carbide/grit wheels (6)
- medium carbide/grit wheels (4)
- large carbide/grit wheels (4)

ACCESSORIES

- tiger tail
- top manhole roller
- pressurization kit

WinCan VX Packages

- WinCan VX Expert Upgrade License for Truck
  - Section/Lateral/Manhole
  - Basic Reporting
  - Report Generator
  - Data Viewer
  - 3D
  - All languages & Standards
  - Map Expert/ArcGIS
  - Photo Assistant
  - Drawing function
  - Meta DB
  - Data Transfer Tool
  - SQL & Oracle database option
  - Multiple Inspection
  - Grading
  - Software Encoding
  - MPEG 1/2/4 Recording
  - NASSCO Validator
  - Text Generator
  - Inclination
- Local deformation & Crack width with laser
- Work Order Management
- Statistics and GIS Queries.

- WinCan VX Expert License for Office
  - Section/Lateral/Manhole
  - Basic Reporting
  - Report Generator
  - Data Viewer
  - 3D
  - All languages & Standards
  - Map Expert/ArcGIS
  - Photo Assistant
  - Drawing function
  - Meta DB
  - Data Transfer Tool
  - SQL & Oracle database option
  - Multiple Inspection
  - Grading
  - Software Encoding
  - MPEG 1/2/4 Recording
  - NASSCO Validator
  - Text Generator
  - Inclination
  - Local deformation & Crack width with laser
  - Work Order Management
  - Statistics and GIS Queries.

- Rackmount Computer with 512 GB Solid State Hard Drive
- Aver Media Card
- Two Days On-Site Installation and Training
- Expert Silver Annual Infinity Support Plan
  - Unlimited Phone, Email, and Remote Internet Technical Support
  - Unlimited Maintenance Upgrades and Version Upgrades to WinCan VX
  - 5 Hours per year of Web Ex Training
  - Same Day Support and Service

NJPA Factory Total: $330,493.65

NJPA Contract Number: 022014-EVS

Additional Requested Equipment

- RX130 Crawler add $16,816.80 to NJPA factory total
- RCX90 Camera ass $23,951.20 to NJPA factory total

Price valid for 30 Days from date of 3/27/2017
Payment Terms:

Proposal Notes:

1. Multiple unit orders will be identical to signed proposal. Changes or deviations to any unit of a multiple unit order will require a new signed proposal.
2. Chassis specifications and data codes for customer supplied chassis must be submitted to and approved by Envirosight prior to submittal of customer purchase order.
3. 1 year manufacturer defect warranty
4. All prices quoted are in US Dollars unless otherwise noted.

SIGNED BY:

_____________________________  Date: ___________________
Currie Motors Frankfort Inc
9423 W Lincoln Hwy, Frankfort, Illinois, 604231388
Office: 708-479-1100

Customer Proposal

Prepared for:
CITY OF EVANSTON

Prepared by:
THOMAS SULLIVAN
Office: 708-479-1100

Date: 05/16/2017
Vehicle: 2017 F-250 XL
  4x4 SD Super Cab 8' box 164" WB SRW
Quote ID: evf250
## Pricing - Single Vehicle

**Vehicle Pricing**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Base Vehicle Price</td>
<td>$37,875.00</td>
</tr>
<tr>
<td>Options &amp; Colors</td>
<td>$4,225.00</td>
</tr>
<tr>
<td>Upfitting</td>
<td>$14,815.00</td>
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<tr>
<td>Destination Charge</td>
<td>$1,295.00</td>
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**Discount Adjustments**

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<tr>
<th>Item</th>
<th>Adjustment</th>
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<tbody>
<tr>
<td>Discount</td>
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**Total**

<p>| | |</p>
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<tbody>
<tr>
<td></td>
<td>$44,594.00</td>
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---

Customer Signature

Acceptance Date
Major Equipment
(Based on selected options, shown at right)
6.2L V-8 SOHC w/SMPI 385hp
TorqShift-G 6 speed automatic w/OD
* 4-wheel ABS
* Traction control
* Battery with run down protection
* Advance Trac w/Roll Stability Control
* Tinted glass

* Bluetooth wireless streaming
* Dual power remote heated mirrors
* 17 x 7.5 steel wheels
* Driver and front passenger seat mounted side airbags
* Tachometer
* Underseat ducts
* 60-40 folding rear split-bench
* Class V hitch
* Rear axle capacity: 6200 lbs.
* Rear spring rating: 6340 lbs.
* Frame Yield Strength: 500000 psi

Exterior: Oxford White
Interior: Medium Earth Gray

* Brake assistance
* LT 245/75R17 E BSW AS S-rated tires
* Firm suspension
* Air conditioning
* Radio grade AM/FM stereo with seek-scan, single in-dash CD player, MP3 decoder, auxiliary audio input, external memory control
* Daytime running
* Variable intermittent wipers
* Dual front airbags/Passenger cancel
* SecuriLock immobilizer
* Message Center
* Reclining front bucket seats
* Audio control on steering wheel
* Front axle capacity: 6000 lbs.
* Front spring rating: 4800 lbs.
* Frame section modulus: 10.7 cu.in.
* Cab to axle: 56.1"

Fuel Economy
City: N/A
Hwy: N/A

Selected Options
MSRP
STANDARD VEHICLE PRICE $37,875.00
Order Code 600A N/C
164" Wheelbase STD
Monotone Paint Application STD
50-State Emissions System STD
Extra Extra Heavy-Duty Alternator (240 Amp) $85.00
Oxford White N/C
Cloth 40/Mini-Console/40 Front Seat $515.00
4x4 Electronic-Shift-On-The-Fly (ESOF) $185.00
LED Roof Clearance Lights $95.00
Tailgate Step & Handle $375.00
XL Value Package $720.00
Power Equipment Group $915.00
Front Splash Guards/Mud Flaps (Pre-Installed) $130.00
Rear Splash Guards/Mud Flaps (Pre-Installed) N/C
Exterior Backup Alarm (Pre-Installed) $140.00
Amber LED Warning Strobes (Pre-Installed) $655.00
SYNC Communications & Entertainment System $365.00
Daytime Running Lamps (DRL) (LPO) $45.00
Medium Earth Gray N/C
Engine: 6.2L 2-Valve SCHR EFI NA V8 Flex-Fuel Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: CITY OF EVANSTON
By: THOMAS SULLIVAN Date: 05/16/2017
### Transmission:
TorqShift-G 6-Spd Auto w/SelectShift Included

### Axle Ratio:
3.73 Included

### GVWR:
10,000 lb Payload Package Included

### Tires:
LT245/75R17E BSW A/S (4) Included

### Wheels:
17" Argent Painted Steel Included

### Center-Stack Screen:
4.2" Included

### Radio:
AM/FM Stereo/Single-CD/MP3 Player Included

### Chrome Hub Covers & Center Ornaments:
Bright Included

### Bumpers:
Chrome Front Bumper Included
Chrome Rear Step Bumper Included

### Steering Wheel:
Steering Wheel-Mounted Cruise Control Included

### Controls:
Accessory Delay Included

### Mirrors:
Trailer Tow Mirrors w/Power Heated Glass Included

### Security:
Perimeter Alarm Included
Power Locks Included
Power Tailgate Lock Included
Power Front & Rear Seat Windows Included
Remote Keyless Entry Included

### Subtotal:
$42,100.00

### Destination Charge:
$1,295.00
| TOTAL | $43,395.00 |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer’s computer system. See salesperson for the most current information.

Prepared for: CITY OF EVANSTON  
By: THOMAS SULLIVAN  
Date: 05/16/2017
## Selected Options

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<thead>
<tr>
<th>Code</th>
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### Packages

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<tbody>
<tr>
<td>600A</td>
<td>Order Code 600A</td>
<td>N/C</td>
</tr>
</tbody>
</table>

Includes:
- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
- Transmission: TorqShift-G 6-Spd Auto w/SelectShift
- 3.73 Axle Ratio
- GVWR: 10,000 lb Payload Package
- Tires: LT245/75R17 E BSW A/S (4)
- Wheels: 17" Argent Painted Steel
- Includes painted hub covers/center ornaments.
- HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar.
- Radio: AM/FM Stereo Includes digital clock and 6-speakers.

### Powertrain

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>996</td>
<td>Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel</td>
<td>Included</td>
</tr>
<tr>
<td>44S</td>
<td>Transmission: TorqShift-G 6-Spd Auto w/SelectShift</td>
<td>Included</td>
</tr>
<tr>
<td>X37</td>
<td>3.73 Axle Ratio</td>
<td>Included</td>
</tr>
<tr>
<td>STDGV</td>
<td>GVWR: 10,000 lb Payload Package</td>
<td>Included</td>
</tr>
</tbody>
</table>

### Wheels & Tires

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>TD8</td>
<td>Tires: LT245/75R17 E BSW A/S (4)</td>
<td>Included</td>
</tr>
<tr>
<td>64A</td>
<td>Wheels: 17&quot; Argent Painted Steel</td>
<td>Included</td>
</tr>
</tbody>
</table>

### Seats & Seat Trim

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Cloth 40/Mini-Console/40 Front Seat Includes driver's side manual lumbar</td>
<td>$515.00</td>
</tr>
</tbody>
</table>

### Other Options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>164WB</td>
<td>164&quot; Wheelbase</td>
<td>STD</td>
</tr>
</tbody>
</table>
| 96V  | XL Value Package Includes:
- 4.2" Center-Stack Screen
- Radio: AM/FM Stereo/Single-CD/MP3 Player
- Includes 6 speakers.
- Bright Chrome Hub Covers & Center Ornaments
- Chrome Front Bumper
- Chrome Rear Step Bumper
- Steering Wheel-Mounted Cruise Control | $720.00 |

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing; availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for CITY OF EVANSTON
By: THOMAS SULLIVAN Date: 05/16/2017
### Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>90L</td>
<td><strong>Power Equipment Group</strong>&lt;br&gt;Deletes passenger-side lock cylinder. Includes upgraded door trim panel.&lt;br&gt;Includes:&lt;br&gt;- Accessory Delay&lt;br&gt;- Trailer Tow Mirrors w/Power Heated Glass&lt;br&gt;Includes manual telescoping, heated convex spotter mirror and integrated clearance/turn signals.&lt;br&gt;- Perimeter Alarm&lt;br&gt;- Power Locks&lt;br&gt;- Power Tailgate Lock&lt;br&gt;- Power Front &amp; Rear Seat Windows.&lt;br&gt;Includes 1-touch up/down driver/passenger window.&lt;br&gt;- Remote Keyless Entry</td>
<td>$915.00</td>
</tr>
<tr>
<td>213</td>
<td><strong>4x4 Electronic-Shift-On-The-Fly (ESOF)</strong>&lt;br&gt;Includes manual-locking hubs and auto rotary control on instrument panel.</td>
<td>$185.00</td>
</tr>
<tr>
<td>67E</td>
<td><strong>Extra Extra Heavy-Duty Alternator</strong>&lt;br&gt;(240 Amp)</td>
<td>$85.00</td>
</tr>
<tr>
<td>592</td>
<td><strong>LED Roof Clearance Lights</strong></td>
<td>$95.00</td>
</tr>
<tr>
<td>85G</td>
<td><strong>Tailgate Step &amp; Handle</strong></td>
<td>$375.00</td>
</tr>
<tr>
<td>PAINT</td>
<td><strong>Monotone Paint Application</strong></td>
<td>STD</td>
</tr>
<tr>
<td>585_</td>
<td><strong>Radio: AM/FM Stereo/Single-CD/MP3 Player</strong>&lt;br&gt;Includes 6 speakers.</td>
<td>Included</td>
</tr>
<tr>
<td>91M</td>
<td><strong>SYNC Communications &amp; Entertainment System</strong>&lt;br&gt;Includes enhanced voice recognition, 911 Assist, 4.2&quot; LCD screen in center stack, AppLink, 1 smart-charging USB port and steering wheel audio controls.</td>
<td>$365.00</td>
</tr>
<tr>
<td>91S</td>
<td><strong>Amber LED Warning Strobes (Pre-Installed)</strong>&lt;br&gt;Custom accessory. Includes center high-mounted stop light bar and 2 hood mounted lights.</td>
<td>$655.00</td>
</tr>
<tr>
<td>61S</td>
<td><strong>Front Splash Guards/Mud Flaps (Pre-Installed)</strong>&lt;br&gt;Custom accessory.</td>
<td>$130.00</td>
</tr>
<tr>
<td>62S</td>
<td><strong>Rear Splash Guards/Mud Flaps (Pre-Installed)</strong>&lt;br&gt;Custom accessory.</td>
<td>N/C</td>
</tr>
<tr>
<td>76C</td>
<td><strong>Exterior Backup Alarm (Pre-Installed)</strong>&lt;br&gt;Custom accessory.</td>
<td>$140.00</td>
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</tbody>
</table>

### Fleet Options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>525_</td>
<td><strong>Steering Wheel-Mounted Cruise Control</strong></td>
<td>Included</td>
</tr>
<tr>
<td>942</td>
<td><strong>Daytime Running Lamps (DRL) (LPO)</strong></td>
<td>$45.00</td>
</tr>
</tbody>
</table>

**REQUIRES Valid FIN Code.**

The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL). Includes on/off cluster controllable.

---

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Prepared for: CITY OF EVANSTON  
By: THOMAS SULLIVAN  
Date: 05/16/2017
Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>425</td>
<td>50-State Emissions System</td>
<td>STD</td>
</tr>
<tr>
<td>4S_02</td>
<td>Medium Earth Gray</td>
<td>N/C</td>
</tr>
<tr>
<td>Z1_01</td>
<td>Oxford White</td>
<td>N/C</td>
</tr>
<tr>
<td>R-001</td>
<td>Rust Proofing and Sound Shield</td>
<td>$395.00</td>
</tr>
<tr>
<td>MTWP-01</td>
<td>Regional Quote</td>
<td>$14,420.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL**  
$56,915.00

**Destination Charge**  
$1,295.00

**TOTAL**  
$58,210.00

*Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.*

Prepared for: CITY OF EVANSTON  
By: THOMAS SULLIVAN  
Date: 05/16/2017
## Warranty - Standard Equipment & Specs

<table>
<thead>
<tr>
<th>Warranty</th>
<th>Distance</th>
<th>Months</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>36000 miles</td>
<td>Months</td>
<td>36 months</td>
</tr>
<tr>
<td>Powertrain</td>
<td>60000 miles</td>
<td>Months</td>
<td>60 months</td>
</tr>
<tr>
<td>Corrosion Perforation</td>
<td>Unlimited miles</td>
<td>Months</td>
<td>60 months</td>
</tr>
<tr>
<td>Roadside Assistance</td>
<td>60000 miles</td>
<td>Months</td>
<td>60 months</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>UNIT #</td>
<td>VEHICLE DESCRIPTION</td>
<td>PURCHASE PRICE</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------</td>
<td>----------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PWA: Environmental Services</td>
<td>712</td>
<td>Recycling Packer Truck</td>
<td>$254,836.00</td>
</tr>
<tr>
<td>PWA: Environmental Services</td>
<td>704</td>
<td>Recycling Packer Truck</td>
<td>$254,836.00</td>
</tr>
<tr>
<td>Fire</td>
<td>317</td>
<td>Repurposed Ambulance for Underwater Rescue</td>
<td>$19,985.00</td>
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<tr>
<td>Police Admin</td>
<td>2</td>
<td>Ford Interceptor SUV</td>
<td>$27,693.00</td>
</tr>
<tr>
<td>Police School Resource</td>
<td>36</td>
<td>Ford Interceptor SUV</td>
<td>$27,654.00</td>
</tr>
<tr>
<td>Police Patrol</td>
<td>40</td>
<td>Ford Interceptor SUV</td>
<td>$27,654.00</td>
</tr>
<tr>
<td>Police Patrol</td>
<td>44</td>
<td>Ford Interceptor SUV</td>
<td>$27,654.00</td>
</tr>
<tr>
<td>Police Patrol</td>
<td>63</td>
<td>Ford Interceptor SUV</td>
<td>$27,654.00</td>
</tr>
<tr>
<td>Police Traffic Management</td>
<td>M1</td>
<td>Harley Davidson FLHP</td>
<td>$15,468.00</td>
</tr>
<tr>
<td>Police Traffic Management</td>
<td>M2</td>
<td>Harley Davidson FLHP</td>
<td>$15,468.00</td>
</tr>
<tr>
<td>Police Traffic Management</td>
<td>M3</td>
<td>Harley Davidson FLHP</td>
<td>$15,468.00</td>
</tr>
<tr>
<td>Police Traffic Management</td>
<td>M4</td>
<td>Harley Davidson FLHP</td>
<td>$15,468.00</td>
</tr>
<tr>
<td>Police Traffic Management</td>
<td>M5</td>
<td>Harley Davidson FLHP</td>
<td>$15,468.00</td>
</tr>
<tr>
<td>Police Traffic Management</td>
<td>M6</td>
<td>Harley Davidson FLHP</td>
<td>$15,468.00</td>
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<tr>
<td>Police Traffic Management</td>
<td>M7</td>
<td>Harley Davidson FLHP</td>
<td>$15,468.00</td>
</tr>
<tr>
<td>Parks, Recreation &amp; Community Services</td>
<td>433</td>
<td>Brunswick 21' Zodiac Model 210GDA</td>
<td>$95,404.00</td>
</tr>
<tr>
<td>Parks, Recreation &amp; Community Services</td>
<td>436</td>
<td>Brunswick 17' Whaler Model 170GDA</td>
<td>$37,293.00</td>
</tr>
<tr>
<td>PWA: Operations/Maintenance</td>
<td>170</td>
<td>Ford F550 w/ stake body</td>
<td>$68,269.00</td>
</tr>
<tr>
<td>PWA: Environmental Services</td>
<td>583</td>
<td>Peterbuilt Model 348 w/ log lifter</td>
<td>$214,220.00</td>
</tr>
<tr>
<td>PWA: Environmental Services</td>
<td>584</td>
<td>Peterbuilt Model 348 w/ hook lift</td>
<td>$212,558.00</td>
</tr>
<tr>
<td>PWA: Environmental Services</td>
<td>717</td>
<td>Peterbuilt Model 337 w/ 11 yard waste body</td>
<td>$119,709.50</td>
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<tr>
<td>PWA: Operations/Maintenance</td>
<td>910</td>
<td>Ford E450 w/ cameras</td>
<td>$330,493.65</td>
</tr>
<tr>
<td>PWA: Operations/Maintenance</td>
<td>932</td>
<td>Ford F250 w/ air compressor</td>
<td>$58,210.00</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----</td>
<td>----------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>FY2017 TOTAL EXPENDITURE to DATE</td>
<td></td>
<td></td>
<td><strong>$1,912,399.15</strong></td>
</tr>
<tr>
<td><strong>ANTICIPATED EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWA: Operations/Maintenance</td>
<td>Not assigned</td>
<td>Wacker/Neuson Wheeled Excavator</td>
<td>$101,620.00</td>
</tr>
<tr>
<td>PWA: Operations/Maintenance</td>
<td>Not assigned</td>
<td>Trackless Series MT7 Municipal Tracker</td>
<td>$156,193.25</td>
</tr>
<tr>
<td>Police Patrol</td>
<td>59</td>
<td>Ford Interceptor SUV</td>
<td>$27,654.00</td>
</tr>
<tr>
<td>Admin Services: Facilities Management</td>
<td>265</td>
<td>Ford SUV</td>
<td>$27,654.00</td>
</tr>
<tr>
<td><strong>TOTAL ANTICIPATED EXPENDITURE FY2017</strong></td>
<td></td>
<td></td>
<td><strong>$313,121.25</strong></td>
</tr>
</tbody>
</table>
Memorandum

To: Honorable Mayor and Members of the City Council
   Members of the Administration and Public Works Committee

From: Erika Storlie, Deputy City Manager/Director of Administrative Services
      Rickey A. Voss, Fleet Manager

Subject: Award Contract for Emergency Lighting & Sirens (Bid #17-31)

Date: May 24, 2017

Recommended Action:
Staff recommends City Council approval of a one (1) year contract with three (3) one (1) year renewals for the purchase of emergency lighting, sirens and after-market products and services in the amount of $80,960.00 to Havey Communications Inc. (28835 Herky Drive # 117, Lake Bluff, Illinois 60044).

Funding Source:
Funding will be as follows: $40,480.00 from the Equipment Replacement Fund (Account 601.19.7780.65550), with a FY 2017 budget of $1,455,422.00 and a YTD balance of $794,766.42, and $40,480.00 from the Fleet Maintenance Fund (Account 600.19.7710.65060), with a FY 2017 budget of $1,050,000.00 and a YTD balance of $409,360.62.

Livability Benefit:

Summary:
In April, 2017, staff solicited bids for the purchase of emergency lighting, sirens and after-market products for Police, Fire and various other departments. The proposed contract is for a one (1) year period, with the right to extend the contract for up to three (3), one (1) year periods. Havey Communications Inc. was the successful bidder with the lowest bid price.
Bids were advertised with a due date of April 25, 2017. Bids were received as follows:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>City/State</th>
<th>Description</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Havey Communications</td>
<td>Lake Bluff, Illinois</td>
<td>Parts &amp; Services</td>
<td>$80,960.00</td>
</tr>
<tr>
<td>Ultra Strobe Communications</td>
<td>Crystal Lake, Illinois</td>
<td>Parts &amp; Services</td>
<td>$81,510.20</td>
</tr>
<tr>
<td>Auto Truck Group</td>
<td>Bartlett, Illinois</td>
<td>Parts &amp; Services</td>
<td>No Bid</td>
</tr>
<tr>
<td>Lund Industries</td>
<td>Northbrook, Illinois</td>
<td>Parts &amp; Services</td>
<td>No Bid</td>
</tr>
<tr>
<td>MPC</td>
<td>Northbrook, Illinois</td>
<td>Parts &amp; Services</td>
<td>No Bid</td>
</tr>
<tr>
<td>Radco Communications</td>
<td>Glendale Hts., Illinois</td>
<td>Parts &amp; Services</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

Based on Bid # 17-31 results, staff recommends approval of the award to Havey Communications Inc. as the lowest responsive and responsible bidder to provide lights, sirens & after-market products to the City. They have been a responsive and responsible vendor for four (4) years. There is no Evanston based business that can provide these products & services.

Attachments:
Bid Tab Sheet
### City of Evanston
Emergency Lighting & Sirens

**Bid Number:** 17-31  
**Bid Opening:** 2:00 p.m., Tuesday, April 18, 2017, Room 2404, Lorraine H. Morton Civic Center, 2100 Ridge Ave., Evanston, IL  60201

<table>
<thead>
<tr>
<th>Company Name</th>
<th>City/State</th>
<th>Total Base Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ultra Strobe Communications, Inc.</td>
<td>Crystal Lake, IL</td>
<td>$81,510.20</td>
</tr>
<tr>
<td>Havey Communications Inc.</td>
<td>Lake Bluff, IL</td>
<td>$80,960.00</td>
</tr>
</tbody>
</table>
To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee (A&PW)

From: Johanna Leonard, Director of Community Development
      Gary Gerdes, Building & Inspection Services Division Manager

Subject: Yeero Revolution – Sidewalk Cafe

Date: June 1, 2017

Recommended Action
Staff recommends City Council approval of first-time application for a sidewalk café permit for Yeero Revolution, a Type 2 restaurant located at 1009 Davis Street.

Background
Yeero Revolution offers Greek street food at its best with healthy eating in mind. The sidewalk café will consist of three tables with two seats each for a seating capacity of six. The café will operate daily from 11:00 a.m.-9:00 p.m.

Summary
The Community Development Department, along with Health, Public Works and Law, has reviewed the application and site layout and recommend approval of the sidewalk café permit.

Attachments
Sidewalk Café Application and Site Plan
Sidewalk Café Permit New & Renewal Application

SIDEWALK CAFÉ: A dining area located partially or wholly on a public sidewalk or parkway. (7-2-6(D)1.)

Submit to:
Community Development Department
Building & Inspection Services Division
Email: PermitDesk@cityofevanston.org

Food Establishment: YEERO REVOLUTION
Address: 1009 DAVIS ST EVANSTON IL 60201
Contact Name: LOUIE THEODORAKIS

Address, if different than Food Establishment:

Café Hours of Operation: 11-9

Phone1: 224-848-9229 Phone2:

Email: LOUIE@YEEROREVOLUTION.COM

FEES (DO NOT INCLUDE PAYMENT WITH APPLICATION - YOU WILL BE EMAILED AN INVOICE)
- $200 for the permit (required)
- $200 for storage of tables, benches or chairs approved sidewalk café area on the city sidewalk (optional)
- $1 per square foot for the area of the public way occupied by the sidewalk café as determined by the City’s Engineering Department following assessment and approval of site plan.

THE FOLLOWING MUST BE INCLUDED WITH THIS APPLICATION
- Site plan – A new drawing is required if changes from the previous year are requested or a new sidewalk café application is being submitted
- Menu of proposed service
- Statement of Restaurant Use
- A certificate of insurance as described here and must include this statement: “The City of Evanston is named an additional insured pursuant to the City Code sections regulating sidewalk cafes, and all City staff regulations regarding sidewalk cafes.”
- The signed Release, Indemnification & Hold Harmless Agreement
- City of Evanston Liquor License (if applicable)

REQUIRED ADDITIONAL INFORMATION (Mark “Yes” or “No”)
No Reusable dishware/fatware will be used for café customers.
Yes Disposable dishware/fatware will be used for café customers.
Yes Public parking is available within 1 block.
No Valet parking is offered.
No Storage of tables, benches or chairs will be on the city sidewalk. (Fee is $200.)
No Liquor service will be available at the café. NOTE: NO SERVICE OR CONSUMPTION AT TYPE 2 RESTAURANTS. (Include a copy of your current Evanston liquor license.)
PLEASE READ - CITY CODE 7-2-6 RULES AND REGULATIONS FOR ALL SIDEWALK CAFES:

5.a. (1) Licensed type 1 restaurants, possessing an alcoholic liquor license of any classification and located within the "core area" as defined in section 3-5-1 of this code, may sell alcoholic liquor on sidewalk cafe premises. Such sale of alcoholic liquor shall be for consumption on the premises only with the consumption of a meal. This provision must be clearly stated on sidewalk cafe menus.

(2) Licensed restaurants, possessing an alcoholic liquor license of any classification, but located outside the "core area" as defined in section 3-5-1 of this code, unless otherwise permitted in subsection (D)5a(3) of this section, and all type 2 restaurants, are prohibited from serving alcoholic liquor on the sidewalk cafe premises or allowing any patron to consume or have in his or her possession, any alcoholic liquor on said cafe premises. Licensed restaurants outside the core area which serve alcoholic liquor in the principal establishment, unless otherwise permitted in subsection (D)5a(3) of this section, and type 2 restaurants which serve alcoholic liquor in the principal establishment must clearly state on the menu for outdoor service that the sale and/or consumption of alcoholic liquor is prohibited.

(3) Licensed type 1 restaurants, possessing an alcoholic beverage license of any classification, but located outside the "core area", may request a sidewalk cafe permit which allows the sale of alcoholic liquor on sidewalk cafe premises subject to the standards and procedures of subsection (D)6 of this section and in compliance with all other applicable provisions of this code.

b. At all times, including while being stored, prepared, displayed, served or transported to the table, food shall be protected from potential contamination by being covered and/or refrigerated if necessary.

c. Reusable, nondisposable flatware, dishware and beverage containers, are required for use in association with all sidewalk cafes. No food or beverage, including water, shall be served in, on, or with single use paper, plastic, or polystyrene plastic dishes or utensils, nor shall any food or beverage be served to the customer wrapped or packaged in foil, paper, plastic, or polystyrene plastic. The prohibition on the use of single use dishes, utensils, beverage containers or foil, paper, plastic, or plastic wrapping or packaging may be waived by the city council upon a showing of good cause. Such good cause includes, but is not limited to, provisions of table bus service, a litter control and disposal plan, or equivalents, sufficient to obviate any adverse off-site effects of the grant of the waiver.

d. When associated with type 1 restaurants, food or beverages consumed at sidewalk tables, benches, or chairs must be served by a waiter or waitress of the restaurant at said tables, benches, or chairs. When associated with type 2 restaurants, bakeries, ice cream stores or any other licensed food service establishment or other licensed retail food store, a sidewalk cafe shall provide bus service during all hours of operation.

e. The operator of any licensed food service establishment or licensed retail food store must maintain the exterior of the premises, including the sidewalk cafe area, in accordance with applicable regulations of the Evanston health department and public works department. This duty to maintain extends to the removal of all litter, regardless of its source.

f. Sidewalk tables, benches, or chairs may not be attached by any means to the public sidewalk or any other public property.

g. Sidewalk tables, benches, or chairs may be stored on the city sidewalk, in an area approved by the city, upon the payment of a two hundred dollar ($200.00) fee.

h. A sidewalk cafe shall not be open for business when the interior aspect of the business is not open for business.
i. The outdoor seating area shall be accessible to the disabled, and the licensee shall at all times comply with all applicable federal, state, and city laws, ordinances, and regulations concerning accessibility and nondiscrimination in the providing of services.

j. No animals, except those assisting the disabled, shall be allowed in the outdoor restaurant seating area.

k. Alcohol will only be served at sidewalk cafes in conjunction with a full meal. The sidewalk cafe shall not function as a "bar", as that term is defined in section 3-5-1, the city's liquor control regulations, of this code.

l. Alcohol will not be served at sidewalk cafes after nine thirty o'clock (9:30) P.M. on weekdays and after ten thirty o'clock (10:30) P.M. on weekends.

m. Any violation of the city's liquor control regulations at the sidewalk cafe premises subjects the licensee to revocation of the liquor license for the entire licensed premises in accordance with the provisions of title 3, chapter 5 of this code. (Ord. 50-0-06)

n. Revocation or suspension of a sidewalk cafe permit by the city manager or his designee pursuant to subsection (D) of this section prohibits service of alcoholic liquor on the sidewalk cafe premises for the duration of the revocation or suspension. (Ord. 21-0-07)

ADDITIONAL RULES AND REGULATIONS FOR ALL SIDEWALK CAFES:

- Smoking will be prohibited at both the sidewalk cafe and interior of the restaurant in accordance with § 8-21Clean Air Act – Smoking of the Evanston City Code and that wait staff and management will actively enforce this.

- A clear distance of a minimum of six (6) unobstructed feet in width, measured from the sidewalk curb and from any public improvements within the right of way, including, but not limited to, parking meters, signs, and planters to the ropes or chains delimiting the sidewalk cafe area as indicated on the approved site drawing will be maintained.

- As per § 7-2-6(C)(3)(f), a Certificate of Insurance showing coverage through November 1 of the permit year must be submitted as part of the application. If coverage expires before November 1, a Certificate of Insurance must be submitted 30 days before the expiration date.

- No BYOB liquor service or consumption is allowed at the sidewalk cafe; the food establishment must have a valid liquor license.

- Outdoor amplified music is not allowed at the sidewalk cafe.

Please check appropriate box:

☐ I intend to set up the cafe area exactly as designated in the site plan approved for the previous year.

☐ I am submitting a revised site plan with this application for review.

☒ I am submitting a new site plan and new application for review.

My signature on this application indicates that the information submitted is accurate and that I understand and accept the responsibility to operate the sidewalk cafe in compliance with all the relevant City rules and regulations.

Name (please print) Leouie Theodoreakis  Title/Position CO-OWNER

Signature [Signature] Date 4-10-17
SITE PLAN DRAWING GUIDELINES
(Site assessment and approval by Public Works required for permit issuance)

A detailed drawing to scale of the proposed site indicating the following: the existing facade; the points of ingress and egress; and the proposed location of the tables, chairs, serving equipment, planters, awnings, lighting, delimiting ropes or chains and other facilities to be included in the cafe operation. The detailed scale drawing must indicate the location of the existing public improvements including the following: fire hydrants, parking meters, streetlights, traffic signals, street signs, bus shelters, trees, tree grates, planting boxes and/or planting areas, and any other public or private obstruction. A plat of survey may be required.

Provide clear distance of a minimum of six (6) unobstructed feet in width, measured from the sidewalk curb and from any public improvements within the right-of-way, including, but not limited to, parking meters, signs, and planters to the ropes or chains delimiting the sidewalk cafe area. Please note: the six (6) feet requirement should consider occupied seating where the chair is pushed away from the table to accommodate the space of a patron.

There should be unobstructed passage for pedestrians, with consideration for those with disabilities, vehicle flow, or access to buildings.

Do not place sidewalk tables, benches, or chairs in a location that interferes with the operation of fire hydrants, pedestrian crosswalks, intersections, bus stops, or taxi stands, or in a location that is harmful to trees or other plantings.

Do not utilize any of the required or non-required parking space area for sidewalk tables, benches, chairs, or other furniture and materials associated with the sidewalk cafe.
STATEMENT OF RESTAURANT USE
(Sidewalk Café)

Name of Establishment: YEERO REVOLUTION
Address: 1009 DAVIS ST EVANSTON IL 60201

(Check the definition that best describes your operation.)

___ RESTAURANT, TYPE 1: An establishment in which the principal use is the service of prepared food and beverages for consumption on the premises. All service of prepared food and beverages for consumption on the premises shall require customers to order at a table, booth or dining counter with service by a waiter or waitress at said table, booth or dining counter and also shall require the use of reusable (non-disposable) flatware and dishware. Drive-through facilities are prohibited. (7-2-6(D)1)

X RESTAURANT, TYPE 2: An establishment in which the principal use is the service of prepared food and/or beverages for consumption on and/or off the premises and that is not a "restaurant type 1" as defined in this section. This definition shall not include establishments wherein incidental prepared food and beverage service is accessory to a bakery, food establishment, convenience store, food store establishment, meat market, or similar principal use nor shall it include cafeterias that are accessory to hospitals, colleges, universities, schools or other similar principal uses. (7-2-6(D)1) Type 2 Restaurants are required to post the enclosed LITTER COLLECTION PLAN on site. NOTE: NO LIQUOR SERVICE OR CONSUMPTION ALLOWED AT THE SIDEWALK CAFÉ.

___ ICE CREAM STORE: An establishment selling primarily ice cream, soda water, frozen yogurt and soft drinks.

___ BAKERY: An establishment for any process of mixing, compounding and baking any bread, biscuits, crackers, rolls, cakes, pies, or any food products of which flour or meal is the principal ingredient, for sale at retail or at wholesale.

X OTHER FOOD SERVICE ESTABLISHMENT or RETAIL FOOD STORE

___ ENOTECA: a special type of local or regional wine shop

If you have questions or need assistance completing this document, contact the Planning & Zoning Division, zoning@cityofevanston.org or call 847-448-4311.
### RESTAURANT INFORMATION

**Restaurant Name:** YEERO REVOLUTION

**Restaurant Address:** 1009 davis st Evanston il 60201

**Restaurant Phone Number:** 847-208-4933

**Restaurant Email:** john@yeerorevolution.com

### APPLICANT INFORMATION

**Applicant Name:** john nikolaou

**Applicant Address:** 229 e thacker st Des Plaines il 60016

**Applicant Phone Number:** 847-208-4933

**Applicant Email:** john@yeerorevolution.com

### ZONING REGULATIONS

Please read the following definitions and mark which Restaurant Type best describes your business operation:

- **TYPE 1 RESTAURANT:** An establishment in which the principal use is the service of prepared food and beverages for consumption on the premises. All service of prepared food and beverages for consumption on the premises shall require customers to order at a table, booth, or dining counter with service by a waiter or waitress at said table, booth, or dining counter and shall also require the use of reusable (non-disposable) flatware and dishware. Drive-through facilities are prohibited.

- **TYPE 2 RESTAURANT:** An establishment in which the principal use is the service of prepared food and/or beverages for consumption on and/or off the premises and that is not a "Type 1 Restaurant" as defined herein. This definition shall not include establishments where incidental prepared food and beverage service is accessory to a bakery, food establishment, convenience store, food store establishment, meat market, or similar principal use nor shall it include cafeterias that are accessory to hospitals, colleges, universities, schools or other similar principal uses.

Please Note: Most fast food, coffee shops, ice cream parlors, carry-out, and delivery establishments qualify as Type 2 Restaurants. Type 2 Restaurants require Special Use approval by the City Council, which typically takes 60-90 days for approval. Contact the Zoning Office at 847-448-8230 for more information.

I have read the above definitions and certify that I have checked the appropriate one that best describes the type of restaurant I propose to establish. I further certify that I intend to operate the restaurant in compliance with the definition that I have checked. Should my Restaurant Type change at any time, I will immediately contact the Zoning Office. **Failure to do so may result in the revocation of your Certificate of Zoning Compliance and be punishable by a fine.**

---

Applicant Signature:  
Date: 6-24-16

---

Department of Community Development — Zoning Office  
2100 Ridge Ave  
Evanston, IL 60201

☎ 847-448-4311  ☎ 847-448-8126  ✉ zoning@cityofevanston.org  ❇ www.cityofevanston.org/zoning
RELEASE, INDEMNIFICATION &
HOLD HARMLESS AGREEMENT
(Sidewalk Café)

WHEREAS, the undersigned desires to maintain a sidewalk café (e.g. an outdoor dining seating area) on a portion of the public sidewalk in the City of Evanston; and

WHEREAS, the City of Evanston may permit the undersigned to maintain such an area, provided that the City shall not thereby incur the risk of any liabilities to the undersigned, or to any third party or employee of the undersigned, by virtue of the presence or actions of the undersigned;

NOW, THEREFORE, the undersigned agrees to release, indemnify, defend and hold harmless the City of Evanston, its officers, employees and agents against any and all loss, liability, damage, claims, costs, attorney’s fees, and expenses which it may hereafter incur as a result of the undersigned’s operation of the sidewalk café/outdoor dining seating area. The undersigned shall at his or her own expense, appear, defend, and pay all attorney’s fees, and all costs and other expenses arising therefrom or incurred in connection with the undersigned’s operation of the sidewalk café/outdoor dining seating area. If any judgments shall be rendered against the City in any such action, the undersigned shall satisfy and discharge the same excluding only such claims, demands or losses, which result from the sole negligence of the City of Evanston or its officers, agents or employees.

I HAVE CAREFULLY READ THIS RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE AND HOLD HARMLESS AGREEMENT, AND A CONTRACT BETWEEN THE CITY OF EVANSTON AND ME, AND I SIGN IT OF MY FREE WILL.

Signed at Evanston, IL this 10th day of April, 2017

[Signature]

Name (Please Print)

CO-OWNER SECRETARY

Title

Address

Evanston IL 60201

City, State, Zip
LIABILITY AND INSURANCE REQUIREMENTS
(Do Not Return With Your Application)

Sidewalk Café Permit applicants shall, during the entire term hereof, keep in full force and effect, at its own expense, the following insurance requirements for the entire permit period (April 1 – Nov 1):

1. Commercial general liability insurance in the amount of $1,000,000 per occurrence for bodily injury and property damage. The City must be named as an additional insured on this policy and an endorsement must be issued as part of the policy evidencing compliance with this requirement. A certificate of insurance as described here and must include this statement: “The City of Evanston is named an additional insured pursuant to the City Code sections regulating sidewalk cafes, and all City staff regulations regarding sidewalk cafes.”

2. Worker’s compensation and employer’s liability as required by the State of Illinois.

3. All policies must be issued by companies authorized to do business in the State of Illinois and rated B+: VE or better per Best’s Key Rating guide, latest edition.

4. The City shall receive at least thirty (30) days written notice prior to any cancellation, non-renewal or material change in the coverage provided.

5. The permittee must provide and have approved by the City’s Risk Manager an original certificate of insurance as evidence that the above requirements have been met prior to the permit becoming effective. Failure to comply with these requirements shall cause a suspension or revocation of this permit.
**SANDWICHES**

Pita bread filled with tomatoes, red onion parsley, fresh cut fries and a dash of paprika. Served with fries

**PORK BELLY YEERO** 7.49
Rich texturized pork belly, slow cooked for the most succulent results. Served with tzatziki sauce

**CHICKEN YEERO** 7.49
Farm raised tender pieces of chicken, lightly seasoned and roasted. Served with Revolution sauce

**ANGUS BEEF & LAMB YEERO** 7.99
Tender, juicy and flavorful. Served with tzatziki sauce

**PORK SOUVLAKI** 7.49
From the intensely marbled portion of the shoulder, seared and grilled

**CHICKEN SOUVLAKI** 7.49
Fresh sourced chicken seared, grilled and topped with Revolution sauce

**BEEFTEKI** 7.99
Ground lamb and beef kabob. Served with tzatziki sauce

---

**YR STANDARDS**

Served with soup

**PASTITSIO** 8.99
Layers of Misko pasta, ground beef and cheese topped with a creamy béchamel. Served with house salad

**REVOLUTION BEEFTEKI** 9.99
Two ground lamb and beef kabobs smothered with fresh yogurt and house made red sauce over two pieces of pita. Served with fries

**REVOLUTION CLUB** 9.99
Ground Angus and lamb patty, lettuce, tomato and topped with kaseri cheese. Your choice of avocado, sriracha or revolution sauce. Served with fries

---

**VEGETARIAN**

**BRIAM** 8.99
Simple, fresh ingredients that combine for bold flavors. Oven baked zucchini, aubergines, carrots, potato, red & yellow peppers, parsley, onions, diced tomatoes and olive oil

---

**SEASONAL** 8.99

---

**3 SPREADS + PITA**

**CHOOSE YOUR THREE SPREADS** 7.98

**MELITZANOSALATA** Charred aubergines, extra virgin olive oil, fresh garlic, roasted red peppers & parsley

**TYROKAFERI** A spicy cheese spread with feta, manouri cheese, jalapeños, paprika & olive oil

**TZATZIKI** Cucumber and garlic yogurt sauce

**YOGURT AVOCADO** Savory yogurt spread with garlic and fresh avocados

---

**SIDES**

<table>
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<tr>
<th>SIDE</th>
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<td>RICE PILAF</td>
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<td>FRESH CUT FRIES</td>
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<td>GREEK FRIES</td>
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<td>BRIAM</td>
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<td>SOUVLAKI</td>
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<td>SKEWERS EACH</td>
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<td>PITA</td>
<td>.99</td>
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<tr>
<td>SEASONAL</td>
<td>3.99</td>
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</tbody>
</table>
SALADS

VILLAGE SALAD  6.99
Tomatoes, cucumbers, Kalamata olives,
green peppers, red onion and feta

HOUSE SALAD  8.99
Choice of protein over a bed of crisp lettuce,
tomatoes, cucumbers, onions and green peppers
topped with Greek vinaigrette

SOUP

AVGOLEMONO /  8.99

DESSERT

HOUSE MADE
BAKLAVA  3.99

GREEK YOGURT

All our marmalades are made in-house
with zero additives

CHOOSE A TOPPING  4.99
- Honey
- Walnuts
- Nutella
- Strawberry
- Grape Spoon Sweet
- Fig Marmalade
- Apricot Marmalade

BEVERAGES

PEPSI SPIRE  1.99  WATER  1.99
BOTTLE  1.99  STARBUCKS  1.99
ILLY FRESH BREW  1.99  ROCKSTAR  1.99
FRAPPÉ  3.99

Warning: Surgeon General Says “Consuming raw or under cooked meat,
seafood or egg products can increase your risk of food borne illness”
(All prices are subject to change without notice, menu items are subject to availability)
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Georgios Kalabogias (225533J)
5240 N Damer Ave
Chicago IL 60625-1336

CONTACT NAME:
PHONE (A/C, NO. EXT): 872-208-7661
FAX (A/C, NO.): 888-946-9987
E-MAIL ADDRESS: gkalabogias@farmersagent.com

INSURED
GRI GROUP INC
1009 DAVIS ST
Evanston IL 60201

INSURER(S) AFFORDING COVERAGE
INSURER A: Truck Insurance Exchange
INSURER B: Farmers Insurance Exchange
INSURER C: Mid Century Insurance Company
INSURER D:
INSURER E:
INSURER F:
NAIC #
21709
21652
21687

COVERAGES CERTIFICATE NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PURCHASED, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSION S AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<tr>
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<th>ADDTL INSD</th>
<th>SUBR WWD</th>
<th>POLICY NUMBER</th>
<th>POLICY SFF (MM/DD/YYYY)</th>
<th>POLICY EXP (MM/DD/YYYY)</th>
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<td>DAMAGE TO RENTED PREMISES (EA Occurrence) $250,000</td>
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<td>MED-EXP (Any one person) $5,000</td>
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<td>COMBINED SINGLE LIMIT (EA accident)</td>
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<td>ANY AUTO</td>
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<td>BODILY INJURY (Per person)</td>
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<td>BODILY INJURY (Per accident)</td>
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<td>WORKERS COMPENSATION AND EMPLOYERS ' LIABILITY</td>
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<td>PER STATUTE OTHER</td>
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<td>ANY PROPRIOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory In RH)</td>
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<td>E.L. EACH ACCIDENT</td>
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<td>IF YES, DESCRIBE UNDER DESCRIPTION OF OPERATIONS BELOW</td>
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<td>E.L. DISEASE - EA EMPLOYEE</td>
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<td>E.L. DISEASE - POLICY LIMIT</td>
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</tbody>
</table>

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City Of Evanston is named as additional insured pursuant to the city code sections regulating sidewalk cafe, and all City staff regulations regarding side walk cafe.

CERTIFICATE HOLDER
The City Of Evanston
2100 Ridge Avenue
Evanston IL 60201

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: G.K.
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration & Public Works Committee

From: Martin Lyons, Assistant City Manager & CFO
       Paul Zalmezak, Economic Development Division Manager
       Paulina Martínez, Economic Development Specialist

Subject: Applications for the Evanston Great Merchants Grant Program

Date: June 2, 2017

Recommended Action:
Staff recommends approval for financial assistance of landscaping services through the Great Merchants Grant Program, totaling $33,550.00, to five Evanston business district areas:

- Evanston West End Business Association - $8,640.00
- Central Street Business Association - $5,760.00
- Dr. Hill Arts Business District - $10,000.00
- Howard Street Business Association - $1,850.00
- West Village Business Association - $7,300.00

Funding Source:
Funding will be from the Economic Development Business District Improvement Program (Account 100.15.5300.65522). The approved 2017 Fiscal Year Budget allocated $350,000 to this account. However, as of May 2017, $8,416.50 have been spent to complete façade projects and to fund Entrepreneurship Support Program requests, leaving the account with $341,583.50.

Livability Benefits:
Economy & Jobs: Retain and expand local businesses

Summary:
Staff has received five applications requesting landscaping services through the Evanston Great Merchants Grant Program requesting a total of $33,550.00. The applications and the requests received include a wide range of services to improve the business districts. The information below provides a summary of the landscape service requests only.
Due to the recently approved changes to the Great Merchants Grant Program, staff began seeking bids later in the season. Staff was unable to present to the Economic Development Committee in May as landscape businesses have delayed responding to bids as this is their busy season. Instead of waiting until the next scheduled Economic Development Committee meeting on June 28, 2017, staff is seeking Administration and Public Works Committee approval of this request. This will allow the business districts to have a summer rotation of planters in June instead of mid-July.

Discussion:
Evanston’s Great Merchants Grant Program is designed to provide small grants, ranging up to $10,000 to Evanston’s small business/merchant associations to pursue projects that address at least one of three core areas: Business Support and Retention, Enhancement of Physical Environment and Neighborhood Promotion. Under the new guidelines and in an effort to streamline services to the business districts, staff is now responsible for procuring bids and working closely with the business associations to fulfill their requests. Whereas before, the individual business districts were responsible for procuring bids, paying the vendors, and submitting all receipts to staff by December 30. This resulted in significant levels of paperwork and unintended aggravation for the volunteer business associations.

This year, the guidelines were approved by the City Council in March, thus the application process was open until May 1, 2017. Given this year’s timeline, the process to request seasonal planter rotations in a timely manner was pushed back. Staff experienced a difficult time acquiring bids that were comparable to last year’s prices because plantings are usually ordered by February. In total, staff received two quotes from qualified landscape companies, both Evanston-based companies: Nature’s Perspective and Plantings. Additionally, the West Village Business Association requested to allocate a portion of their funding to employ Curt’s Café’s students to water and maintain the district’s planters.

Please note this funding request is for landscaping services only. The funding recommendations in this request vary by business district as each district has individual priorities. Staff will present the balance of funding requests for other services at the June 28, 2017 Economic Development Committee meeting.

Business District Requests
Five business districts are requesting funds totaling $33,550.00 for landscaping services. The following pages outline each application and specific recommendations for each application. The breakdown of the category and funding amounts for the landscaping improvements each group has requested is shown below:

WestEnd Business Association
WestEnd Business Association requested funds for the following projects:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Seasonal Rotations for 13 planters</td>
<td>$6,240.00</td>
</tr>
<tr>
<td>2 New Planters</td>
<td>$2,400.00</td>
</tr>
<tr>
<td><strong>Total Request</strong></td>
<td><strong>$8,640.00</strong></td>
</tr>
</tbody>
</table>
These projects are considered business district staples and are eligible under the *Enhancement of the Physical Environment* Project Eligibility Criteria of the Great Merchant Grant. Following staff review, the West End Business Association was found to be in good standing under the guidelines of the Great Merchants Grant and is eligible to receive the requested services.

**Central Street Business Association**
Central Street Business Association requested funds for the following projects:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Seasonal Rotations for 8 planters</td>
<td>$5,760.00</td>
</tr>
<tr>
<td><strong>Total Request</strong></td>
<td><strong>$5,760.00</strong></td>
</tr>
</tbody>
</table>

This activity is considered under the *Enhancement of the Physical Environment* Project Eligibility Criteria of the Great Merchant Grant. Following staff review, the Central Street Business Association was found to be in good standing under the guidelines of the Great Merchants Grant and is eligible to receive the requested services.

**Dr. Hill Arts Business District**
The Dr. Hill Arts Business District requested funds for the following projects:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of Dr. Hill Memorial Garden</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Reconstruction of Dr. Hill Memorial Garden – Phase I</td>
<td>$4,600.00</td>
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<tr>
<td>2 Seasonal Rotations for 12 planters</td>
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<tr>
<td><strong>Total Request</strong></td>
<td><strong>$10,000.00</strong></td>
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</tbody>
</table>

These activities are both considered business district staples and eligible under the *Enhancement of the Physical Environment* Project Eligibility Criteria of the Great Merchant Grant. Following staff review, the *Dr. Hill Arts Business District* was found to be in good standing under the guidelines of the Great Merchants Grant and is eligible to receive the requested services.

**Howard Street Business Association**
The Howard Street Business Association (HBSA) requested funds for the following projects:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Seasonal Rotations for 11 planters</td>
<td>$1,850.00</td>
</tr>
<tr>
<td><strong>Total Request</strong></td>
<td><strong>$1,850.00</strong></td>
</tr>
</tbody>
</table>

This activity is considered business district staples and eligible under the *Enhancement of the Physical Environment* Project Eligibility Criteria of the Great Merchant Grant. Following staff review, the Howard Street Business District was found to be in good standing under the guidelines of the Great Merchants Grant and is eligible to receive the requested services.
West Village
The West Village Business Association requested funds for the following projects:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Seasonal Rotations for 14 planters</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Planter Maintenance</td>
<td>$2,500.00</td>
</tr>
<tr>
<td><strong>Total Request</strong></td>
<td><strong>$7,300.00</strong></td>
</tr>
</tbody>
</table>

These activities are considered business district staples and eligible under the *Enhancement of the Physical Environment* Project Eligibility Criteria of the Great Merchant Grant. Following staff review, West Village Business District was found to be in good standing under the guidelines of the Great Merchants Grant and is eligible to receive the requested services.

**Attachments**
- Summary of Vendors
- WestEnd Business Association Application
- Central Street Business Association Application
- Dr. Hill Arts District Application
- Howard Street Business Association Application
- West Village Business Association
- Quotes from Nature’s Perspective
- Quotes from Plantings
- West Village’s Letter
- Quote from Curt’s Café’s
## CONTACTED VENDORS

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>Quote</th>
<th>Service Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature's Perspective</td>
<td>2000 Greenleaf St, Evanston, IL</td>
<td>$66,312.00</td>
<td>Four rotations for 53 planters, for five districts; fertilization and watering of 53 planters; two new planters; Dr. Hill Arts Memorial Garden reconstruction (phase I) &amp; weekly maintenance</td>
</tr>
<tr>
<td>Diego &amp; Gabby's Landscaping</td>
<td>1924 Grey Avenue, Evanston, IL</td>
<td>No bid</td>
<td></td>
</tr>
<tr>
<td>Greenwise</td>
<td>2401 Main Street, Evanston, IL</td>
<td>No bid</td>
<td></td>
</tr>
<tr>
<td>Plantings</td>
<td>Evanston, IL</td>
<td>$5,650.00</td>
<td>Two rotations for 23 planters, for two districts</td>
</tr>
<tr>
<td>Moore Landscapes</td>
<td>850 W. Pershing, Chicago, IL</td>
<td>No bid</td>
<td></td>
</tr>
<tr>
<td>Montoya Landscapes</td>
<td>838 N. Noble, Chicago, IL</td>
<td>No bid</td>
<td></td>
</tr>
<tr>
<td>Questland Landscape, Inc.</td>
<td>Chicago, IL</td>
<td>No bid</td>
<td></td>
</tr>
<tr>
<td>Curt's Café</td>
<td>1813 Dempster St, Evanston, IL</td>
<td>$2,500.00</td>
<td>Planter maintenance</td>
</tr>
</tbody>
</table>
2017 City of Evanston Great Merchant Grant

Do you represent a: Business District

Business District/Business Association Name: Evanston WestEnd Business District

Primary Contact: Jennifer Kalas

Contact Phone Number: (224) 420-4210

Contact Email: jkalas@irmco.com

Address: 2117 Greenleaf
Evanston, IL 60202
United States

Members: 40
Non-Members: 10

Describe the geographic area that your business district serves: Evanston West End industrial area.

Does your group collect association membership dues? Yes

What is the amount collected annually from members? 50

List other ways that businesses may attain membership (i.e. In-kind services for membership): NA

Attach a current list of your members: westend_business_owners_62912.xls

If you have a proposed annual budget, please share it with us.

Planter (4 seasonal rotations).............. 11
$600/unit

Bench..............................................
$1,650/unit

Garbage Can....................................
$1,600/unit

Bike Rack........................................

$275/unit
Sidewalk Replacement ........................
$212/slab

Light Pole Banner (w/ Installation).... Yes - replacements as needed
$187/unit

Holiday Decorations ..................... TBD

Public Art .................................... TBD

Brochures/Maps .............................
$35/100pk

District Event Posters ....................
$160/100pk

50/50 Advertisement Purchases .......... TBD

Sidewalk Power Washing .................. TBD

Snow Removal .............................. TBD

Landscape Maintenance ..................
$2,000/year

Other Services (Please be specific & provide approximate costs, if known.)

Is your application complete?  Yes

Business Affinity Group *

Primary Contact *

Contact Phone Number *

Contact Email *

Describe the type of businesses your association serves? (i.e. restaurants, Black-owned, artists, etc.) *

Number of Members *

Does your group collect association membership dues? *

What is the amount collected annually from members? *

List other ways that businesses may attain membership (i.e. in-kind services for membership): *
Attach a current list of your members *

If you have a proposed annual budget, please share it with us.

Tour (walking, bus, etc).............................
TBD

Networking/Special Event (no food or beverage)..........................
TBD

Business Plan Competition........................
TBD

Brochures / Maps....................................
$350/100PK

Event Posters........................................
$160/100PK

50/50 Advertisement Purchases............... 
TBD

Other Services (Please be specific & provide approximate costs, if known.)

Is your application complete?

Technical Assistance

Other Technical Assistance topic you would like to see.

Would you like to submit your application? * Yes

Created
27 Apr 2017
107 56 PM
PUBLIC

96.90.112.129
IP Address

Updated
27 Apr 2017
114 47 PM
PUBLIC
2017 City of Evanston Great Merchant Grant

Do you represent a:

Business District

Business District/Business Association Name

Central Street Business Association

Primary Contact *

Steve Farmer

Contact Phone Number *

(847) 425-1100

Contact Email *

stephen_farmer@ameritech.net

Address *

C/O Happy Husky Bakery 2601 Prairie Ave
Evanston, Illinois 60201
United States

Members *

71, included 4 non-for profit organizations

Non-Members

100+

Describe the geographic area that your business district serves: *

East to West along Central Street from Ridge to Crawford. North to South along Green Bay Road from Livingston to McCormick.

Does your group collect association membership dues? *

Yes

What is the amount collected annually from members? *

$125, except Non profit groups ($0, some in kind services such as use of facility for meetings).

List other ways that businesses may attain membership (i.e. in-kind services for membership): *

see above.

Attach a current list of your members *

If you have a proposed annual budget, please share it with us.

Planter (4 seasonal rotations)........... $600/unit

Bench........................................ $1,650/unit

Garbage Can................................ $1,600/unit

8 planters... 3 east of Green Bay, 2 in Center Section, 3 to the West. Exact locations to be provided

Bike Rack
$275/unit

Sidewalk Replacement
$212/slab

Light Pole Banner (w/ installation)...
$187/unit

Holiday Decorations... TBD

Public Art... TBD
Co Participant with Art Council /EAC and others to redo Mural under Metra Tracks at Green Bay and Central. Potential Contribution of $2500.

Brochures/Maps...
$35/100pk

District Event Posters...
$160/100pk

50/50 Advertisement Purchases... TBD
Various Seasonal Ads to support the Business District estimated at $1500

Sidewalk Power Washing... TBD

Snow Removal... TBD

Landscape Maintenance...
$2,000/year
Periodic planter watering in warmer weather, estimated at $1000

Other Services (Please be specific & provide approximate costs, if known.)
More refinement and discussion will be required on estimated costs.
Cost Recap Approximations:
Planter Rotations: $5000
Planter Maintenance: $1000
Shared Advertising: $1500
CSBA Contribution for mural: $2500
TOTAL REQUESTED FUNDS: $10,000
We are pleased to discuss past experience with Service providers and good starting points for vendor selection/recommendation in 2017.

Is your application complete?
Yes

Business Affinity Group *

Primary Contact *

Contact Phone Number *

Contact Email *

Describe the type of businesses your association serves? (i.e. restaurants, Black-owned, artists, etc.) *

Number of Members *

Does your group collect association membership dues? *
What is the amount collected annually from members? *

List other ways that businesses may attain membership (i.e. in-kind services for membership):

Attach a current list of your members *

If you have a proposed annual budget, please share it with us.

Tour (walking, bus, etc)............................
TBD

Networking/Special Event (no food or beverage)............................
TBD

Business Plan Competition............................
TBD

Brochures / Maps...........................................
$350 / 100PK

Event Posters............................................
$160 / 100PK

50/50 Advertisement Purchases............................
TBD

Other Services (Please be specific & provide approximate costs, if known.)

Is your application complete?

Technical Assistance

- Window Display Workshops
- Merchandising Workshop
- SEO/Web/Social Media/Yelp Workshop
- Competitive Strategies

Other Technical Assistance topic you would like to see.

All sound good.

Would also be interested in the pro's/con's of becoming an SSA with an understanding of costs and responsibilities.

Would you like to submit your application? *

Yes
2017 City of Evanston Great Merchant Grant

Do you represent a: Business District

Business District/Business Association Name: Hill Arts District

Primary Contact: John Leineweber

Contact Phone Number: (847) 602-4282

Contact Email: john.leineweber@gmail.com

Address: 830 Madison Street 830 Madison Street Evanston, Illinois 60202-2207 United States

Members: 35

Non-Members: 35

Describe the geographic area that your business district serves: Greenbay Road on the east, Simpson Street on the south, Bridge Street on the west, Tiggins Park/North Shore Canal on the north

Does your group collect association membership dues? Yes

What is the amount collected annually from members? $1000

List other ways that businesses may attain membership (i.e. in-kind services for membership): in-kind services

Attach a current list of your members: membership_list_2017_hill_arts_district.doc

If you have a proposed annual budget, please share it with us.

Planter (4 seasonal rotations) $600/unit

Bench $1,650/unit

Garbage Can $1,600/unit

Bike Rack

12 planters @ $316.66 each = $3800 annually
$275/unit

Sidewalk Replacement
$212/slab

Light Pole Banner (w/ installation)...
$187/unit

Holiday Decorations
TBD

Public Art
TBD

Brochures/Maps
$35/100pk

District Event Posters
$160/100pk

50/50 Advertisement Purchases
TBD

Sidewalk Power Washing
TBD

Snow Removal
TBD

Landscape Maintenance
$2,000/year

Weekly maintenance of Dr Hill Garden = $1600 annually

Other Services (Please be specific & provide approximate costs, if known.)

Rebuild and replant Dr. Hill Garden after it was severely damaged by the Greenbay Road construction project. This includes replacing/resetting stone outcroppings, defining planting beds, etc.. Replacement planting materials and the installation of a stoned based "identity" monument/marker/signage. The budgeted cost for this project is $4600.

Is your application complete?
Yes

Business Affinity Group

Primary Contact

Contact Phone Number

Contact Email

Describe the type of businesses your association serves? (i.e. restaurants, Black-owned, artists, etc.)

Number of Members

Does your group collect association membership dues?

What is the amount collected annually from members?

List other ways that businesses may attain
membership (i.e. in-kind services for membership): *

Attach a current list of your members *

If you have a proposed annual budget, please share it with us.

Tour (walking, bus, etc)..............................
TBD

Networking/Special Event (no food or beverage).................................
TBD

Business Plan Competition..............................
TBD

Brochures / Maps........................................
$350/100PK

Event Posters............................................
$160/100PK

50/50 Advertisement Purchases....................
TBD

Other Services (Please be specific & provide approximate costs, if known.)

Is your application complete?

Technical Assistance

* SEO/Web/Social Media/Yelp Workshop

Other Technical Assistance topic you would like to see.

Would you like to submit your application?  * Yes
**2017 City of Evanston Great Merchant Grant**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you represent a:</td>
<td>Business District</td>
</tr>
<tr>
<td>Business District/Business Association Name</td>
<td>Howard Street Business Association</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Barbara Carlson</td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td>(847) 475-1880</td>
</tr>
<tr>
<td>Contact Email</td>
<td><a href="mailto:corgi611@yahoo.com">corgi611@yahoo.com</a></td>
</tr>
<tr>
<td>Address</td>
<td>715 Howard St, Evanston, IL 60202, United States</td>
</tr>
<tr>
<td>Members</td>
<td>15</td>
</tr>
<tr>
<td>Non-Members</td>
<td>25</td>
</tr>
<tr>
<td>Describe the geographic area that your business district serves</td>
<td>Howard Street in Evanston and closely adjacent businesses at its intersections.</td>
</tr>
<tr>
<td>Does your group collect association membership dues?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the amount collected annually from members?</td>
<td>150.00</td>
</tr>
<tr>
<td>List other ways that businesses may attain membership (i.e. in-kind services for membership):</td>
<td>We welcome those who will work to improve the local business climate, promote customer awareness and enhance our community.</td>
</tr>
<tr>
<td>Attach a current list of your members</td>
<td><a href="howard_street_business_association_list.xlsx">howard_street_business_association_list.xlsx</a> 14.24 KB</td>
</tr>
</tbody>
</table>

If you have a proposed annual budget, please share it with us.

- Planter (4 seasonal rotations): $600/unit (2000 units purchased)
- Bench: $1,650/unit
- Garbage Can: $1,600/unit
- Bike Rack: $1,600/unit
$275/unit
Sidewalk Replacement
$212/slab

Light Pole Banner (w/ installation)..... 2000
$187/unit

Holiday Decorations................. TBD
Public Art.................................... TBD

Brochures/Maps.......................... $35/100pk

District Event Posters............... $160/100pk

50/50 Advertisement Purchases..... TBD

Sidewalk Power Washing.............. TBD
Snow Removal............................. TBD

Landscape Maintenance.............. $2,000/year

Other Services (Please be specific & provide approximate costs, if known.)
Tree Lights ($6000 and up?)

Is your application complete?      Yes

Business Affinity Group *
Primary Contact: *
Contact Phone Number *
Contact Email *

Describe the type of businesses your association serves? (i.e. restaurants, Black-owned, artists, etc.) *

Number of Members *

Does your group collect association membership dues? *

What is the amount collected annually from members? *

List other ways that businesses may attain membership (i.e. in-kind services for membership): *
Attach a current list of your members *

If you have a proposed annual budget, please share it with us.

Tour (walking, bus, etc)..............................
TBD

Networking/Special Event (no food or beverage)...........
TBD

Business Plan Competition.........................
TBD

Brochures / Maps........................................
$350/100PK

Event Posters...........................................
$160/100PK

50/50 Advertisement Purchases......................
TBD

Other Services (Please be specific & provide approximate costs, if known.)

Is your application complete?

Technical Assistance

- Window Display Workshops
- SEO/Web/Social Media/Yelp Workshop

Other Technical Assistance topic you would like to see.

Not sure which topics are members would be most interested in. It is definitely something that could be discussed.

Would you like to submit your application?    Yes

Created
2 May 2017
7:18:35 AM
PUBLIC

76.193.184.75
IP Address

Updated
2 May 2017
7:40:42 AM
PUBLIC

Complete
2017 City of Evanston Great Merchant Grant

Do you represent a: Business District

Business District/Business Association Name West Village Business District

Primary Contact Dickelle Fonda

Contact Phone Number (847) 491-9748

Contact Email sugrcreek@aol.com

Address 1220 Darrow Ave
Evanston, IL 60202
United States

Members 22

Non-Members 11

Describe the geographic area that your business district serves: The Evanston West Village Business Association is bounded by the following streets: Dodge Avenue (on the west)/Wesley Street (on the east)/Lake Street (on the north)/Main Street (on the south).

Does your group collect association membership dues? No

What is the amount collected annually from members? $0

List other ways that businesses may attain membership (i.e. in-kind services for membership): In-kind/volunteer services/pro-bono services

Attach a current list of your members *

If you have a proposed annual budget, please share it with us.

Planter (4 seasonal rotations)........... $2400

$600/unit

Bench........................................... $1,650/unit

Garbage Can..................................... $1,600/unit

Bike Rack
$275/unit

Sidewalk Replacement
$212/slab

Light Pole Banner (w/ installation)...
$187/unit

Holiday Decorations.............. TBD

Public Art............................. TBD

Brochures/Maps.........................
$35/100pk

District Event Posters.............
$160/100pk

50/50 Advertisement Purchases...... TBD

Sidewalk Power Washing............. TBD

Snow Removal.......................... TBD

Landscape Maintenance.............. $2000

$2,000/year

Other Services (Please be specific & provide approximate costs, if known.)

Streetscape banners:
We have contacted Liberty Banner in Blue Island Illinois, who recently provided banners hanging services and pole hardware for the recently hung Main/Dempster mile banners. An approximate budget for each banner is as follows:
For the Arts District of WVBA: from Crain to Greenleaf and Florence to Wesley
Banner 2 sides printing for 20" by 48" banner-$80
Installation-$20
Hardware for hanging-$50
10 banners at cost of $150 each- $1500 total

For the Dempster –Dodge area
Banners-2 sides printing for 30"x72 @$90 (16 banners)
Installation-$20
Hardware for hanging $60

Banners- Banner 2 sides printing for 20" by 48" banner-$80 (3 banners)
Installation-$20
Hardware for hanging-$50 (3 banners)
Total cost for Dempster Dodge: $3170

Is your application complete? Yes

Business Affinity Group *

Primary Contact *

Contact Phone Number *

Contact Email *

Describe the type of businesses your association serves? (i.e. restaurants, Black-owned, artists, etc.) *

Number of Members *

Does your group collect association membership dues? *

What is the amount collected annually from members? *

List other ways that businesses may attain membership (i.e. in-kind services for membership): *

Attach a current list of your members *

If you have a proposed annual budget, please share it with us.

Tour (walking, bus, etc).................. TBD

Networking/Special Event (no food or beverage).......................... TBD

Business Plan Competition....................... TBD

Brochures / Maps.......................... $350/100PK

Event Posters.............................. $160/100PK

50/50 Advertisement Purchases.............. TBD

Other Services (Please be specific & provide approximate costs, if known.)

Is your application complete?

Technical Assistance

- Window Display Workshops
- SEO/Web/Social Media/Yelp Workshop

Other Technical Assistance topic you would like to see.
Would you like to submit your application? *  Yes

<table>
<thead>
<tr>
<th>Created</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7 Apr 2017</td>
<td>7 Apr 2017</td>
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<tr>
<td>5:55 PM</td>
<td>7:11 PM</td>
</tr>
</tbody>
</table>

PUBLIC

108.208.100.166

IP Address

PUBLIC

Complete
NATURE’S PERSPECTIVE LANDSCAPING, INC., the “Contractor,” hereby proposes to furnish all the materials and perform all the labor necessary for the completion of the following described work:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price Each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEW 30” DIAM COMMERCIAL PLANTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.00 EA</td>
<td>New 36X30 Concrete Planters</td>
<td>$1,200.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td></td>
<td>(2) 30” diameter Concrete planters, installed &amp; filled with soil</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 SEASONAL ROTATIONS &gt;&gt; 41 PLANTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00 EA</td>
<td>4 Seasonal Rotations - 41 Planters Total</td>
<td>$35,072.00</td>
<td>$35,072.00</td>
</tr>
<tr>
<td></td>
<td>5 Planters - 30” diam @ $240ea = $1200 per rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Planters - 18” diam @ $144ea = $576 per rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 Planters - 30” diam @ $240ea = $1920 per rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 Planters - 30” diam @ $240ea = $3120 per rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 Planters - 26” diam @ $208ea = $832 per rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 Planters - 20” diam @ $160ea = $1120 per rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal = $8768 x 4 rotations = Grand Total $35,072</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPRING Containers are planted with Ornamental Grasses, Hydrangea, Pansies, Snapdragons, English Ivy and other colorful Spring accents to create a premium seasonal display.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER Containers are planted with Palms, Grasses, Begonias, Petunias, Lysemachia and other colorful Summer accents to create a premium seasonal display.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FALL Containers are planted with Mums, Sedges, Ornamental Kale/Cabbages, Lysemachia, and other colorful Fall accents to create a premium seasonal display.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WINTER Containers are planted with a variety of Evergreen Boughs, Red Dogwood Branches, Curly Willow, Winter Berries, Pine Cones, and other Winter accents to create a premium seasonal display.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 SEASONAL ROTATIONS &gt;&gt; 12 PLANTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00 EA</td>
<td>2 Seasonal Rotations - 12 Planters Total</td>
<td>$5,760.00</td>
<td>$5,760.00</td>
</tr>
<tr>
<td></td>
<td>12 Planters - 30” diam @ $240ea = $2880</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subtotal = $2880 x 2 rotations = Grand Total $5760</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUMMER Containers are planted with Palms, Grasses, Begonias, Petunias, Lysemachia and other colorful Summer accents to create a premium seasonal display.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WINTER Containers are planted with a variety of Evergreen Boughs, Red Dogwood Branches, Curly Willow, Winter Berries, Pine Cones, and other Winter accents to create a premium seasonal display.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GENERAL MAINTENANCE &gt;&gt; 53 PLANTERS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.00 EA</td>
<td>General Maintenance - 53 Planters</td>
<td>$17,280.00</td>
<td>$17,280.00</td>
</tr>
<tr>
<td></td>
<td>Maintenance Includes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Water 1x Weekly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fertilize 1x per season</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$45 per mh x 16mh = $720 per week 
$720 x 24 weeks = $17,280 Grand Total
NATURE'S PERSPECTIVE LANDSCAPING, INC.
2000 Greenleaf Street, Evanston, Illinois 60202
(847) 475-7917  Fax (847) 475-7975
www.naturesperspective.com

Proposal/Contract  No 17A60512

5/15/2017

Proposal Submitted To: City of Evanston
2100 Ridge Avenue
Accounts Payable
Evanston, IL 60201
847-866-2927
aschnur@cityofevanston.org

City of Evanston
2017 Annuals
2100 Ridge Avenue
Accounts Payable
Evanston, IL 60201

NATURE'S PERSPECTIVE LANDSCAPING, INC., the "Contractor", hereby proposes to furnish all the materials and perform all the labor necessary for the completion of the following described work:

Total $60,512.00

Comments: Above prices include all labor for installation, taxes and delivery unless otherwise noted.

Any deletions, additions or other changes to your proposal and/or plan may affect pricing and will need to be re-quoted. A minimum re-stocking fee of 25% will be charged for all special order items, or for items brought to the job site and not used due to customer initiated changes. If items are custom made they will be charged at 100% above prices are based on complete proposal. Specific time of day work requests must be made at least 48 hours in advance of work.

All material is guaranteed to be as specified, and to be performed in accordance with the drawings submitted for above work and completed in a workmanlike manner for the sum of $60,512.00 with payments to be made as follows: 50% on acceptance, remainder on completion, 30 days net.

Any alteration or deviation from above involving extra costs will be executed upon verbal or written orders, and will become an extra charge over and above the quoted price. This proposal is contingent upon strikes, accidents or delays beyond our control. Contractor will carry and keep in force public liability and Workman’s Compensation insurance in amounts desired by contractor. Owner will provide fire, tornado and all other insurance coverage necessary or desired by Owner, at Owner’s expense. The General Conditions, as attached, are expressly incorporated into this agreement.

For paving work, customers must select paver type, color, pattern and edge detail prior to scheduling and approve layout prior to commencing excavation. Walkway and patio base to be four inches of crushed compacted gravel with one inch torpedo sand leveling course. Edges retained with concealed edging. All brick paver work guaranteed by Nature’s Perspective Landscaping Inc. for three years against settlement on undisturbed soil. Concrete pavers carry manufacturer’s lifetime guarantee against breakage.

Nature’s Perspective will contact J.U.L.I.E. and assume responsibility for all J.U.L.I.E MARKED underground cable and lines. If we cut a marked line, we are responsible for its repair. Nature’s Perspective is not responsible for cutting or damaging any UNMARKED buried lines, cable or satellite TV, modem, water, electrical, gas, sprinkler lines/heads or any buried object that is not identified, marked, and located.

Respectfully Submitted:
Nature’s Perspective Landscaping, Inc.

By: Tom Klitzkie

Note: This proposal may be withdrawn by us if not accepted within 15 days.

ACCEPTANCE OF PROPOSAL

The above prices and conditions are satisfactory and are hereby accepted. I accept the General Conditions on the back of this contract or that have been attached in an email or fax. You are authorized to do the work as specified. My acceptance of the proposal constitutes this as a valid and binding Agreement.

Dated: ____________________________ Signature: Owner

I am fully aware that I may rescind this contract within 3 days.
I am fully aware that failure to make payment of final notice within 30 days of receipt shall invalidate limited warranty.
Dr. Hill Arts Garden Proposals

2 messages

Marian Herman <MHerman@naturesperspective.com>
To: "pmartinez@cityofevanston.org" <pmartinez@cityofevanston.org>
Fri, May 19, 2017 at 2:52 PM

Hi Paulina,

Here is our maintenance proposal for Dr. Hill Arts Garden, as well as how to spend the $4600 on landscape improvements.

- Cost of Weekly Maintenance of Dr. Hill Arts Garden $200/per month or $1600 for the season
  - See attached contract for the 2017 season.
- $4600 for landscape improvements.
  - See attached plan. Will work with Jonathon Leinweber to phase in attached plan, as funds are available.

Thank you for your patience,

Marian Herman
Special Projects Coordinator
Nature’s Perspective Landscaping, Inc.
Office- 847-475-7917 Ext.209
2000 Greenleaf Street, Evanston, IL 60202
Visit our website and Like us on Facebook

2 attachments

- NPL Maintenance Contract Hill Arts District 2017 Al.pdf 100K
- DR. HILL 1-8 SUPER B 4-19-17.pdf 404K

Paulina Martinez <pmartinez@cityofevanston.org>
To: Marian Herman <MHerman@naturesperspective.com>
Tue, May 23, 2017 at 9:17 AM

Thank you, the quote has been received.
[Quoted text hidden]

--

Paulina Martinez
Economic Development Specialist
City Manager's Office
Morton Civic Center
City of Evanston

2100 Ridge Ave. | Evanston, IL 60201 | 847-859-7833
pmartinez@cityofevanston.org | cityofevanston.org | evanstonedge.com

Please consider the environment before printing this e-mail.
NATURE’S PERSPECTIVE LANDSCAPING, INC., the "contractor," hereby proposes to furnish all of the materials and perform all of the labor necessary for the completion of the contracted maintenance, for the amounts proposed below, from March 20, 2017 to December 08, 2017 for a monthly sum payable within 30 days of invoice date.

**ALL-INCLUSIVE LANDSCAPE MAINTENANCE PACKAGE:** Installment price of $200.00 per month.

(8) Payments beginning April 2017, totaling $1,600.00

Includes all of the following below. No additional charges apply.

**Initial Clean-up: One visit to be performed on or after March 20, 2017**
Clear all areas of debris and dispose • Edge all beds and walks • Cultivate all bed areas • Power rake • Seed all bare spots in lawn and cover with peat moss
Fertilize lawn areas with Nitrogen- slow release fertilizer with micronutrients • Fertilize beds with organic, non-burning fertilizer

**Maintenance: One visit per week after initial cleanup until October 27, 2017**
A. Mow all turf areas at a height of 2-1/2” to 3-1/2” as dictated by weather, alternating the pattern wherever possible
B. Maintain all turf and paved surfaces by cleaning up and removing all undesirable litter
C. Maintain all roses and perennials by removing spent flowers and unsightly foliage, stake perennials as needed
D. Edge all curb and sidewalk turf using a disc edger once per month, touch up edging every other week with a string edger and edge all tree, shrub and flower beds as needed for a clean appearance.
E. Apply pre-emergent crabgrass control to lawn once (April)
F. Apply snapshot weed preventer (As needed)
G. Fertilize lawn with slow-release fertilizer with micronutrients (late spring and late summer)
H. Apply broadleaf weed control to lawn (late spring and late summer)
I. Cultivate and weed all beds once per month (May to September)
J. Prune ornamental trees that are no more than 15’ tall, shrubs & groundcover up to 3 times (June, July, August)
K. Dispose of landscape debris from pruning and clean-ups only
L. Core aerate lawn (Late summer)
M. Fertilize beds with organic, non-burning fertilizer (August)
N. Seed bare spots in lawn and cover with peat moss (August)
O. Apply grub control to lawn. 2 applications (late spring and late summer)
P. Apply organic slug bait to beds as needed (June to August)
Q. Apply rose spray every 7-14 days, up to 25 roses, as needed.
R. Apply rabbit/deer repellent when first noticed, up to 25 plants, repeat as needed
S. Install owner’s peony hoops after peonies emerge, if applicable.
T. Apply iron and sulfur to plants to correct iron deficiency as needed

**Fall Clean-up: Up to 3 visits during the period of October 30 to December 8, 2017**
Clear all areas of leaf debris & dispose (recycle if feasible) • Cut back perennials (except those with winter interest) • Store away peony hoops, if applicable • Apply leaf compost to Roses and Blue Hydrangeas, if needed

*Site specific notes and/or instructions on next page, if applicable.*
SITE-SPECIFIC SPECIAL INSTRUCTIONS & NOTES (Please edit as necessary)

Landscape Maintenance
- Can use hydrant west of Ashland when needed
- (1) Spring Cleanup Visit in April, est (15) Bi-Weekly visits & (2) Fall Cleanups in November
- To include $500.00 allowance for plant replacements over base contract.

Landscape Mulches & Soil Amendments
Installment price includes (2) cy of shredded bark each year

Any alteration or deviation from above involving extra costs will be executed only upon written orders and will become an extra charge over and above quoted price. Maintenance visits will be suspended on accounts more than 30 days past due. Service will resume when account is paid in full. Cancellation of this contract requires a 30 day written notice. A cancellation fee equal to two month's contracted amount will be invoiced if this contract is cancelled. This proposal is contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance on above work. Workmen's Compensation and Public Liability Insurance on above work to be carried by Nature's Perspective Landscaping, Inc. The General conditions, as attached, are expressly incorporated into this agreement.

NOTE: A fuel surcharge may be annulled and added to your bill.

Respectfully Submitted:

___________________

Nature's Perspective Landscaping, Inc.

Note: This proposal may be withdrawn by us if not accepted within 15 days.

________________________________

ACCEPTANCE OF PROPOSAL

The above prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. I accept the General Conditions on the back of this contract or that have been attached in an email or fax. My acceptance of the proposal constitutes this as a valid and binding agreement.

DATED: ____________________________

SIGNATURE (OWNER)
Fwd: Dr Hill Arts District Pots 2017 Proposal

1 message

Judy Ferguson <fleur5683@aol.com>
To: Paulina Martinez <pmartinez@cityofevanston.org>

Fri, May 19, 2017 at 4:33 PM

Sent from my iPhone

Begin forwarded message:

From: Judy Ferguson <fleur5683@aol.com>
Date: April 23, 2017 at 3:53:59 PM CDT
To: johnleineweber@gmail.com
Subject: Fwd: Dr Hill Arts District Pots 2017 Proposal

---

PLANTINGS
PROPOSAL for 2017
for
The Dr. Hill Arts District

Spring/Summer and Fall/Winter Plantings
12 extra large pots: (@$150 each) :
$3600.00

https://mail.google.com/mail/u/0?ui=2&ik=4c9a18c8c2&view=pt&q=fleur5683%40aol.com&qs=true&search=query&th=15c22a1a68727407&simpl=15c22a1a687...
Cleanout and extra soil costs:
$200.00
Total for Year : $3800.00

Thanks,
Judy Ferguson
Plantings
814 Michigan Av
1E
Evanston, Il 60202
847-869-3845
312-550-6340
Howard St proposal
1 message

Judy Ferguson <fleur5683@aol.com>
To: Paulina Martinez <pmartinez@cityofevanston.org>

Fri, May 19, 2017 at 4:35 PM

This would be doubled to include
A Winter planting!

Sent from my iPhone

Begin forwarded message:

From: Judy Ferguson <fleur5683@aol.com>
Date: April 23, 2017 at 4:03:30 PM CDT
To: corgi611@yahoo.com
Subject: Plantings Proposal 2017 Spring/ Summer

Plantings
814 Michigan Av. 1E
Evanston, Il. 60202
847-869-3845
312-550-6340
Fleur5683@aol.com

Howard Street Business Association
04-22-17

Spring/Summer Plantings

7 Medium Pots  @$75 each=$525.00
4 Large Pots:  @$100 each=$400.00

Total Due:  $925.00

We will Plant these the 2nd or 3rd week of May!
Cheers-Judy Ferguson
The West Village Business Association proposes contracting with one of our local businesses—Curts Café South—at 1813 Dempster to provide the seasonal maintenance for the 14 planters located in our business district. This contract would include daily to weekly watering (as needed based on weather); occasional fertilizing and removal of dead foliage as needed.

We are excited to contract with the Café and the students of this social enterprise (Curts Café), as it benefits our business district as well as offering further options for learning and service to the students of the Café.

We plan to host a workshop with a landscaper from Natures Perspectives for the students so they can learn everything they will need to know about caring for plants during the seasonal plantings.

We are delighted to partner with this important program which is in the heart of our business district and to offer this additional skill to the young women in their training program.

The proposed contract with Curts for the year will be $2500.
Bid Proposal

TO: West Village Business Association
FROM: Karli Butler & Amy Heppner
RE: Watering and maintenance of 14 West Village planters for 24 weeks
DATE: May 31, 2017

We would like to offer our services to assist in maintaining the business district planters located on Dempster Street. We are happy to water the planters weekly (and daily if needed) over the course of 24 weeks beginning June 19, 2017 and ending November 17th. Our business hours are Tuesday – Saturday from 8:30 am – 3 pm at which time watering would occur. We will rotate our students so that each is tasked with watering the plants and/or determining if the plants need water or extra care.

We are also excited to host a workshop with a landscaper from Natures Perspectives so that our students will learn how to properly care for the plants.

14 planters Number of planters that will need watering and care
24 weeks Estimated cost per week: $104.16
120 days Estimated cost per day: $20.83 (for 2 students/5 days a week)

Additional expenses:

Cost of water (We will use water from the café, a utility that we pay.)
Watering cans (4)

Thank you for your consideration. We look forward to hearing from you.

Karli Butler     Amy Heppner
Social Service Provider    General Manager
karli@curtscafe.org    amy@curtscafe.org
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: Martin Lyons, Assistant City Manager/Chief Financial Officer
      Ashley King, Budget & Finance Manager

CC: Wally Bobkiewicz, City Manager

Subject: First Quarter Financial Report for Fiscal Year 2017

Date: May 5, 2017

Recommended Action:
Staff recommends City Council accept and place the First Quarter Financial Report for FY 2017 on file.

Livability Benefit:

Summary:
The City ended the first quarter of the 2017 fiscal year in stable financial condition. The City’s financial performance is the result of revenues remaining relatively consistent with budget targets and expenditures being below budgeted levels.

The chart below shows the Fund and Cash balance differences between the first quarter of 2016 and this first quarter 2017 report.

<table>
<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>8,182,090</td>
<td>17,193,730</td>
<td>11,561,044</td>
<td>19,734,012</td>
<td>3,378,954</td>
<td>2,540,282</td>
</tr>
<tr>
<td>Capital Fund</td>
<td>8,345,879</td>
<td>7,974,415</td>
<td>12,005,150</td>
<td>11,156,611</td>
<td>3,659,271</td>
<td>3,182,196</td>
</tr>
<tr>
<td>Parking Fund</td>
<td>11,261,199</td>
<td>11,431,692</td>
<td>6,959,523</td>
<td>7,111,190</td>
<td>(4,301,676)</td>
<td>(4,320,502)</td>
</tr>
<tr>
<td>Water Fund</td>
<td>6,521,738</td>
<td>7,066,592</td>
<td>7,585,169</td>
<td>6,753,008</td>
<td>1,063,431</td>
<td>(313,584)</td>
</tr>
<tr>
<td>Sewer Fund</td>
<td>2,457,374</td>
<td>4,407,356</td>
<td>3,443,076</td>
<td>6,194,629</td>
<td>985,702</td>
<td>1,787,273</td>
</tr>
<tr>
<td>Housing related funds</td>
<td>1,166,953</td>
<td>10,261,107</td>
<td>1,590,001</td>
<td>1,536,464</td>
<td>423,048</td>
<td>(8,724,643)</td>
</tr>
<tr>
<td>All Other Funds</td>
<td>31,541,382</td>
<td>32,943,674</td>
<td>26,720,310</td>
<td>29,193,898</td>
<td>(4,821,072)</td>
<td>(3,749,776)</td>
</tr>
<tr>
<td>Total</td>
<td>69,476,615</td>
<td>91,278,566</td>
<td>69,864,273</td>
<td>81,679,812</td>
<td>387,658</td>
<td>(9,598,754)</td>
</tr>
</tbody>
</table>
Of the $9.5 million difference, approximately $8.4 million of the decrease from 2016 to 2017 is attributable to housing programs being reclassified differently during the audit. This affects the CDBG, CDBG Loan, HOME, and Affordable Housing Funds. The Insurance Fund has a significant increase in fund balance due to the Advanced Disposal settlement (booked to the City’s General Ledger on December 31, 2016). The General Fund balance has an increase due to the combination of the Economic Development Fund into the General Fund, effective January 1, 2017.

March represents the third month of the City of Evanston’s 2017 fiscal year. As a result, it is too early to draw any meaningful conclusions or projections relative to the City’s financial performance in FY 2017. One area that has been notable in 2017 is the winter weather. The lack of cold weather resulted in two outcomes:

1. Fewer overtime expenses for public works and snow crews
2. Fewer gas tax revenues from heating bills

The net positive effect of this phenomenon is approximately $450,000 which can improve the City’s fund balance which is still anticipated to be below the policy level of 16.6% at year end. Staff will continue to monitor City revenues and expenditures throughout FY 2017 and will provide regular updates to the City Council.

Attached are summaries of the City’s funds for the first quarter of FY 2017. In reviewing these reports, please note the following:

- A majority of the revenues are recorded at the time they are actually received (permits, property taxes, fees, etc.), however, some revenues are recorded at the time of notification of the revenue being earned by the City (sales, income, telecommunications taxes, etc).

- State revenue sources are delayed by one to three months based on the revenue source in question.

- While some revenues are received on a monthly basis, other revenues are received less uniformly throughout the year. An example is property taxes, which are billed semi-annually and then distributed by the County as payments are received. This disbursal method contrasts with other revenue sources such as sales taxes, which are collected by the State and distributed on a monthly basis.

- Operating expenses, including payroll, are reported at the time they are incurred during the year. At year-end, the City often receives invoices after the close of the year, for services used or items purchased during the year. These expenses are recorded into the previous year for which they were incurred.
• Operating expenses are incurred on a uniform basis for items such as payroll, utilities, fuel, etc., and on an as needed basis for supplies, equipment and specific outsourced services.

General Fund Revenues:
General Fund revenues through the March 31, 2017 were $33,797,810 or 28.5% of budget. The first quarter performance of major General Fund revenue sources is summarized below:

• Through March 31, 2017 property tax revenue was $15,063,444 or 54.9% of budget. The March and April Financial reports have now been adjusted to include all Police and Firefighter Pension property taxes in the General Fund. These taxes are then transferred to the respective pension funds. This is the reason that expenses for Police and Fire Departments are over the 25% goal for the month—55% of property taxes have been transferred (expensed) out of those departments into the Police and Fire Pension Funds.

• State income tax is $2,297,815 through March 31, 2017, achieving 29% of the budget target for this revenue item. State income tax is typically received in arrears by one or two months.

• Sales tax revenue in the first quarter of FY 2017 was $3,605,108 or 20.5% of budget. This is in line with the past two years of sales tax receipts for this quarter; typically sales tax has the highest collections in the third quarter.

• Real estate transfer tax through March 31, 2017 totaled $624,470 achieving 20.14% of the budget target for this item. During the first quarter of 2016, this revenue source was only at 15% of budget; traditionally colder months equate fewer home sales.

• Through March 31, 2017, licenses, permits, and fees were approximately 14.6% of budget at $2,523,539. During the first quarter of 2016, licenses permits and fees were over 18% of budget.

All of the above revenues are in line with those received in 2016 and 2015 with exceptions as noted.

General Fund Expenditures:
Through March 31, 2017, General Fund expenditures were $28.9 million or 24.3% of budget for FY 2017. It is important to note, for the General Fund, many expenditures / disbursements are not made evenly throughout the year. For example:

• Seasonal employee wages in Parks, Recreation and Community Services are typically charged during the summer months.
- Police Department assigns additional patrol details during the summer months.
- The first paycheck paid in January (January 13, 2017) has been partially charged back to 2016 (payroll ended January 8, 2017). This means that January only has 1 ½ payrolls booked. These expenses will “catch up” at year-end when December 2017 has 3 ½ payrolls.
- As previously stated, the expenses for Police and Fire now include the transfer of property taxes to their respective pension funds. 55% of this expense has been charged to these departments, pushing both over the 25% expense goal. The Fire Department’s overtime budget has exceeded estimates; a detailed explanation is included as Attachment 3.

Staff will continue to monitor expenditures throughout the year and will provide regular reports to the City Council. The City will also be monitoring the progress of the State of Illinois current and future budget for 2017/2018. Based on the decisions made by the State, the City may need to initiate expense reduction/containment measures in 2017 and this will be discussed during the second quarter financial review in August.

Overall, a comparison between the first quarter of 2016 and the first quarter of 2017 can be seen below. It is important to note that 2017 is the first year where Economic Development funds are included as revenues and expenses in the General Fund.

<table>
<thead>
<tr>
<th></th>
<th>Revenues</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter 2016</td>
<td>24,389,104</td>
<td>20,297,732</td>
</tr>
<tr>
<td>First Quarter 2017</td>
<td>33,797,810</td>
<td>28,860,790</td>
</tr>
</tbody>
</table>

**Enterprise Funds:**

Revenues and expenses for the Parking, Water, Sewer and Solid Waste Funds were all below the 25% budget target. Similar to the General Fund, many enterprise fund revenues and expenses / disbursements do not occur evenly throughout the fiscal year. In the case of the Water and Sewer Funds, pumpage levels are lower, which reduces both expense and revenues in these funds for the first quarter. In the case of Water, Sewer, and Parking, capital expenses do not usually occur until the second and third quarters each year. Staff will continue to monitor and report on the performance of City enterprise fund revenues and expenditures throughout FY 2017.
A summary of Enterprise Revenue and Expenses is below:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Revenues</th>
<th>% of Budget</th>
<th>Expenses</th>
<th>% of Budget</th>
<th>Net Q1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Fund</td>
<td>$1,058,532</td>
<td>9.50%</td>
<td>$1,729,507</td>
<td>11.90%</td>
<td>$(670,975)</td>
</tr>
<tr>
<td>Water Fund</td>
<td>$3,931,560</td>
<td>16.10%</td>
<td>$2,469,974</td>
<td>8.40%</td>
<td>$1,461,586</td>
</tr>
<tr>
<td>Sewer Fund</td>
<td>$3,071,997</td>
<td>23.40%</td>
<td>$2,571,289</td>
<td>17.60%</td>
<td>$500,708</td>
</tr>
<tr>
<td>Solid Waste Fund</td>
<td>$1,256,398</td>
<td>24.20%</td>
<td>$1,126,190</td>
<td>21.70%</td>
<td>$130,208</td>
</tr>
</tbody>
</table>

**Attachments**

Attachment 1: Investment Report
Attachment 3: Fire Department Over-time Report
Memorandum

To: Wally Bobkiewicz, City Manager
From: Martin Lyons, Asst. City Manager/CFO
Subject: 1st Quarter 2017 - Cash and Investment Report
Date: May 5, 2017

Attached please find the Cash and Investment report as of March 31, 2017.

A comparison between the 2017 first quarter and 2016 fourth quarter investment report indicates an increase in combined cash & investments of $9,460,891, from $60,403,382 to $69,864,273. Cash and investment changes from the previous period are summarized below:

<table>
<thead>
<tr>
<th></th>
<th>3/31/2017</th>
<th>12/31/2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>34,930,970</td>
<td>26,985,840</td>
<td>7,945,130</td>
</tr>
<tr>
<td>Investments</td>
<td>34,933,303</td>
<td>33,417,542</td>
<td>1,515,761</td>
</tr>
<tr>
<td>TOTAL</td>
<td>69,864,273</td>
<td>60,403,382</td>
<td>9,460,891</td>
</tr>
</tbody>
</table>

While individual cash balances vary as noted on the attached table, this stability in overall non-pension cash reserves will help the City respond to potential changes in the State Budget Crisis.

As of March 31, 2017, ledger balances showing the highest percentage of total deposits was held by First Bank and Trust at $34.9M or 50.0% of the total, PMA Financial at approximately $25.1M, or 35.9%, followed by U.S. Bank at $8.3M or 11.8%. The net increase of $9.5M in cash and investments was primarily due to property tax collection. The allocation of Cash and Investments is in compliance with the City’s investment policy to ensure no financial institution should have greater than 50% of the city’s total deposits.

If you have any questions on this report or would like to discuss in greater detail, please contact me by phone at (847) 448.8082 or by e-mail at mlyons@cityofevanston.org.
<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Rate</th>
<th>Amount</th>
<th>Fiscal YTD</th>
<th>Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash &amp; Investments Bank</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>March 31, 2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Investment</strong></td>
<td><strong>Type</strong></td>
<td><strong>Rate</strong></td>
<td><strong>Amnt</strong></td>
<td><strong>Fisc YTD</strong></td>
<td><strong>Inv</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Type</strong></td>
<td><strong>Rate</strong></td>
<td><strong>Amnt</strong></td>
<td><strong>Fisc YTD</strong></td>
<td><strong>Inv</strong></td>
</tr>
</tbody>
</table>

**Total Cash and Investments**

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th><strong>Rate</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Fund #</strong></th>
</tr>
</thead>
</table>

**Grand Total**

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th><strong>Rate</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Fund #</strong></th>
</tr>
</thead>
</table>

**Net Cash**

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th><strong>Rate</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Fund #</strong></th>
</tr>
</thead>
</table>

**Total Investments & Cash**

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th><strong>Rate</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Fund #</strong></th>
</tr>
</thead>
</table>

**Reported Date**

March 31, 2017

**Pages 197 of 677**
## City of Evanston

### Cash & Investment Summary by Type

**March 31, 2017**

<table>
<thead>
<tr>
<th>Investment Description</th>
<th>Type</th>
<th>Bank</th>
<th>Rate</th>
<th>Est. Income</th>
<th>Amount</th>
<th>Fund #</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL Funds MMA US Bank</td>
<td>0.769</td>
<td>6,690</td>
<td>3,480,091</td>
<td>100</td>
<td>General</td>
<td></td>
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<tr>
<td>IL Funds MMA US Bank</td>
<td>0.769</td>
<td>29</td>
<td>14,846</td>
<td>175</td>
<td>General Assistance</td>
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<td>IL Funds MMA US Bank</td>
<td>0.769</td>
<td>3,353</td>
<td>1,744,261</td>
<td>200</td>
<td>MFT</td>
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<td>0.769</td>
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<td>649,571</td>
<td>205</td>
<td>E911</td>
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<td>IL Funds MMA US Bank</td>
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<td>0</td>
<td>-</td>
<td>225</td>
<td>Economic Development</td>
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<td>IL Funds MMA US Bank</td>
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<td>703</td>
<td>365,914</td>
<td>250</td>
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<td>0</td>
<td>121</td>
<td>271</td>
<td>Affordable Housing</td>
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<td>630</td>
<td>327,929</td>
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<td>HH TIF</td>
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<td>IL Funds MMA US Bank</td>
<td>0.769</td>
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<td>41</td>
<td>330</td>
<td>Howard Ridge TIF</td>
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<tr>
<td>IL Funds MMA US Bank</td>
<td>0.769</td>
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<td>10,027</td>
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<td>West Evanston TIF</td>
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<td>IL Funds MMA US Bank</td>
<td>0.769</td>
<td>2,335</td>
<td>1,214,776</td>
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<td>Capital Improvements</td>
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<tr>
<td>IL Funds MMA US Bank</td>
<td>0.769</td>
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<td>63,566</td>
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<td>IL Funds MMA US Bank</td>
<td>0.769</td>
<td>307</td>
<td>159,613</td>
<td>505</td>
<td>Parking</td>
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<tr>
<td>IL Funds MMA US Bank</td>
<td>0.769</td>
<td>10</td>
<td>5,012</td>
<td>515</td>
<td>Water</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>199</td>
<td>137,491</td>
<td>300</td>
<td>Washington National</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>154</td>
<td>106,397</td>
<td>310</td>
<td>Howard Hartrey TIF</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>37</td>
<td>25,778</td>
<td>320</td>
<td>Debt Service</td>
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<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>6</td>
<td>3,954</td>
<td>330</td>
<td>Howard Ridge TIF</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>21</td>
<td>14,498</td>
<td>335</td>
<td>West Evanston TIF</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>564</td>
<td>389,020</td>
<td>415</td>
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<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>1,047</td>
<td>721,878</td>
<td>505</td>
<td>Parking</td>
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<td>Money Market Fund MMA IMET</td>
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<td>9</td>
<td>6,303</td>
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<td>Special Assessment</td>
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<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>259</td>
<td>178,925</td>
<td>510</td>
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<td>Money Market Fund MMA IMET</td>
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<td>11,329</td>
<td>5,664,433</td>
<td>300</td>
<td>Washington National</td>
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<td>Money Market Fund MMA IMET</td>
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<td>308</td>
<td>353,800</td>
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<td>HH TIF</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>3,038</td>
<td>1,519,076</td>
<td>320</td>
<td>Debt Service</td>
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<td>Money Market Fund MMA IMET</td>
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<td>990</td>
<td>495,232</td>
<td>335</td>
<td>West Evanston TIF</td>
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<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>8,017</td>
<td>4,008,619</td>
<td>415</td>
<td>Capital Improvements</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>14,074</td>
<td>7,036,872</td>
<td>505</td>
<td>Parking</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
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<td>5,518,692</td>
<td>510</td>
<td>Water</td>
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<tr>
<td>Money Market Fund MMA IMET</td>
<td>0.580</td>
<td>994</td>
<td>497,100</td>
<td>515</td>
<td>Sewer</td>
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Total: 68,355 34,933,303
To: Wally Bobkiewicz, City Manager  
Martin Lyons, Assistant City Manager/Chief Financial Officer  
From: Ashley King, Finance & Budget Manager  
Subject: March 2017 Monthly Financial Report  
Date: April 24, 2017

Please find attached the unaudited financial statements as of March 31, 2017. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>YTD Revenues</th>
<th>YTD Expenses</th>
<th>YTD Net</th>
<th>Fund Balance</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL FUND</td>
<td>33,797,810</td>
<td>28,860,790</td>
<td>4,937,020</td>
<td>19,734,012</td>
<td>11,561,044</td>
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<tr>
<td>HEALTH AND HUMAN SERVICES</td>
<td>214,788</td>
<td>121</td>
<td>214,667</td>
<td>250,067</td>
<td>285,473</td>
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<tr>
<td>GENERAL ASSISTANCE FUND</td>
<td>451,875</td>
<td>200,404</td>
<td>251,471</td>
<td>836,116</td>
<td>837,859</td>
</tr>
<tr>
<td>GOOD NEIGHBOR FUND</td>
<td>1,000,000</td>
<td>250,000</td>
<td>750,000</td>
<td>750,000</td>
<td>750,000</td>
</tr>
<tr>
<td>LIBRARY FUND</td>
<td>3,375,148</td>
<td>1,401,264</td>
<td>1,973,884</td>
<td>2,734,702</td>
<td>2,625,046</td>
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<tr>
<td>NEIGHBORHOOD STABILIZATION</td>
<td>29</td>
<td>8,845</td>
<td>(8,816)</td>
<td>123,594</td>
<td></td>
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<tr>
<td>MOTOR FUEL TAX FUND</td>
<td>507,284</td>
<td>214,498</td>
<td>292,786</td>
<td>1,706,464</td>
<td>1,529,763</td>
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<td>EMERGENCY TELEPHONE (E911)</td>
<td>234,250</td>
<td>187,666</td>
<td>46,584</td>
<td>58,888</td>
<td>(7,502)</td>
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<tr>
<td>SPECIAL SERVICE AREA (SSA) #4</td>
<td>157,151</td>
<td>-</td>
<td>157,151</td>
<td>(35,125)</td>
<td>(35,125)</td>
</tr>
<tr>
<td>CDBG FUND</td>
<td>-</td>
<td>106,562</td>
<td>(106,562)</td>
<td>169,915</td>
<td>169,915</td>
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<tr>
<td>CDBG LOAN</td>
<td>19,287</td>
<td>1,270</td>
<td>18,017</td>
<td>175,678</td>
<td>228,938</td>
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<tr>
<td>NEIGHBORHOOD IMPROVEMENT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>169,915</td>
<td>169,915</td>
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<tr>
<td>HOME FUND</td>
<td>6,973</td>
<td>30,371</td>
<td>(23,398)</td>
<td>(42,456)</td>
<td>(42,456)</td>
</tr>
<tr>
<td>AFFORDABLE HOUSING FUND</td>
<td>43,416</td>
<td>20,076</td>
<td>23,340</td>
<td>1,424,529</td>
<td>1,424,529</td>
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<tr>
<td>LIBRARY DEBT SERVICE FUND</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>16,803</td>
<td>16,803</td>
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<tr>
<td>WASHINGTON NATIONAL TIF</td>
<td>2,417,651</td>
<td>87,500</td>
<td>2,330,151</td>
<td>8,954,827</td>
<td>8,033,746</td>
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<tr>
<td>HOWARD-HARTREY TIF</td>
<td>930</td>
<td>-</td>
<td>930</td>
<td>473,994</td>
<td>705,674</td>
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<tr>
<td>HOWARD-RIDGE TIF FUND</td>
<td>297,241</td>
<td>39,476</td>
<td>257,665</td>
<td>259,950</td>
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<tr>
<td>WEST EVANSTON TIF FUND</td>
<td>3,680</td>
<td>10,070</td>
<td>(6,389)</td>
<td>410,871</td>
<td>419,193</td>
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<tr>
<td>DEMPSTER-DODGE TIF FUND</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(29,415)</td>
<td>(29,415)</td>
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<tr>
<td>CHICAGO-MAIN TIF</td>
<td>-</td>
<td>40,091</td>
<td>(40,091)</td>
<td>94,986</td>
<td>94,986</td>
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<tr>
<td>SPECIAL SERVICE AREA (SSA) #6</td>
<td>116,356</td>
<td>-</td>
<td>116,356</td>
<td>194,650</td>
<td>194,650</td>
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<tr>
<td>DEBT SERVICE FUND</td>
<td>6,472,328</td>
<td>-</td>
<td>6,472,328</td>
<td>7,218,383</td>
<td>7,233,178</td>
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<tr>
<td>CAPITAL IMPROVEMENTS FUND</td>
<td>138,259</td>
<td>608,107</td>
<td>(469,847)</td>
<td>11,156,611</td>
<td>12,005,150</td>
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<tr>
<td>SPECIAL ASSESSMENT FUND</td>
<td>173,755</td>
<td>65,857</td>
<td>107,898</td>
<td>407,114</td>
<td>3,103,577</td>
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<tr>
<td>PARKING SYSTEM FUND</td>
<td>1,058,532</td>
<td>1,729,507</td>
<td>(670,974)</td>
<td>10,815,895</td>
<td>6,959,523</td>
</tr>
<tr>
<td>WATER FUND</td>
<td>3,931,560</td>
<td>2,469,974</td>
<td>1,461,586</td>
<td>6,753,008</td>
<td>7,585,169</td>
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<tr>
<td>SEWER FUND</td>
<td>3,071,994</td>
<td>2,571,289</td>
<td>500,708</td>
<td>6,194,629</td>
<td>3,443,076</td>
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<tr>
<td>SOLID WASTE FUND</td>
<td>1,256,396</td>
<td>1,126,190</td>
<td>130,206</td>
<td>(796,290)</td>
<td>(1,490,123)</td>
</tr>
<tr>
<td>FLEET SERVICES FUND</td>
<td>857,371</td>
<td>667,929</td>
<td>189,442</td>
<td>169,915</td>
<td>169,915</td>
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<tr>
<td>EQUIPMENT REPLACEMENT FUND</td>
<td>426,207</td>
<td>17,379</td>
<td>408,829</td>
<td>419,193</td>
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<tr>
<td>INSURANCE FUND</td>
<td>4,247,254</td>
<td>4,411,711</td>
<td>(164,457)</td>
<td>(803,562)</td>
<td>362,886</td>
</tr>
</tbody>
</table>

64,277,531 | 45,126,946 | 19,150,585 | 81,679,812 | 69,864,273
Included above are the ending balances as of March 31, 2017 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which can be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City’s financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

As of March 31, 2017, the General Fund is reporting a net surplus of $4,937,020. The General Fund balance is $19,734,012 with a cash balance of $11,561,044. This year shows the Economic Development Fund merged with the General Fund—increasing both Fund and Cash balances. The attached supplemental charts show the General Fund Revenues at 28.5% of budget and expenses lower at 24.3%. This revenue number reflects receipt of 50% of property taxes; permit revenue, however, is well-below estimates.

Through March 31, 2017, the SSA #4 Fund is showing a negative fund and cash balance of $35,125. This is due to the timing of payments to the Downtown Evanston group.

Through March 31, 2017, the Home Fund is showing a negative cash balance of $21,020.

Through March 31, 2017, the CDBG Fund is showing a negative cash balance of $42,456. This will be reimbursed with draw-downs during March.

Through March 31, 2017, the Capital Fund is showing a fund balance of $11,156,611 and a cash balance of $12,005,150. As the year-end close process for 2016 continues through May, expenses are anticipated to increase to reflect payables due to IDOT and other organizations which will be paid in 2017. This will reduce the fund balances.

Through March 31, 2017, the enterprise funds (Parking, Water, and Sewer) have balances above average due to the timing of capital projects for 2017.

Through March 31, 2017, the Solid Waste Fund has a negative fund balance of $796,290 and a negative cash balance of $1,490,123.

Through March 31, 2017, the Insurance Fund is showing a negative fund balance of $803,562 with a cash balance of $362,886. Advanced Disposal fees were all held in escrow in the Insurance Fund. After the settlement, these are these are treated as revenues in the General Fund.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: aking@cityofevanston.org. Detailed fund summary reports can be found at: http://www.cityofevanston.org/city-budget/financial-reports/.
CERTIFICATION OF ATTACHED FINANCIAL REPORTS

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the March 31, 2017 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

[Signature]

Martin Lyons, Treasurer
2016 v 2017 Fund and Cash Balance -- General Fund

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Unreserved Fund Balance</td>
<td>11,859,782</td>
<td>14,097,256</td>
<td>17,193,730</td>
</tr>
<tr>
<td>2017 Unreserved Fund Balance</td>
<td>15,453,984</td>
<td>17,244,431</td>
<td>19,734,012</td>
</tr>
<tr>
<td>2016 Cash Balance</td>
<td>3,656,830</td>
<td>2,587,845</td>
<td>8,182,090</td>
</tr>
<tr>
<td>2017 Cash Balance</td>
<td>6,338,271</td>
<td>6,393,110</td>
<td>11,561,044</td>
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## March 2017 Financial Report
Through 03/31/17
Summary Listing

### Fund 100 - GENERAL FUND

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>28,639,628</td>
<td>10,527,723</td>
<td>14,414,026</td>
<td>50.3%</td>
<td>27,302,687</td>
</tr>
<tr>
<td>Other Taxes</td>
<td>49,402,274</td>
<td>3,167,760</td>
<td>11,651,566</td>
<td>23.6%</td>
<td>44,922,404</td>
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<tr>
<td>License</td>
<td>5,496,150</td>
<td>1,093,219</td>
<td>1,343,319</td>
<td>19.9%</td>
<td>6,784,745</td>
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<tr>
<td>Permit</td>
<td>11,648,000</td>
<td>319,325</td>
<td>87,001</td>
<td>11.5%</td>
<td>11,012,646</td>
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<tr>
<td>Fee</td>
<td>115,500</td>
<td>4,429</td>
<td>87,001</td>
<td>75.3%</td>
<td>70,395</td>
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<tr>
<td>Fines and Forfeitures</td>
<td>3,810,000</td>
<td>271,821</td>
<td>673,477</td>
<td>17.7%</td>
<td>3,611,901</td>
</tr>
<tr>
<td>Parking Charges for Services</td>
<td>640,000</td>
<td>-</td>
<td>22,214</td>
<td>3.5%</td>
<td>687,835</td>
</tr>
<tr>
<td>Parks and Recreation Charges for Services</td>
<td>5,650,895</td>
<td>469,033</td>
<td>1,881,929</td>
<td>24.4%</td>
<td>8,709,861</td>
</tr>
<tr>
<td>Other Charges for Services</td>
<td>2,719,717</td>
<td>165,488</td>
<td>162,889</td>
<td>7.9%</td>
<td>1,382,941</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>7,705,774</td>
<td>613,976</td>
<td>1,881,929</td>
<td>24.4%</td>
<td>8,709,861</td>
</tr>
<tr>
<td>Intergovernmental Revenue</td>
<td>839,965</td>
<td>84,757</td>
<td>162,741</td>
<td>19.4%</td>
<td>988,671</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>2,060,829</td>
<td>52,764</td>
<td>162,889</td>
<td>7.9%</td>
<td>1,382,941</td>
</tr>
<tr>
<td>Interest Income</td>
<td>50,100</td>
<td>4,429</td>
<td>87,001</td>
<td>75.3%</td>
<td>70,395</td>
</tr>
</tbody>
</table>

### REVENUE TOTAL

118,778,832  15,856,652  33,797,810  28% 113,704,908

### EXPENSE TOTAL

118,686,191  13,367,071  28,860,790  24.3% 111,326,171

### Net Gain (Loss)

92,641      2,489,581   4,937,020   5,329% 2,377,911
## March 2017 Financial Report

### Fund 505 - PARKING SYSTEM FUND

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td>-</td>
<td>-</td>
<td>600</td>
<td></td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>Parking Charges for Services</td>
<td>6,737,875</td>
<td>(74,615)</td>
<td>1,014,646</td>
<td>15.1%</td>
<td>6,340,992</td>
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<tr>
<td>Parks and Recreation Charges for Services</td>
<td>65,000</td>
<td>-</td>
<td></td>
<td>0.0%</td>
<td>168,500</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>4,120,636</td>
<td>-</td>
<td></td>
<td>0.0%</td>
<td>3,711,768</td>
</tr>
<tr>
<td>Intergovernmental Revenue</td>
<td>12,125</td>
<td>-</td>
<td></td>
<td>0.0%</td>
<td>-</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>203,216</td>
<td>12,167</td>
<td>34,734</td>
<td>17.1%</td>
<td>195,895</td>
</tr>
<tr>
<td>Interest Income</td>
<td>35,070</td>
<td>3,216</td>
<td>8,552</td>
<td>24.4%</td>
<td>38,159</td>
</tr>
<tr>
<td><strong>REVENUE TOTAL</strong></td>
<td>11,173,922</td>
<td>(59,232)</td>
<td>1,058,532</td>
<td>9.5%</td>
<td>10,458,663</td>
</tr>
<tr>
<td>Employee Pay</td>
<td>26,000</td>
<td>2,050</td>
<td>3,870</td>
<td>14.9%</td>
<td>26,465</td>
</tr>
<tr>
<td>Benefits</td>
<td>1,117,119</td>
<td>77,097</td>
<td>217,133</td>
<td>19.4%</td>
<td>1,206,649</td>
</tr>
<tr>
<td>Pensions</td>
<td>104,802</td>
<td>7,272</td>
<td>20,313</td>
<td>19.4%</td>
<td>93,277</td>
</tr>
<tr>
<td>Services</td>
<td>3,222,411</td>
<td>265,192</td>
<td>659,653</td>
<td>20.5%</td>
<td>2,846,933</td>
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<tr>
<td>Supplies</td>
<td>278,864</td>
<td>14,468</td>
<td>37,332</td>
<td>13.4%</td>
<td>237,610</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>3,020,000</td>
<td>262,755</td>
<td>262,755</td>
<td>8.7%</td>
<td>(24,598)</td>
</tr>
<tr>
<td>Insurance and Other Chargebacks</td>
<td>524,102</td>
<td>43,124</td>
<td>127,328</td>
<td>24.3%</td>
<td>504,784</td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td>2,836,672</td>
</tr>
<tr>
<td>Contingencies</td>
<td>11,000</td>
<td>468</td>
<td>689</td>
<td>6.3%</td>
<td>5,910</td>
</tr>
<tr>
<td>Debt Service</td>
<td>4,331,771</td>
<td>-</td>
<td>-</td>
<td></td>
<td>390,235</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>304,000</td>
<td>81,763</td>
<td>81,763</td>
<td>26.9%</td>
<td>255,626</td>
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<tr>
<td>Interfund Transfers</td>
<td>1,584,683</td>
<td>106,224</td>
<td>318,671</td>
<td>20.1%</td>
<td>1,303,783</td>
</tr>
<tr>
<td><strong>EXPENSE TOTAL</strong></td>
<td>14,524,752</td>
<td>860,413</td>
<td>1,729,507</td>
<td>11.9%</td>
<td>9,683,345</td>
</tr>
</tbody>
</table>

**Fund 505 - PARKING SYSTEM FUND**

**Totals**

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE TOTALS</strong></td>
<td>11,173,922</td>
<td>(59,232)</td>
<td>1,058,532</td>
<td>9%</td>
<td>10,458,663</td>
</tr>
<tr>
<td><strong>EXPENSE TOTALS</strong></td>
<td>14,524,752</td>
<td>860,413</td>
<td>1,729,507</td>
<td>12%</td>
<td>9,683,345</td>
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</table>

**Fund 505 - PARKING SYSTEM FUND**

**Net Gain**

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Gain</td>
<td>(3,350,830)</td>
<td>(919,645)</td>
<td>(670,974)</td>
<td>20%</td>
<td>775,318</td>
</tr>
</tbody>
</table>
## March 2017 Financial Report
Through 03/31/17
Summary Listing

### Fund 510 - WATER FUND

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>70,000</td>
<td>7,409</td>
<td>17,152</td>
<td>24.5%</td>
<td>90,592</td>
</tr>
<tr>
<td>Water Charges for Services</td>
<td>17,324,000</td>
<td>265,349</td>
<td>3,887,644</td>
<td>22.4%</td>
<td>15,851,052</td>
</tr>
<tr>
<td>Sewer Charges for Services</td>
<td>36,000</td>
<td>3,735</td>
<td>10,966</td>
<td>30.5%</td>
<td>51,737</td>
</tr>
<tr>
<td>Other Charges for Services</td>
<td>135,000</td>
<td>125</td>
<td>20</td>
<td>0.0%</td>
<td>168,482</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>6,828,400</td>
<td>3,349</td>
<td>9,553</td>
<td>0.1%</td>
<td>306,143</td>
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<tr>
<td>Interest Income</td>
<td>1,600</td>
<td>2,440</td>
<td>6,225</td>
<td>389.1%</td>
<td>16,116</td>
</tr>
<tr>
<td><strong>REVENUE TOTAL</strong></td>
<td>24,395,000</td>
<td>282,407</td>
<td>3,931,560</td>
<td>16.1%</td>
<td>16,484,123</td>
</tr>
<tr>
<td>Employee Pay</td>
<td>183,365</td>
<td>7,755</td>
<td>33,725</td>
<td>18.4%</td>
<td>193,328</td>
</tr>
<tr>
<td>Benefits</td>
<td>4,037,387</td>
<td>300,179</td>
<td>848,692</td>
<td>21.0%</td>
<td>3,898,385</td>
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<tr>
<td>Pensions</td>
<td>368,658</td>
<td>28,122</td>
<td>80,563</td>
<td>21.9%</td>
<td>495,309</td>
</tr>
<tr>
<td>Services</td>
<td>2,250,760</td>
<td>253,175</td>
<td>404,658</td>
<td>18.0%</td>
<td>1,735,462</td>
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<tr>
<td>Supplies</td>
<td>1,360,390</td>
<td>110,316</td>
<td>184,171</td>
<td>13.5%</td>
<td>876,885</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>14,982,119</td>
<td>29,700</td>
<td>(232,508)</td>
<td>-1.6%</td>
<td>791</td>
</tr>
<tr>
<td>Insurance and Other Chargebacks</td>
<td>1,174,064</td>
<td>95,263</td>
<td>275,095</td>
<td>23.4%</td>
<td>1,110,835</td>
</tr>
<tr>
<td>Depreciation Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
<td>1,973,593</td>
</tr>
<tr>
<td>Contingencies</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>1,000</td>
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<tr>
<td>Debt Service</td>
<td>1,438,470</td>
<td>-</td>
<td>-</td>
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<td>633,708</td>
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<tr>
<td>Miscellaneous</td>
<td>62,980</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>238,468</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>3,502,313</td>
<td>278,526</td>
<td>875,578</td>
<td>25.0%</td>
<td>3,502,313</td>
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<tr>
<td><strong>EXPENSE TOTAL</strong></td>
<td>29,361,507</td>
<td>1,103,036</td>
<td>2,469,974</td>
<td>8.4%</td>
<td>14,660,077</td>
</tr>
</tbody>
</table>

### Fund 510 - WATER FUND Totals

**REVENUE TOTALS**

- 24,395,000
- 282,407
- 3,931,560
- 16%
- 16,484,123

**EXPENSE TOTALS**

- 29,361,507
- 1,103,036
- 2,469,974
- 19%
- 14,660,077

**Fund 510 - WATER FUND Net Gain (Loss)**

- (4,966,507)
- (820,629)
- 1,461,586
- 13%
- 1,824,045

205 of 677
## Fund 515 - SEWER FUND

### Classification

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer Charges for Services</td>
<td>12,501,500</td>
<td>797,835</td>
<td>3,070,763</td>
<td>24.6%</td>
<td>13,027,160</td>
</tr>
<tr>
<td>Other Charges for Services</td>
<td>19,650</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>21,600</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>604,165</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>3,087</td>
</tr>
<tr>
<td>Interest Income</td>
<td>1,000</td>
<td>444</td>
<td>1,234</td>
<td>123.4%</td>
<td>4,450</td>
</tr>
<tr>
<td><strong>REVENUE TOTAL</strong></td>
<td>13,126,315</td>
<td>798,279</td>
<td>3,071,997</td>
<td>23%</td>
<td>13,056,297</td>
</tr>
<tr>
<td>Employee Pay</td>
<td>57,040</td>
<td>790</td>
<td>7,932</td>
<td>13.9%</td>
<td>37,763</td>
</tr>
<tr>
<td>Benefits</td>
<td>859,043</td>
<td>66,243</td>
<td>185,198</td>
<td>21.6%</td>
<td>862,355</td>
</tr>
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<td>Pensions</td>
<td>73,398</td>
<td>6,150</td>
<td>17,723</td>
<td>24.1%</td>
<td>110,255</td>
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<tr>
<td>Services</td>
<td>908,500</td>
<td>28,201</td>
<td>28,201</td>
<td>3.1%</td>
<td>109,493</td>
</tr>
<tr>
<td>Supplies</td>
<td>92,300</td>
<td>1,016</td>
<td>3,278</td>
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<td>48,058</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>2,819,700</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>15,370</td>
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<tr>
<td>Insurance and Other Chargebacks</td>
<td>432,953</td>
<td>36,580</td>
<td>106,868</td>
<td>24.7%</td>
<td>414,270</td>
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<tr>
<td>Depreciation Expense</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>#DIV/0!</td>
<td>3,461,103</td>
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<tr>
<td>Debt Service</td>
<td>8,370,946</td>
<td>1,367,533</td>
<td>1,974,170</td>
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<td>1,336,366</td>
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<tr>
<td>Miscellaneous</td>
<td>1,500</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>5,000</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>991,677</td>
<td>82,640</td>
<td>247,919</td>
<td>25.0%</td>
<td>773,873</td>
</tr>
<tr>
<td><strong>EXPENSE TOTAL</strong></td>
<td>14,607,057</td>
<td>1,589,153</td>
<td>2,571,289</td>
<td>17.6%</td>
<td>7,173,906</td>
</tr>
</tbody>
</table>

### Net Gain (Loss)

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Gain (Loss)</strong></td>
<td>(1,480,742)</td>
<td>(790,874)</td>
<td>500,708</td>
<td>(34%)</td>
<td>5,882,391</td>
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</tbody>
</table>

## Fund 515 - SEWER FUND Totals

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE TOTALS</strong></td>
<td>13,126,315</td>
<td>798,279</td>
<td>3,071,997</td>
<td>23%</td>
<td>13,056,297</td>
</tr>
<tr>
<td><strong>EXPENSE TOTALS</strong></td>
<td>14,607,057</td>
<td>1,589,153</td>
<td>2,571,289</td>
<td>18%</td>
<td>7,173,906</td>
</tr>
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</table>
## March 2017 Financial Report

Through 03/31/17

Summary Listing

### Fund 520 - SOLID WASTE FUND

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>License</td>
<td>275,000</td>
<td>41,263</td>
<td>86,004</td>
<td>31.3%</td>
<td>125,404</td>
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<tr>
<td>Other Charges for Services</td>
<td>3,632,394</td>
<td>301,358</td>
<td>893,035</td>
<td>24.6%</td>
<td>3,586,453</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>1,055,967</td>
<td>87,997</td>
<td>263,992</td>
<td>25.0%</td>
<td>1,055,967</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>238,000</td>
<td>12,203</td>
<td>13,368</td>
<td>5.6%</td>
<td>274,808</td>
</tr>
<tr>
<td><strong>REVENUE TOTAL</strong></td>
<td>5,201,361</td>
<td>442,822</td>
<td>1,256,398</td>
<td>24.2%</td>
<td>5,042,632</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Pay</td>
<td>45,000</td>
<td>1,424</td>
<td>2,750</td>
<td>6.1%</td>
<td>43,025</td>
</tr>
<tr>
<td>Benefits</td>
<td>644,768</td>
<td>43,664</td>
<td>119,115</td>
<td>18.5%</td>
<td>620,226</td>
</tr>
<tr>
<td>Pensions</td>
<td>60,473</td>
<td>4,154</td>
<td>11,197</td>
<td>18.5%</td>
<td>72,588</td>
</tr>
<tr>
<td>Services</td>
<td>3,679,126</td>
<td>232,568</td>
<td>833,514</td>
<td>22.7%</td>
<td>3,302,430</td>
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<tr>
<td>Supplies</td>
<td>53,050</td>
<td>660</td>
<td>3,635</td>
<td>6.9%</td>
<td>54,768</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>25,750</td>
<td>2,085</td>
<td>2,285</td>
<td>8.9%</td>
<td>6,034</td>
</tr>
<tr>
<td>Insurance and Other Chargebacks</td>
<td>149,325</td>
<td>9,847</td>
<td>27,492</td>
<td>18.4%</td>
<td>138,618</td>
</tr>
<tr>
<td>Debt Service</td>
<td>21,046</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>2,251</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>12,232</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>504,807</td>
<td>42,067</td>
<td>126,202</td>
<td>25.0%</td>
<td>499,493</td>
</tr>
<tr>
<td><strong>EXPENSE TOTAL</strong></td>
<td>5,198,345</td>
<td>336,470</td>
<td>1,126,190</td>
<td>21.7%</td>
<td>4,751,664</td>
</tr>
</tbody>
</table>

### Fund 520 - SOLID WASTE FUND Totals

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE TOTALS</strong></td>
<td>5,201,361</td>
<td>442,822</td>
<td>1,256,398</td>
<td>24%</td>
<td>5,042,632</td>
</tr>
<tr>
<td><strong>EXPENSE TOTALS</strong></td>
<td>5,198,345</td>
<td>336,470</td>
<td>1,126,190</td>
<td>22%</td>
<td>4,751,664</td>
</tr>
</tbody>
</table>

### Fund 520 - SOLID WASTE FUND Net Gain (Loss)

<table>
<thead>
<tr>
<th>Classification</th>
<th>2017 Budget</th>
<th>March Actual</th>
<th>YTD Actual</th>
<th>%</th>
<th>2016 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Gain (Loss)</td>
<td>3,016</td>
<td>106,352</td>
<td>130,208</td>
<td>4.317%</td>
<td>290,968</td>
</tr>
</tbody>
</table>
Memorandum

To: Wally Bobkiewicz, City Manager

From: Brian R. Scott, Fire Chief
       Martin Lyons, Assistant City Manager/CFO
       Ashley King, Budget & Finance Manager

Subject: First Quarter 2017 - Overtime

Date: June 5, 2017

Through the first quarter of 2017, the Fire Department is over the anticipated quarter of expenses, at 30% of their budget. A large reason for this higher percentage is the transfer of property taxes to pensions. The other expense which is higher than anticipated is overtime expenses, which are at 52% of budget through the first quarter.

Increases in overtime for the 1Q 2017 as compared to 1Q 2016 can be attributed to additional shift vacancies relative to previous quarters and the need to maintain operational minimum staffing levels. The Fire Department experienced a significant increase in time lost due to injury in the second half of 2016 and continuing through the first quarter of 2017. In the 1Q of 2016 there were 3 members with significant leave due to injury. That number grew through 2016 and into the 1Q of 2017 from 3 to 10. The amount of injury leave in the last 16 months is not typical. 2014 and 2015 saw only three firefighters off on long term leave in each of those years.

Fortunately, by the end of June 2017, the City expects to have 8 members return to full duty, leaving only 5 on continuing leave. The Fire Department is also currently working on hiring 3 replacement positions, which should significantly reduce the amount of operational overtime needed in the second half of 2017.

Evanston has not had difficulty with volunteers taking on additional shifts to cover the over-time. Over-time can often be seen as an appropriate way to manage staffing as it is significantly more affordable than hiring additional staff—it does not include additional benefit or pension costs. One metric that is often used in determining if over-time is above an appropriate limit is to look at over-time as a percentage of regular pay.

Below, please find the calculations used to determine Evanston’s over-time as a percentage of regular pay.
Although it has been steadily increasing since 2013, Evanston continues to have a lower percentage than other communities.

Staff will continue to monitor over-time expenses and will report any changes as they arise.
For City Council meeting of June 12, 2017

Item A4
Resolution 53-R-17, Authorizing the City Manager to Make Payment for Emergency Structural Shoring
For Action

Memorandum

To: Honorable Mayor and Members of the City Council
Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director
Lara Biggs, Bureau Chief – Capital Planning / City Engineer
Shane Cary, Project Manager/Architect
Stefanie Levine, Senior Project Manager

Subject: Resolution 53-R-17, Authorizing the City Manager to Execute Payments for Emergency Structural Shoring for the City of Evanston’s Service Center Parking Structure

Date: June 12, 2017

Recommended Action:
Staff recommends City Council adoption of Resolution 53-R-17, authorizing the City Manager to execute payments for emergency structural shoring repairs to the City of Evanston’s Service Center Parking Structure. The City Manager has authorized staff to execute structural engineering service contracts to assess and temporarily shore the Service Center parking structure with the following: Moshe Calamaro & Associates Inc. (930 Pitner Ave., #7, Evanston, IL 60202), Belfor Property Restoration (650 Anthony Tail Suite B – Northbrook, IL 60062), and KPFF Consulting Engineers (630 Davis St, Evanston, IL 60201) The known costs for this work to date is $4,900.83 to Moshe Calamaro & Associates; $23,951.64 to Belfor Property Restoration, and $3,500.00 to KPFF Consulting Engineers. There will be additional costs for rental of the structural shoring in the amount of $962.50/week to Belfor Property Restoration.

Funding Source:
Funding will be provided from the Capital Improvement Program (CIP) 2017 General Obligation Bonds for Facilities Contingency (Account 415.40.4117.62145.617023), which was budgeted at $200,000 for 2017 and has an estimated $178,510.00 remaining.

Livability Benefits:
Built Environment: Enhance public spaces
Background Information:
On the morning of May 11, 2017, Forestry noticed large pieces of concrete had fallen from a beam supporting the parking deck above the Forestry storage bay at the Service Center’s parking structure. Engineering staff immediately contacted a structural engineer that has frequently worked with the City in the past, Moshe Calamaro, to quickly assess the structure and provide an appropriate short term response. His assessment by visual inspection indicated that the integrity of the structure was compromised and that temporary emergency shoring should be installed as soon as possible to prevent further failure. In addition, he recommended that the affected storage bay be taken out of service, staff not enter the area, and that the City keep all vehicles off the parking structure. Moshe Calamaro indicated that once temporary shoring was in place, the service bay affected and the parking structure could be placed back into service while a more thorough investigation of the structure was made to determine and implement a permanent repair solution.

Belfor Property Restoration was contacted to install the structural shoring on Saturday May 13. Due to complexity associated with the location of the damage, Belfor was required to return to the site several times to modify the installation. Additionally, and to expedite the installation, staff fabricated a critical steel component to complete the structural shoring installation. Belfor Property Restoration finished the shoring installation on Thursday, May 25.

Staff contacted additional structural engineering firms to provide proposals to assess the entire structure. On June 1st, during the routine walkthrough to look at the premises to determine fees for the assessment, a large crack was identified. Staff quickly went through the entire structure and found three additional locations that had significant cracking. Moshe Calamaro & Associates was not responsive so KPFF Consulting Engineers was asked to quickly provide an assessment at the four locations. KPFF Consulting Engineers visually examined these four locations and performed on-site hammer tests to assess the immediacy of the problem. It was determined that these four areas were not of immediate concern and that the parking structure could remain in service.

Staff will continue to manage the project under the emergency protocol established to expedite decision making and keep from incurring unnecessary costs. A memo will follow indicating the cost of engineering fees to assess the entire parking structure.

Analysis:
Moshe Calamaro & Associates work included visual inspections, structural calculations, structural drawings, and load requirements for the temporary shoring. Belfor Property Restoration’s work included installation of structural shoring and rental of structural shoring. KPFF Consulting Engineers work included visual inspections, and hammer testing.
A breakdown of funding for this project is as follows:

<table>
<thead>
<tr>
<th>Account Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Funding (detailed above)</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>Previous Estimated Encumbrances / expenditures to date</td>
<td>-$21,490.00</td>
</tr>
<tr>
<td>Moshe Calamaro &amp; Associates</td>
<td>-$4,900.83</td>
</tr>
<tr>
<td>Belfor Property Restoration</td>
<td>-$23,951.64</td>
</tr>
<tr>
<td>KPFF Consulting Engineers</td>
<td>-$3,500.00</td>
</tr>
<tr>
<td>Balance Remaining</td>
<td>$146,157.53</td>
</tr>
</tbody>
</table>

Additional costs will be incurred for the rental of the structural shoring at $962.50/week.

Additional costs will also be incurred for the engineering assessment and remediation of the structure. Costs for those items will follow as soon as they are available.

Attachments:
Resolution 53-R-17
53-R-17

A RESOLUTION

Authorizing the City Manager to Execute Payments to Moshe Calamaro & Associations, Inc., Belfor Property Restoration, and KPFF Consulting Engineers for Emergency Structural Shoring for the City of Evanston Service Center Parking Structure

WHEREAS, on May 11, 2017, the City of Evanston’s Forestry Department reported structural damage to the City of Evanston Service Center Parking Structure; and

WHEREAS, the City Manager authorized staff to execute emergency contracts for structural shoring to remediate the damage; and

WHEREAS, the known cost for this work to date is Four Thousand Nine Hundred Dollars and Eighty-Three Cents ($4,900.83) to Moshe Calamaro & Associations; Twenty-Three Thousand Nine Hundred Fifty-One Dollars and Sixty-four Cents ($23,951.64) to Belfor Property Restoration; and Three Thousand Five Hundred Dollars ($3,500.00) to KPFF Consulting Engineers; and

WHEREAS, additional costs have been determined necessary for the rental of structural shoring from Belfor Property Restoration in the amount of Nine Hundred Sixty-Two Dollars and Fifty Cents ($962.50) per week until permanent shoring structures are installed; and

WHEREAS, funding for this project will be provided from the Capital Improvement Project (“CIP”) 2017 General Obligation Bonds for Facilities Contingency, which was budgeted at Two Hundred Thousand Dollars ($200,000.00) for 2017.
NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: That the foregoing recitals are hereby found as fact and incorporated herein by reference.

SECTION 2: The City Manager is hereby authorized to execute payment of Four Thousand Nine Hundred Dollars and Eighty-Three Cents ($4,900.83) for emergency structural shoring for the City of Evanston Service Center Parking Structure to Moshe Calamaro & Associates, Inc. and the City Clerk is hereby authorized and directed to attest, on behalf of the City of Evanston.

SECTION 3: The City Manager is hereby authorized to execute payment of Twenty-Three Thousand Nine Hundred Fifty-One Dollars and Sixty-Four Cents ($23,951.64) for emergency structural shoring for the City of Evanston Service Center Parking Structure and Nine Hundred Sixty-Two Dollars and Fifty Centers ($962.50) per week for the rental of structural shoring until permanent shoring structures are installed at the City of Evanston Service Center Parking Structure to Belfor Property Restoration and the City Clerk is hereby authorized and directed to attest, on behalf of the City of Evanston.

SECTION 4: The City Manager is hereby authorized to execute payment of Three Thousand Five Hundred Dollars ($3,500.00) for emergency structural shoring for the City of Evanston Service Center Parking Structure to KPFF Consulting Engineers and the City Clerk is hereby authorized and directed to attest, on behalf of the City of Evanston.
SECTION 5: The City Manager is hereby authorized and directed to negotiate any additional conditions that he deems to be in the best interests of the City.

SECTION 6: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

______________________________
Stephen H. Hagerty, Mayor

Attest:

_________________________
Devon Reid, City Clerk

 Adopted: ________________, 2017
Memorandum

To: Honorable Mayor and Members of the City Council Administration and Public Works Committee

From: Martin Lyons, Assistant City Manager
Paul Zalmezak, Economic Development Manager

Subject: Resolution 54-R-17, Parking Lease Agreement with 2424 Dempster, LLC (dba Kabul House)

Date: June 5, 2017

Recommendation:
Staff recommends City Council adoption of Resolution 54-R-17, authorizing the City Manager to execute a parking lease agreement for parking spaces on McDaniel Avenue with 2424 Dempster, LLC (dba Kabul House) located at 2424 Dempster Street.

Summary:
The City of Evanston will lease 24 parking spaces on both sides of McDaniel Avenue adjacent to Kabul House exclusively for use by the restaurant. The term of the lease is five years with an annual payment of $3,000. Kabul House will be responsible for enforcing parking restrictions and all snow removal.

Background:
Kabul House purchased the building at 2424 Dempster Street in summer 2016 in order to relocate from their current location in Downtown Skokie. After undergoing a significant renovation, Kabul House opened for business on June 3rd.

Legislative History:
The City Council approved a $50,000 forgivable loan to Kabul House for interior improvements to the property on March 27, 2017.

Attachments
Resolution 54-R-17 with Parking Agreement and Site Plan
54-R-17

A RESOLUTION

Authorizing the City Manager to Execute a Parking Lease Agreement
with 2424 Dempster LLC d/b/a “Kabul House”

WHEREAS, the City of Evanston (“City”) owns the right-of-way commonly known as McDaniel Avenue, Evanston, Illinois; and

WHEREAS, 2424 Real Estate LLC, an Illinois limited liability company d/b/a “Kabul House” owns certain real property adjacent to the City’s right-of-way at 2424 Dempster Street, Evanston, Illinois; and

WHEREAS, Kabul House intends to open a restaurant at the aforementioned location and seeks to lease a portion of the right-of-way for thirty-nine (39) parking spaces from the City of Evanston for a five (5) year term; and

WHEREAS, the City Council of the City of Evanston has determined that the best interests of the City would be served by leasing fifteen (15) parallel parking spaces on McDaniel Avenue north of Dempster Street and leasing twenty-four (24) perpendicular parking spaces on McDaniel Avenue south of Dempster Street to 2424 Real Estate LLC to provide adequate parking for Kabul House customers; and

WHEREAS, pursuant to Subsection 1-17-4-1 of the Code, the City Council may authorize leases of real estate by resolution,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS THAT:
SECTION 1: The City Manager is hereby authorized and directed to sign the parking lease by and between the City of Evanston and 2424 Real Estate LLC attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2: The City Manager is hereby authorized and directed to negotiate any additional terms and conditions of said parking lease as he may determine to be in the best interests of the City.

SECTION 3: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

_______________________________
Stephen H. Hagerty, Mayor

Attest:

_______________________________
Devon Reid, City Clerk

Adopted: ________________, 2017
EXHIBIT A

Parking Lease between the City of Evanston and 2424 Real Estate LLC
d/b/a Kabul House
PARKING LEASE

1. **Date and Parties.** This Parking Lease is made on this ____ day of ______________ 2017 (the “Lease Commencement Date”), by and between the City of Evanston, an Illinois municipal corporation (“Landlord”), and 2424 Dempster LLC, an Illinois limited liability company (“Tenant”) d/b/a Kabul House.

2. **Business.** Tenant is the fee owner of the property legally described in Exhibit A, attached hereto and incorporated herein, and commonly known as 2424 Dempster Street, Evanston, Illinois 60202 (the “Property”). Tenant intends to open a certain commercial business at the Property, Kabul House restaurant (“Kabul House”).

3. **Leased Premises.** Landlord is the fee owner of certain right-of-way property shown in the site plan attached hereto as Exhibit B and incorporated herein. Landlord hereby leases to Tenant and Tenant hereby leases from Landlord a total of twenty-four (24) parking spaces: (a) fourteen (14) parallel parking spaces on the west side of McDaniel Avenue, south of Dempster Street; and (b) ten (10) perpendicular parking spaces adjacent to the Property on the east side of McDaniel Avenue, south of Dempster Street; collectively the 24 parking spaces shall be referred to as the “Leased Premises”.

4. **Lease Term.** The term of this Lease (“Lease Term”) shall start on the Lease Commencement Date and continue for five (5) years (sixty months). The term of this Lease shall end on the last day of the sixtieth month, unless terminated at an earlier date.

5. **Rent.** As per agreement with the Tenant, agrees to pay to Landlord as a lease fee, the yearly sum of $3,000 (Three Thousand no/100 Dollars). The obligation of Tenant to pay Minimum Rent shall start on the Lease Commencement Date and the first yearly Rent payment is due within 10 days of execution. All Rent and other charges due under this Lease shall be made payable to City Of Evanston, and delivered to City of Evanston, Attn: Economic Development, 2100 Ridge Avenue, Evanston, Illinois 60201 or at such other place as Landlord may from time to time designate in writing. The remaining Rent is due on or before December 31 of each and every successive calendar year during the Lease Term.

6. **Exclusive Use:**
Tenant shall have exclusive use of the Leased Premises for parking only purposes. The Tenant acknowledges and agrees that only customers, employees or contractors of Tenant will be permitted to use the Leased Premises. Landlord will install signage to designate that the spaces are to be used for the Kabul House patrons and employees. Tenant is charged with contacting a tow company and enforcing this parking restriction against users that are not permitted. The City will not tow the vehicles or contact a tow company to enforce this paragraph.

7. **Renewal.** Tenant must notify Landlord, in writing, of its desire to renew the lease agreement within 120 days of expiration of the term. The parties will negotiate the lease and enter into a new and separate agreement.

8. **Compliance with Law.** Tenant shall not use the Leased Premises, or permit anything to be done in or about the Leased Premises, which will in any way conflict with any
law, statute, ordinance or governmental rule or regulation now in force or which may hereafter be enacted or promulgated.

9. **Landlord Improvements and Repair Responsibility.**

(a) Improvements.

i. Wheel Stops: Landlord will install 10 wheel stops for the perpendicular spaces. The cost of the wheel stops is approximately $2,000 and will be paid for by Landlord.

ii. Stripping: Landlord will strip the Leased Premises spaces.

(b) Repairs. Landlord will repair the Leased Premises, including paving, repair of potholes, and curb cuts and make said repairs at its discretion and based on availability of funds. Landlord shall not be liable for any failure to make such repairs or to perform any maintenance if need for such repair is due to the neglect on the part of the Tenant. Tenant shall provide Landlord with written notice of any repairs needed and Landlord shall address said repair(s) within a reasonable time to be agreed between City and Tenant. There shall be no abatement of Rent, and no liability of Landlord by reason of any injury to, or interference with, Tenant’s business arising from the making of any repairs, alterations or improvements in or to any portion of the Leased Premises or in or to fixtures, appurtenances and equipment therein. The provisions of this section shall not apply in the case of damage or destruction by fire or other casualty or a taking under the power of eminent domain.

10. **Tenant Maintenance and Repair Responsibility.** Tenant shall, at Tenant’s sole cost and expense, keep the Leased Premises and every part thereof in good condition and repair (except as otherwise specifically provided in Paragraph 12 with respect to Landlord’s responsibilities) including, but not limited to the Leased Premises needs to be free from snow, ice, debris, garbage, and other rubbish, and in compliance with the City of Evanston Code of 2012, as amended. Tenant is responsible for hiring a contractor to plow the spaces and remove snow and ice from the Leased Premises. Tenant shall, upon the expiration or sooner termination of this Lease, surrender the Leased Premises to Landlord in good condition, ordinary wear and tear and damage from causes beyond the reasonable control of Tenant accepted. Any damage to the Leased Premises or adjacent premises caused by Tenant’s use of the Leased Premises shall be immediately repaired, to Landlord’s satisfaction, at the sole cost and expense of Tenant.

11. **Tenant Alterations.** Except as otherwise specifically provided in this Lease, Tenant shall not, at any time during the Lease Term, make any alterations, decorations, additions, or improvements to the Leased Premises (hereinafter collectively referred to as “Alterations”), without Landlord’s prior written consent, which shall not be unreasonably withheld. In the event that Landlord consents to the performance of any such Alterations, Landlord may impose on Tenant whatever requirements or conditions Landlord may deem appropriate in connection with the performance of such Alterations (e.g. insurance, performance bond, lien waivers, plans and specifications, permits and licenses).

12. **Liens.** Tenant shall not cause or permit any mechanic’s lien to be filed against the Leased Premises by reason of, or due to, or as a result of, any work, labor, services, or materials performed at, or furnished to, the Leased Premises, to Tenant, or to anyone holding the Leased
Premises through or under Tenant. If any such mechanic’s lien shall at any time be filed, Tenant shall immediately cause the same to be discharged of record by payment, bond, order of a court of competent jurisdiction or otherwise; provided, however, that Tenant shall have the right to contest any and all such liens provided security which is satisfactory to Landlord, in its sole discretion, is deposited with Landlord and such lien is dismissed within sixty (60) days from the filing date of said lien. Subject to the immediately preceding sentence, in the event that Tenant fails to cause any such lien to be discharged within thirty (30) days after being notified of the filing thereof and before judgment or sale thereunder, then, in addition to any other right or remedy of Landlord, Landlord may, but shall not be obligated to, discharge the same by paying the amount claimed to be due, or by bonding or other proceeding deemed appropriate by Landlord, and the amount so paid by Landlord, together with all costs and expenses (including, but not limited to, reasonable attorney’s fees), incurred by Landlord in procuring the discharge of such lien, shall be deemed to be additional rent and shall immediately become due and payable by Tenant to Landlord on the first day of the next following month.

13. **Insurance to be maintained by Tenant.** Tenant shall, at its sole cost and expense, at all times during the Term obtain and pay for and maintain in full force and effect the following insurance policy or policies:

(a) **“All-Risk” Property Coverage.** “All Risk” property insurance on a replacement cost basis, covering all of the Tenant’s personal property, merchandise, trade fixtures, furnishings and equipment, and all leasehold improvements installed in the Leased Premises by, or on behalf of, Tenant in an amount not less than the full replacement cost of all such property.

(b) **Liability Coverage.** Commercial general public liability to comply with any conditions of this Lease, umbrella liability insurance, covering Tenant against any claims arising out of liability for bodily injury and death and personal injury and property damage occurring in and about the Leased Premises, and otherwise resulting from any acts and operations of Tenant, its agents and employees, with limits of not less than a total combined single limit of $1,000,000.00 per occurrence and $2,000,000.00 annual general aggregate. Such insurance shall include, inter alia: (i) ”occurrence” rather than “claims made” policy forms; (ii) all insurable liability assumed by the Tenant under the terms of this Lease; (iii) premises medical expenses in an amount not less than $5,000.00 per person, per accident; (iv) the Landlord and any other parties designated by Landlord (including, but not limited to, its beneficiary, its general partners and its managing agent) shall be designated as additional insured(s); and (v) severability of insured parties.

14. **Casualty/Restoration.** In the event the Leased Premises are damaged by fire, explosion or any other casualty to the extent which is less than twenty-five percent (25%) of the full replacement cost of the Leased Premises and none of the events described in the next succeeding sentence of this Paragraph shall have occurred, the damage shall be repaired by Landlord within a reasonable time period thereafter, and that in no event shall Landlord be required to repair or replace Tenant’s signage, fixtures and any work performed by Tenant to the Leased Premises or the Property. In the event of any such damage by fire, explosion or any other casualty, and (a) Landlord is not required to repair as hereinabove provided, or (b) the Leased Premises are damaged to the extent of twenty-five percent (25%) or more of the full replacement cost of the Leased Premises, Landlord may elect either to (i) repair or rebuild the Leased Premises or the building or buildings respectively, or (ii) terminate this Lease. Tenant shall also have the right to terminate the lease, if damage due to any of the above exceeds 25% of the
aggregate full replacement cost. Landlord shall make such election by giving notice of such election in writing to Tenant within ninety (90) days after the date of the event causing the damage. If Landlord is required or elects to repair the Leased Premises as herein provided, Tenant’s rent shall be abated during this period.

15. **Eminent Domain.**

(a) **More than 50% Taken:** If 50 percent (50%) or more of the Premises are taken for a public or quasi-public use, other than for a right-of-way, this lease will terminate as of the date of the physical taking, and the Parties will be released from all further liability.

(b) **Less than 50% Taken:** If the taking affects less than 50 percent of the Premises, the Landlord will, with reasonable diligence, proceed at Landlord’s expense to repair the Premises and place them in tenantable condition within 90 days after the date of the actual physical taking.

(c) **Abatement of Rent:** During any repair, Tenant will be required to pay only that part of the fixed minimum monthly rental as the area of the tenantable Premises remaining during repairs bears to the entire area leased. On completion of repairs, the fixed minimum monthly rental will be adjusted in proportion to the repaired area, and Tenant will be required to pay the adjusted fixed minimum monthly rental in accordance this Agreement.

(d) **Right to Condemnation Award:** Any award made in any condemnation proceeding for the taking of any part of the Premises will be the sole property of Landlord.

16. **Assignment, Subletting and Ownership**

(a) **Prohibition against Transfer.** Tenant may, without Landlord’s consent, sublet all or any portion of the Premises or assign the Lease to (i) a subsidiary, parent, affiliate, division or corporation controlled by or under common control with Tenant; or (ii) a successor corporation related to Tenant by merger, consolidation, reorganization or government action. Tenant may sell the business to a third party or assign the Lease, provided that the assignee will be operating the business with the permitted use described herein. Tenant shall, however, notify Landlord, in writing, of its intention to do so and seek landlord’s approval, which shall not be denied if the use is the same and complies with current approved usage. No portion of the Leased Premises shall be sublet for any purpose other than parking. All subleases or assignments must be in compliance with current provisions of the City of Evanston Code.

(b) Any attempt or purported transfer, assignment, subletting, mortgage, or agreement (hereinafter collectively referred to as a “Transfer”) other than what is stated in Section 17(a), without Landlord’s prior written consent shall be void and of no force or effect and shall not confer any interest or estate in the purported transferee. However, Tenant shall remain liable for any and all rents and monies due Landlord up to and including the date of such termination and shall not be relieved of its obligations and responsibilities to pay all amounts due to Landlord.

17. **Signs.** Landlord will install parking signs to notify drivers of the parking restrictions contained herein. The signs will be paid for by Landlord. Tenant may not erect or install any
signage, of any nature or design, without Landlord’s prior written consent and without following the submission and approval process set forth in the City Code.

18. **Surrender of Leased Premises.** Landlord shall, at its sole cost and expense, remove, at the termination of this Lease (by lapse of time or otherwise), remove such of the alterations and additions and signs made or installed by Landlord and repair any damage caused by such removal.

19. **Indemnification.** Except as otherwise provided in this Agreement, Tenant shall protect, indemnify and save Landlord and its officers, agents, attorneys, and employees harmless from and against any and all obligations, liabilities, costs, damages, claims and expenses of whatever nature arising from injury to persons or damage to property on the Leased Premises, arising out of or in connection with Tenant’s use or occupancy of the Leased Premises or Tenant’s activities on the Leased Premises, or contracts entered into for work on the Leased Premises, or arising from any negligent or willful act of Tenant. Tenant shall pay for all of Landlord’s costs of suit and attorneys’ fees and expenses.

20. **Holdover.** On the last day of the Lease Term, or upon any earlier termination of this Lease, or upon any re-entry by Landlord upon the Premises, Tenant shall quit and surrender the Premises to Landlord “broom-clean” and in good order, condition and repair, except for ordinary wear and tear and such damage or destruction as Landlord is required to repair or restore under this Lease, and Tenant shall remove all of the Tenant’s personal property therefrom, except as otherwise expressly provided in this Lease. If Tenant remains in possession after the Expiration Date or after any earlier termination date of this Lease or of the Tenant’s right to possession (a) Tenant shall be deemed a tenant at will; (b) Tenant shall pay hundred percent (100%) of the Minimum Rent last prevailing hereunder, (c) there shall be no renewal or extension of this Lease by operation of law, and (d) the tenancy at will may be terminated upon thirty (30) days’ notice from Landlord; or, at the sole option of Landlord expressed by written notice to Tenant, but not otherwise, such holding over shall constitute a renewal of this Lease for a period of one (1) year on the same terms and conditions as provided in this Lease, except that the Minimum Rent shall be as specified in this Paragraph.

21. **Tenant Default.** The occurrence of any one or more of the following events shall constitute a default and breach of this Lease by Tenant:

(a) If Tenant abandons or vacates the Leased Premises; or

(b) If Tenant fails to pay any Rent or any other charges required to be paid by Tenant; or

(c) If Tenant fails to promptly and fully perform any other covenant, condition or agreement contained in this Lease and such failure continues for thirty (30) days after written notice thereof from Landlord to Tenant; provided, however, that if the nature of any such default is such that the same cannot be cured within thirty (30) days, Tenant shall have such additional period of time as may be necessary to cure such default provided that it commences to cure said default within the thirty (30) day period and proceeds diligently thereafter to complete such cure, and provided further that such default is cured within one hundred and twenty (120) days from the date of Landlord’s notice to Tenant; or
(d) If in any proceeding or action which Tenant is a party, a Trustee, or receiver, agent or
custodian is appointed to take charge of the Leased Premises or Tenant’s Property (or has the
authority to do so) for the purpose of enforcing a lien against the Leased Premises or Tenant’s
Property; or

(e) Tenant, or its employees while working at the Leased Premises, commits any crime which
constitutes a misdemeanor or felony; or

(f) Tenant shall fail to maintain the insurance coverage as set forth herein; or

(g) Tenant shall make a general assignment the benefit of creditors, or shall admit in writing its
inability to pay its debts as they become due or shall file a petition in bankruptcy.

25. **Landlord’s Remedies.** In the event of Tenant’s default hereunder, then in addition
to any other rights or remedies Landlord may have under any law, Landlord shall have the right,
at Landlord’s option, upon giving notice to tenant, to do the following:

(a) Remedies. In the event of any breach of this Lease by Tenant, Landlord at its option, and
after the proper notice may, in addition to all other rights and remedies provided in this Lease, at
law or in equity to terminate this Lease and Tenant’s right of possession of the Leased Premises,
and recover all damages to which Landlord is entitled under law.

(b) Landlord may, at Landlord’s option, enter into the Leased Premises, remove Tenant’s signs
and other evidences of tenancy. Any such property of the Tenant not retaken from storage by the
Tenant within thirty (30) days after the end of the Term, however terminated, shall be
conclusively presumed to have been conveyed by the Tenant to the Landlord under this Lease as
a bill of sale, without further payment or credit by the Landlord to the Tenant.

26. **Time of Essence.** Time is of the essence of this Lease and each and all of its
provisions in which performance is a factor, and all provisions herein and all provisions relating
thereto, shall be strictly construed.

27. **Successors and Assigns.** All of the provisions hereof shall be binding upon and
inure to the benefit of the parties hereto and their respective heirs, legal representatives,
successors and assigns. No third party, other than such heirs, legal representatives, successors
and assigns, shall be entitled to enforce any or all of the provisions of this Lease or shall have
any rights hereunder whatsoever.

28. **Quiet Enjoyment.** Upon Tenant paying the Rent reserved hereunder and observing
and performing all of the covenants, conditions and provisions on Tenant’s part to be observed
and performed hereunder, Tenant shall have quiet possession of the Leased Premises for the
entire Lease Term hereof, subject to all the provisions of this Lease.

29. **Prior Agreements/Amendments.** This Lease contains all of the agreements of the
parties hereto with respect to any matter covered or mentioned in this Lease, and no prior
agreements or understanding pertaining to any such matters shall be effective for any purpose.
No provision of this Lease may be amended or added to except by an agreement in writing
signed by the parties hereto or their respective successors in interest.
30. **Sale of Premises.** In the event of any sale of the Leased Premises by Landlord, Landlord shall be and is hereby entirely freed and relieved of all liability under any and all of its covenants and obligations contained in or derived from this Lease arising out of any act, occurrence or omission occurring after the consummation of such sale; and the purchaser, at such sale or any subsequent sale of the Leased Premises shall be deemed, without any further agreement between the parties or their successors in interest or between the parties and any such purchaser, to have assumed and agreed to carry out any and all of the covenants and obligations of the Landlord under this Lease.

31. **Notices.** Notices and demands required or permitted to be given hereunder shall be given by personal delivery or reputable overnight courier (such as Federal Express), or registered or certified mail to:

   **Tenant:**
   
   2424 Real Estate LLC  
   8951 Skokie Blvd. Apt. 3  
   Skokie, IL 60077

   **Landlord:**
   
   City of Evanston  
   Attn: City Manager  
   2100 Ridge Avenue  
   Evanston, IL 60201

   **with a copy to:**
   
   City of Evanston  
   Attn: Corporation Counsel  
   2100 Ridge Avenue  
   Evanston, IL 60201

32. **Tenant and Landlord Mutual Environmental Indemnity.**

   (a) Definitions. For purposes of this Paragraph, “hazardous substance” means any matter giving rise to liability under the Resources Conservation Recovery Act ("RCRA"), 42 U.S.C. Section 6901 et seq., the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 52 U.S.C. Sections 9601 et seq., the Illinois Environmental Protection Act (IEPA), or any common law theory based on nuisance or strict liability, including without limitation, petroleum products, asbestos, polychlorinated biphenyls, radioactive materials and all other dangerous, toxic or hazardous pollutants, contaminants, chemicals, materials or substances listed or identified in, or regulated by, any federal, state, county, municipal, local or other statutes, laws, ordinances and regulations.

   (b) Prohibition. Tenant and Landlord shall not conduct or authorize the generation, transportation, storage, treatment or disposal, on the Leased Premises of any hazardous substance without prior written authorization by Landlord, which authorization may be withheld in Landlord’s sole discretion, and the Tenant’s failure to comply with the provisions of this paragraph shall constitute a default under this Lease.

   (c) Remedial Action. If the presence, release, threat of release, placement on or in the Leased Premises, or the generation, transportation, storage, treatment, or disposal the Leased Premises of any hazardous substance due to the operation of tenants business: (i) gives rise to liability
(including, but not limited to, a response action, remedial action, or removal action) under
RCRA, CERCLA, the IEPA, or any common law theory based on nuisance or strict liability,
(ii) causes an adverse public health effect, or (iii) pollutes, or threatens to pollute, the
environment, Tenant shall promptly take, at Tenant’s sole cost and expense, any and all remedial
and removal action necessary to clean up the Leased Premises, and mitigate exposure to liability
arising from the hazardous substance, whether or not required by law.

(d) Indemnification of Landlord. Except as otherwise provided in this Agreement, Tenant shall
protect, indemnify and save Landlord and its officers, agents, attorneys, and employees harmless
from and against any and all obligations, liabilities, costs, damages, claims and expenses from
any and all environmental liability claims, specifically claims related to RCRA, CERCLA, the
Clean Water Act, and claims of personal liability by third parties. Tenant shall pay for all of
Landlord’s costs of suit and attorneys’ fees and expenses.

[SIGNATURES ON FOLLOWING PAGE]
IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease the day and year first above written.

LANDLORD:

CITY OF EVANSTON
An Illinois municipal corporation

By: _________________________________
Its: City Manager
Print Name: Wally Bobkiewicz

TENANT:

2424 REAL ESTATE LLC
d/b/a Kabul House
an Illinois limited liability company

By: _________________________________
Its: Member
Print Name:
EXHIBIT A

LEGAL DESCRIPTION

The West 57½ Feet of the West 100.00 Feet of Lots 22, 23 and 24 (Except the North 5.00 feet taken for road by document number 0010765352) in Block 3 in Pitner and Sons 3rd Addition to Evanston, Said Addition Being a Subdivision of the Northwest ¼ of the Northwest ¼ of Section 24, Township 41 North, Range East of the Third Principal Meridian, in Cook County, Illinois

PINS: 10-24-100-029-0000

ADDRESS: 2424 DEMPSTER STREET, EVANSTON, ILLINOIS 60202
CONCRETE RAMP FROM PARKING LOT UP TO GRADE; SLOPE TO BE NO GREATER THAN 1:12; SURFACE TO BE CONTOURED FOR TRACTION

ADA PARKING SIGNAGE; BOTTOM OF SIGN TO BE NO LESS THAN 60" ABOVE GRADE

McDANIEL AVE.

CHICAGO'S
KABUL HOUSE RESTAURANT
2424 W. DEMPSTER ST.
EVANSTON, IL 60202

ADA PARKING DETAIL

<table>
<thead>
<tr>
<th>Project number</th>
<th>1518</th>
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<tbody>
<tr>
<td>Date</td>
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</tr>
<tr>
<td>Drawn by</td>
<td>JM</td>
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<tr>
<td>Checked by</td>
<td>JB</td>
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<tr>
<td>Scale</td>
<td>1/16&quot; = 1'-0&quot;</td>
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</table>

ARCHITECTURE    INTERIOR DESIGN    MASTER PLANNING
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: Johanna Leonard, Director of Community Development
       Katherine Knapp, Transportation & Mobility Coordinator

Subject: Resolution 55-R-17: Approval of Complete & Green Streets Policy

Date: June 7, 2017

Recommended Action
Staff recommends City Council adoption of Resolution 55-R-17 to adopt the proposed updated Complete & Green Streets Policy.

Funding Source:
Not applicable.

Livability Benefits:
Built Environment: Provide compact and complete streets and neighborhoods
Climate & Energy: Reduce greenhouse gas emissions
Health and Safety: Promote healthy, active lifestyles
Natural Systems: Create and maintain green infrastructure

Summary:
The 2017 Complete & Green Streets Policy seeks to align the City’s current policy with the City’s Age Friendly goals, develop sector and project level reporting metrics, formalize transportation demand management approaches, and establish a policy exception review channel for non-City lead projects through the Design and Project Review (DAPR) Committee.

Key areas that are included in this revised Policy include:
- Strengthen the 2014 Policy’s design considerations for older adults and people with disabilities
- Develop an annual reporting structure on the policy’s impact and policy exceptions granted
- Establish transportation demand management (TDM) requirements for select private developments
Expansion of the list of accepted and adopted design standards available for the City to refer to when considering innovation public way applications

This item is before the Administration & Public Works Committee since the Parking & Transportation Committee has been unable to meet since November, 2016.

The Director of Public Works will review and make a written finding for City-lead projects that seek an exception from the Policy. The DAPR Committee will review and make a written finding for non-City lead projects that seek an exception from the Policy. The DAPR Committee meets on a regular, weekly basis; and, is composed of staff from multiple departments who review private project proposals for parking arrangements, circulation, traffic access and the context of the project to its surrounding landscape. Applicants will be able to appeal DAPR’s Policy exception finding through the Transportation / Parking Committee and the Administration and Public Works Committee. Documentation of the written findings for both City and non-City lead project will be presented in an annual report to the Transportation / Parking Committee and the Administration & Public Works (APW) Committee.

This policy will regularly undergo updates to accommodate current best practices and modifications of the Policy are likely as best Complete Streets policy practices continue to consider important factors such as health equity and new roadway treatments.

Background:
In 2016, staff conducted a comparative analysis of nationally recognized Complete Streets policies to Evanston’s 2014 Complete and Green Streets Policy. In applying the National Complete Streets Coalition’s ideal policy framework, the City’s 2014 Policy earned 60.8 points, out of a maximum 100, while the average top five policies from Reading, PA, West Hartford, CT, Park Forest, IL, South Bend, IN, and Longmeadow, MA adopted in 2015 earned 94.6 points. A chart comparing the City’s 2014 policy score to the scores of the top five policies from 2015 is included at the end of this memo in Attachment 1.

In January, 2014, City Council approved Resolution 6-R-14, through which Council adopted the City’s original Complete & Green Streets Approach for Public Ways projects. Through the adoption of this Resolution the Council directed the City to institute Complete Streets and Green Streets principles in an integrated approach for right-of-ways and public space projects.

During the fall of 2016 staff met with local complete streets and age-friendly advocates and presented iterative drafts of the updated Policy to the Bicycle Technical Advisory Committee and the Transportation / Parking Committee. At the direction of the Transportation / Parking Committee staff strengthened the Policy’s design considerations for older adults and people with disabilities, included an air-quality performance measure, and established transportation demand management (TDM) requirements for select private developments.
Next Steps:
Following the revised Policy’s adoption:

- The Capital Planning & Engineering Bureau of Public Works will include the Complete and Green Street project performance measures as part of the Livability Checklist to all Capital Improvement Public Way projects.
- Community Development will develop guidelines for required multi-modal transportation studies and transportation demand management plans and reports. City Staff will identify current and potential future sources of funding for street improvements and recommend improvements to the project selection criteria to support Complete and Green Streets projects.
- The Design and Project Review (DAPR) Committee will review and approve all required multi-modal transportation studies and transportation demand management plans for new construction private projects.
- Public Works and Community Development departments and the DAPR Committee will deliver annually to the Transportation/Parking Committee a scorecard of the annual performance measures; and, a report of the Project performance measurements from the previous year including findings for approved exceptions from this policy.

Legislative History
Resolution 6-R-14

Attachment
Attachment 1 – Weighted Scores of Best Complete Streets Policies from 2015
Attachment 2 – Resolution 55-R-17
Attachment 3 – Updated Complete & Green Streets Policy
## Attachment 1 – Weighted Scores of Best Complete Streets Policies from 2015

<table>
<thead>
<tr>
<th>Policy Elements</th>
<th>Reading, PA</th>
<th>West Hartford, CT</th>
<th>Park Forest, IL</th>
<th>South Bend, IN</th>
<th>Longmeadow, MA</th>
<th>Evanston, IL</th>
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<tr>
<td>1. Intent</td>
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<td>6</td>
<td>6</td>
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<td>2. Users</td>
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<td>3. Projects</td>
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<td>12</td>
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<td>4. Exceptions</td>
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<td>12.8</td>
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<td>5. Network</td>
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<td>6. Jurisdiction</td>
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<td>8. Context</td>
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<td>9. Performance / Metrics</td>
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<td>10. Implementation</td>
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<td>4</td>
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<tr>
<td>Total Score</td>
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<td>94.4</td>
<td>92.8</td>
<td>92.8</td>
<td>92.8</td>
<td>60.8</td>
</tr>
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</table>

Table 1: Weighted Scores of Complete Streets Policies
55-R-17

A RESOLUTION

To Adopt a Complete and Green Network Policy in Construction Projects within the Public Right-of-Way and Public Spaces

WHEREAS, Complete Streets is a concept that addresses the livability and environmental needs of our community with comfortable corridors that focus on various users including pedestrians, cyclists, and public transportation riders, which is commonly referred to as the “Complete Streets”; and

WHEREAS, increased walking and bicycling offers the potential for cleaner air, greater health of the population, reduced traffic congestion, less reliance on fossil fuels, more efficient use of right-of-way space, and assist in the management of stormwater runoff and encourage permeable surfaces, which are more commonly referred to as the “Green Streets” concepts; and

WHEREAS, on January 27, 2014, City Council adopted Resolution 6-4-14 “To Provide for the Consideration of Complete and Green Network Approach in Construction Projects within the Public Right-of-Way and Public Spaces”; and

WHEREAS, the City of Evanston seeks to formalize the Complete and Green Streets approach into a policy for construction projects going forward;

WHEREAS, the 2014 resolution outlined an approach to the Complete Streets and Green Streets principles and now the City seeks to adopt the attached policy for projects involving the rights-of-way and public spaces in various phases of
work from the planning, design and/or construction for each applicable project within the City of Evanston (the “Complete and Green Network”),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: The foregoing recitals are incorporated herein by reference as though fully restated.

SECTION 2: The City adopts the Complete and Green Network policy for appropriate public works right-of-way and public space projects.

SECTION 4: Nothing in this Resolution 55-R-17 shall be construed or held to abrogate or limit the City’s immunities under the Illinois Tort Immunity Act, 745 ILCS 10/1 et seq.

SECTION 5: That this Resolution 55-R-17 shall be in full force and effect from and after its passage and approval in the manner provided by law.

_______________________________
Stephen H. Hagerty, Mayor

Attest:

_______________________________
Devon Reid, City Clerk

Adopted: _________________, 2017
EXHIBIT 1

COMPLETE AND GREEN STREETS POLICY
CITY OF EVANSTON COMPLETE AND GREEN STREETS POLICY

Definitions
For the purpose of this section, the following definitions shall have the following meanings:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETE STREETS</td>
<td>Comfortable corridors that focus on various users of all ages and abilities, including pedestrians, mobility assistance device users, cyclists, motor vehicle drivers and public transportation riders/drivers that allow the users to safely and conveniently move upon, along and across a street.</td>
</tr>
<tr>
<td>GREEN STREETS</td>
<td>Corridors that focus on cleaner air, the greater health of the population, reduced traffic congestion, less reliance on fossil fuels, efficient use of right-of-way space, and assist in the management of stormwater runoff and encourage permeable surfaces.</td>
</tr>
<tr>
<td>MOBILITY ASSISTANCE DEVICE</td>
<td>A self-propelled or motorized device used for mobility purposes by individuals with a mobility, circulatory, respiratory or neurological disability. Mobility assistance devices may include but are not limited to canes, walkers, wheelchairs and scooters.</td>
</tr>
<tr>
<td>PEDESTRIAN</td>
<td>A person traveling by means of self-propulsion of walking or rolling either with or without a mobility assistance device.</td>
</tr>
<tr>
<td>PROJECT</td>
<td>The construction, reconstruction, retrofit, alteration, or repair of any public way, including the work related to planning, design, approval, and implementation processes, improved timing of traffic control signals, new or improved signage, pavement markings, spot repair, reconfiguration of travel lanes and any permanent infrastructure that promotes the pedestrian, bicycle and/or public transportation environment in harmony with safe and efficient motor vehicle travel. Projects do not include minor or routine upkeep on the public way such as sweeping, mowing, or interim measures on detour routes.</td>
</tr>
<tr>
<td>PUBLIC WAY</td>
<td>Any passageway (sidewalk, bike lane, street) accessible to the public and designed for travel by pedestrians, mobility assistance device users, cyclists, motor vehicle drivers and/or public transportation riders/drivers.</td>
</tr>
<tr>
<td>TRANSIT ORIENTED DEVELOPMENT (TOD)</td>
<td>A development pattern created around a transit station that is characterized by higher density, mixed uses, pedestrian environment, reduced parking, and a direct and convenient access to the transit station.</td>
</tr>
<tr>
<td>USER</td>
<td>People of all ages and abilities that use corridors, including pedestrians, mobility assistance device users, cyclists, motor vehicle drivers, public transportation riders/drivers.</td>
</tr>
</tbody>
</table>

Vision
The City of Evanston will implement in all phases of Projects in the Public Way a safe, accessible, integrated and connected transportation network to encourage increased use of healthy, active modes of transportation other than a single-occupancy vehicle.
• **All Users and Modes**
  The City will consider Users of all ages and abilities, including children, youth, families, older adults, individuals with disabilities, and Mobility Assistance Device users when completing Projects in the Public Way.

• **All Projects and Phases**
  The City will consider Complete and Green Streets principles when designing for new or reconstructing Public Way Projects. Decisions regarding the Public Way shall promote comfortable and effective access for Users, taking into account the surrounding community context and land uses.

  The City will require developers of new private construction projects that impact the public right-of-way to:
  - Develop a multi-modal transportation study, if the project is located within or borders a designated Transit-Oriented Development (TOD).
  - Develop a transportation demand management plan and prove implementation of the plan through annual reports for ten years after the certificate of occupancy is awarded if the developer is seeking a Planned Development or a parking variation for a project with over 100 residential units or over 100,000 square feet of commercial space.

**Policy**
The City seeks to develop a Complete and Green network of Public Ways by:
• Considering all Users in Public Way Projects.
• Linking together transportation networks and developing multi-modal transportation hubs.
• Incrementally investing in a series of small improvements, operation and maintenance activities.

The City will strive to create a comprehensive, integrated, and connected network of transportation options for all of modes of travel, designed, operated and maintained to enable safe and accessible transportation options for all Public Ways Users.

Through this policy the City intends to encourage walking, biking, and using public transportation to produce the public health benefits that result from healthy, active transportation use; improve air quality; reduce traffic congestion; lessen reliance on fossil fuels; improve efficiency of right-of-way use; and improve the management of stormwater runoff and encourage permeable surfaces.

**Guidelines**
• City staff will take into account, to the greatest extent possible, Complete and Green Network practices in decisions regarding the use of limited Public Ways, including public right-of-way and public spaces, with consideration given to context and land use.
• City staff will consider future Public Ways Projects as opportunities to improve safety, access, and mobility for Users of the Public Ways to further encourage healthy, active modes of transportation, such as walking, using Mobility Assistance Devices, bicycling, and using public transportation.
City staff will recommend Public Ways Projects prioritized on investing in the Complete and Green Network in public space planning, funding decisions and maintenance and operation practices.

City staff will provide guidance, when sought, on state-of-the-practice transportation demand management solutions for private developer’s consideration to promote the use of healthy, active modes of transportation and reduce future strains on Evanston’s transportation network.

Exceptions
This policy shall not apply for City-lead projects if the Director of Public Works makes a written finding that one or more of the following conditions apply to a specific project:

- Financial hardship to the project sponsor. Financial hardships exist when compliance with the Complete and Green Streets policy constitutes a minimum of twenty (20) percent of the total project cost, but in no event more than $1,000,000.
- The scope of the relevant Project is limited to minor or routine upkeep on the Public Way such as sweeping, mowing, or interim measures on detour routes.
- There is sufficient documentation that there is no feasible way to accommodate improvements for all modes of healthy, active transportation within a Project’s scope due to existing structures or corridors, or the use of certain healthy, active modes of transportation are prohibited by law.

This policy shall not apply for non-City lead projects if the Design and Project Review (DAPR) Committee makes a written finding that one or more of the following conditions apply to a specific project:

- Financial hardship to the project sponsor. Financial hardships exist when compliance with the Complete and Green Streets policy constitutes a minimum of twenty (20) percent of the total project cost, but in no event more than $1,000,000.
- The scope of the relevant Project is limited to minor or routine upkeep on the Public Way such as sweeping, mowing, or interim measures on detour routes.
- There is sufficient documentation that there is no feasible way to accommodate improvements for all modes of healthy, active transportation within a Project’s scope due to existing structures or corridors, or the use of certain healthy, active modes of transportation are prohibited by law.
- The lead project applicant may appeal the DAPR Committee’s final decision on requested policy exceptions to the Transportation/Parking Committee. Such appeal shall be taken by filing with the Transportation & Mobility Coordinator a notice of appeal, specifying the grounds therefor. All of the papers constituting the record upon which the action appealed from was taken shall forthwith be transmitted to the Transportation/Parking Committee. Appeals from a final decision based upon the review and recommendations of the Transportation/Parking Committee shall be taken to the City Council through its Administration & Public Works (APW) Committee.

Documentation of the written findings for both City and non-City lead project will be presented in an annual report to the Transportation/Parking Committee and the Administration & Public Works (APW) Committee.
Jurisdiction
The City will adhere to this Complete and Greens Streets policy for all Public Ways Projects in the City requiring funding or approval by the:
- City of Evanston
- Private development

The City seeks to encourage collaborations with the State of Illinois, Cook County, the Regional Transportation Authority, the Chicago Transit Authority, Pace Bus, Metropolitan Rail “Metra”, Union Pacific Railroad, the Metropolitan Water Reclamation District, local schools and park districts (public and private), Evanston Public Library, local special service areas, neighboring communities, and other stakeholder to enhance the accessibility, connectivity and mobility of local transportation systems.

Design
The City will follow a flexible design approach that balances the needs of the Public Way Users, and allows for innovative application of accepted and adopted design standards. The City will use the best and latest design standards available, including but not limited to:
- AASHTO (American Association of State Highway and Transportation Officials)
- ADA Act (Americans with Disabilities Act)
- ATA (Active Transportation Alliance)
- CDOT Design Standards (Chicago Department of Transportation)
- IDOT Design Standards (Illinois Department of Transportation)
- MUTCD (Federal/State Manual on Uniform Traffic Control Devices)
- NACTO (National Association of City Transportation Officials)

Context Sensitivity
The City will design, implement and maintain context-sensitive Complete and Green Streets that align with the local character, transportation networks, and land uses; and, recognizes the impact of the Projects on the diverse needs and identities of the Public Way Users with respect given to health, social, and environmental equity.

Performance Measures
The City will measure the success of this Complete and Green Streets policy by applying the following metrics to Capital Improvement Projects on a project by project basis as part of the City’s Livability Checklist, as provided in Amendment A:
- Improves community walkability
  - Measured by: added and repaired center lane miles of sidewalks on both sides of the street, number of ADA accessible crosswalks added or repaired, number of street trees added or replaced, and regular intersections and crossings added or maintained.
- Improves community bikeability
  - Measured by: added and repaired center lane miles of bicycle lanes, separated bicycle lanes, protected bicycle lanes, bicycle routes, cycle-tracks, and parallel shared-use paths.
- Improves community transit connections
• Measured by: added and/or repaired ADA compatible infrastructure to transit infrastructure including bus stops, rail stations, bicycle parking facilities, Divvy stations, and taxicab stands
• Increases use of green infrastructure
  • Measured by: types and cost of green infrastructure elements used, including but not limited to: porous pavement, rain gardens/bioswale, and green roofs.
• Increases equitable access to healthy, active modes of transportation
  • Measure by: percentage of households of low to moderate income or minority status within ¼ mile of walking infrastructure or ½ mile of bicycling or transit facilities or green infrastructure within the project’s boundaries

The City will measure the success of this Complete Streets policy by measuring and reporting on the following metrics on an annual basis. The report shall be delivered to the Transportation/Parking Committee by no later than January 31; in the event of a lack of Committee meetings then the report shall be delivered to the APW Committee by no later than February 28:
• Mode-share for healthy, active modes of transportation
  • Measured by: U.S. Census American Community Survey Commute to Work for mode shares including Public Transit, Walking, Carpooling, Bicycling, and Taxi; and annual Divvy Evanston membership and trips
• Air Quality
  • Measured by: The City’s Livability Goal for Greenhouse Gas Emissions reduction, including the percentage of metric tons of carbon dioxide reduced from the City’s 2005 baseline as reported annually in the City’s Sustainability Annual Report
• Public Way User Safety
  • Measured by: Rates of Citywide injuries and fatalities within the Public Way by mode on an annual basis
• Equitable access to healthy, active modes of transportation
  • Measured by:
    • Total households within ¼ mile of a bus stop, ¼ mile of a bicycle route/bicycle lane/shared-use path, ¼ mile of a Divvy station, or ½ mile to a rail stop
    • Percentage of total households that are of low to moderate income and minority status within defined transportation access areas
• Approved exceptions from the Complete and Green Streets policy
  • Measured by: the number of projects that received approved exceptions from this policy

Implementation
The City views Complete and Green Streets as integral to everyday transportation decision-making practices and processes. To this end:

• All City Departments, and all other relevant boards, commissions or committees shall incorporate Complete and Green Streets principles into all appropriate plans, manuals, checklists, decision trees, rules, regulations and programs as appropriate.
The Capital Planning & Engineering Bureau of Public Works will include the Complete and Green Street project performance measures as part of the Livability Checklist to all Capital Improvement Public Way projects.

The Design and Project Review (DAPR) Committee will review and approve all required multi-modal transportation studies and transportation demand management plans for new construction private projects.

Public Works and Community Development departments and the DAPR Committee will deliver annually to the Transportation/Parking Committee the annual report with the Sector performance measures; and, a report of the Project performance measurements from the previous year including findings for approved exceptions from this policy.

Community Development will develop guidelines for required multi-modal transportation studies and transportation demand management plans and reports. City Staff will identify current and potential future sources of funding for street improvements and recommend improvements to the project selection criteria to support Complete and Green Streets projects.

When available, City Staff will participate in professional development and training on non-motorized transportation issues through attending conferences, classes, seminars and workshops.

City Staff will review any requests for exceptions to the Complete and Green Streets Policy and related documentation.

The Transportation/Parking Committee will monitor the implementation and impact of this policy based on the goals set out within this policy.

Amendment A: The City of Evanston’s Livability Checklist

The City’s Livability Checklist is an internal working document that is subject to change at any time. The Checklist is a tool used by staff in leading project review discussions at the scoping and project design levels. The elements of the checklist were built off of the STAR Community community evaluation questions.

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<thead>
<tr>
<th>Livability Scoping Checklist - Scoping Level Analysis</th>
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<td><strong>Project Details</strong></td>
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<tr>
<td>Which ward(s) is the project located in?</td>
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<tr>
<td><strong>Complete and Green Streets</strong></td>
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<tr>
<td><strong>Walkability</strong></td>
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<tr>
<td>How will sidewalks be improved or increased?</td>
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<tr>
<td>Will crosswalks be added or repaired?</td>
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<tr>
<td>Does this project address missing sidewalk links?</td>
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<tr>
<td><strong>Bikability</strong></td>
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<tr>
<td>How will the needs of bicyclists be addressed by this project?</td>
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<tr>
<td>Will bike lanes be added or rehabilitated?</td>
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<tr>
<td>Will additional bicycle parking be included in this project?</td>
</tr>
<tr>
<td>Will bicyclists be more or less protected by implementation of this project?</td>
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<tr>
<td>---</td>
</tr>
<tr>
<td><strong>Transit Connections</strong></td>
</tr>
<tr>
<td>Will additional transit connections be added or repaired by this project?</td>
</tr>
<tr>
<td>Will additional Divvy stations or bicycle parking be included?</td>
</tr>
<tr>
<td>Will additional transit amenities (bus shelters, benches, lighting, etc.) be included?</td>
</tr>
<tr>
<td><strong>ADA Accessibility</strong></td>
</tr>
<tr>
<td>How does this project improve access for vision impaired?</td>
</tr>
<tr>
<td>How does this project improve access for mobility impaired?</td>
</tr>
<tr>
<td><strong>Motorized Vehicles</strong></td>
</tr>
<tr>
<td>How will this project improve the safety of motorized vehicle use?</td>
</tr>
<tr>
<td><strong>Green Infrastructure</strong></td>
</tr>
<tr>
<td>What are opportunities for green infrastructure on this project?</td>
</tr>
<tr>
<td>How will stormwater management be improved this project?</td>
</tr>
<tr>
<td><strong>Equitable Access</strong></td>
</tr>
<tr>
<td>How does this project improve pedestrian access for low-income/under-represented residents?</td>
</tr>
<tr>
<td>How does this project improve bicycling access for low-income/under-represented residents?</td>
</tr>
<tr>
<td>How does this project improve transit access for low-income/under-represented residents?</td>
</tr>
<tr>
<td>How does this project impact multiple users, either positive or negative?</td>
</tr>
<tr>
<td>How does this project improve access to human services programs (housing, mental health services, transportation, food, and child/elderly protective services)</td>
</tr>
<tr>
<td><strong>Other City Initiatives</strong></td>
</tr>
<tr>
<td><strong>Urban Parks and Forest</strong></td>
</tr>
<tr>
<td>Will trees be added or replaced?</td>
</tr>
<tr>
<td>Does this project increase the amount of greenspace for public access?</td>
</tr>
<tr>
<td>Does this project improve or increase habitat?</td>
</tr>
<tr>
<td><strong>Water</strong></td>
</tr>
<tr>
<td>How does this improve the responsible management of water resources?</td>
</tr>
<tr>
<td>How does this project impact the quality of Evanston's source water?</td>
</tr>
<tr>
<td><strong>Age-Friendly</strong></td>
</tr>
<tr>
<td>How have age-friendly issues been considered in this scope of work?</td>
</tr>
<tr>
<td>Will any age-related and/or mobility complaints be addressed on this project?</td>
</tr>
<tr>
<td><strong>Does this project improve inter-generational interaction?</strong></td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>How does this project address needs of older adults?</strong></td>
</tr>
<tr>
<td><strong>How does this project address needs of residents under 18 years of age?</strong></td>
</tr>
</tbody>
</table>

**Economic Benefit**
- Will this project have long-term impacts to City revenue?
- Will this project lower the long-term City expenses?
- Will this project lower out-of-pocket costs for the residents?
- Does this project provide work for local businesses (design/construction/maintenance)?
- Is this project eligible for the Local Employment Program?
- Does this project support green jobs/green businesses?

**Public Art**
- Does this project incorporate public art?

**Lighting**
- How does this project use lighting to improve safety?
- How does this project improve energy efficiency of lighting?

**Quality of City Infrastructure**
- How does this project impact long-term maintenance requirements of public facilities?
- How does this project enhance public spaces (non-roadway)?
- Does this project increase/decrease the amount of public space?

**Climate Resiliency**
- How will this project reduce the annual generation of greenhouse gases?
- How will stormwater management in Evanston be improved?
- How will this project impact waste generation within Evanston?
- Will other issues related to climate resiliency be addressed?
- How does this project protect and restore natural ecosystems?
- How does this project prevent and manage invasive species (including long term maintenance)?
- How does this project conserve and maintain lands/water for healthy food production?
- How does this project support pollinator efforts?

**Community Engagement**
- What is the project's community engagement plan?

**Health and Wellness**
- How does this project promote healthy, active lifestyles (recreational and commuting)?
- Does this project align with one of the City's active health initiatives?
<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>How does this project improve emergency prevention and response?</td>
</tr>
<tr>
<td>Does this project improve access to fresh, healthful foods?</td>
</tr>
<tr>
<td>How does this project improve resiliency to natural and human hazards?</td>
</tr>
<tr>
<td>How does this project prevent and reduce violence?</td>
</tr>
</tbody>
</table>

### Livability Project Metrics Checklist - Project Design Level Analysis

#### Project Details

Which ward(s) is the project located in?

#### Complete and Green Streets

**Walkability**
- Length of sidewalks improved (ft)
- Length of sidewalks added (ft)
- Length of sidewalks removed (ft)
- Number of crosswalks added
- Number of crosswalks improved
- Number of signalized intersections with pedestrian countdowns added

**Bikability**
- Length of bicycle lanes improved (centerlane miles)
- Length of bicycle lanes added (centerlane miles)
- Length of separated bicycle lanes improved (centerlane miles)
- Length of separated bicycle lanes added (centerlane miles)
- Length of protected bicycle lanes improved (centerlane miles)
- Length of protected bicycle lanes added (centerlane miles)
- Length of bicycle routes improved (centerlane miles)
- Length of bicycle routes added (centerlane miles)
- Length of cycle-tracks improved (centerlane miles)
- Length of cycle-tracks added (centerlane miles)
- Length of parallel shared-use paths improved (centerlane miles)
- Length of parallel shared-use paths added (centerlane miles)
- Length of bike infrastructure removed and not replaced (centerlane miles)

- Number of bicycle parking locations improved
- Number of bicycle parking locations added
- Number of bicycle parking locations removed
- Number of bicycle parking spaces improved
- Number of bicycle parking spaces added
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Connections</td>
<td>Number of bicycle parking spaces removed</td>
</tr>
<tr>
<td></td>
<td>Number of bus stops added</td>
</tr>
<tr>
<td></td>
<td>Number of bus stops improved</td>
</tr>
<tr>
<td></td>
<td>Number of bus stops with amenities added</td>
</tr>
<tr>
<td></td>
<td>Number of bus shelters added</td>
</tr>
<tr>
<td></td>
<td>Number of bus shelters improved</td>
</tr>
<tr>
<td></td>
<td>Number of bus shelters with amenities added</td>
</tr>
<tr>
<td></td>
<td>Number of Divvy stations added</td>
</tr>
<tr>
<td>ADA Accessibility</td>
<td>Number of truncated domes installed?</td>
</tr>
<tr>
<td></td>
<td>Number of truncated domes improved?</td>
</tr>
<tr>
<td></td>
<td>Number of signalized intersections with audible detectors installed?</td>
</tr>
<tr>
<td></td>
<td>Number of signalized intersections with audible detectors improved?</td>
</tr>
<tr>
<td>Motorized Vehicles</td>
<td>Amount of roadway patched (square ft)</td>
</tr>
<tr>
<td></td>
<td>Length of roadway resurfaced (lane miles)</td>
</tr>
<tr>
<td></td>
<td>Length of roadway crack-sealed (lane miles)</td>
</tr>
<tr>
<td>Green Infrastructure</td>
<td>Amount of porous pavement added (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of porous pavement repaired (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of porous pavement removed (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of rain garden/bioswale added (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of rain garden/bioswale repaired (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of rain garden/bioswale removed (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of green roof added (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of green roof repaired (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of green roof removed (square ft)</td>
</tr>
<tr>
<td></td>
<td>Amount of area draining to green infrastructure (square ft)</td>
</tr>
<tr>
<td>Equitable Access</td>
<td>Percentage of households of low to moderate income or minority status within ¼ mile of walking infrastructure within the project’s boundaries</td>
</tr>
<tr>
<td></td>
<td>Percentage of households of low to moderate income or minority status within ½ mile of bicycling infrastructure within the project’s boundaries</td>
</tr>
<tr>
<td></td>
<td>Percentage of households of low to moderate income or minority status within ½ mile of transit facilities within the project’s boundaries</td>
</tr>
<tr>
<td>Percentage of households of low to moderate income or minority status within ½ mile of green infrastructure within the project’s boundaries</td>
<td></td>
</tr>
<tr>
<td>Project proximity to human services programs (housing, mental health services, transportation, food, and child/elderly protective services) (distance in sq miles)</td>
<td></td>
</tr>
</tbody>
</table>

| Other City Initiatives |
| Urb\n| n Parks and Forest |
| Number of trees planted |
| Number of trees removed |
| The amount of greenspace for public access added (sq ft) |
| The amount of greenspace for public access improved (sq ft) |
| The amount of greenspace for public access removed (sq ft) |
| Number of native-habitat areas added? |
| Number of native-habitat areas improved? |
| Number of native-habitat areas removed? |

| Age-Friendly |
| Number of age-related and/or mobility complaints addressed by this project |

| Economic Benefit |
| Number of local businesses (design/construction/maintenance) contracted on the project |
| Number of local residents employed (during design/construction) |

| Public Art |
| Amount spent on public art |

| Lighting |
| Area (in square feet) of improved safety |
| Annual estimated kwh savings (take number of lights removed and upgrades) |

| Quality of City Infrastructure |
| Estimated impact to annual maintenance responsibilities (change in hours/personnel) |
| Number of amenities added to the public space (non-roadway) |
| Change in public space (increase - decrease) (sq ft) |

<p>| Climate Resiliency |
| Number of project elements used that reduce greenhouse gas generation |
| Number of number of low impact development techniques used |</p>
<table>
<thead>
<tr>
<th>Amount of waste generated by project (by lb?/cubic yard?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of native species removed</td>
</tr>
<tr>
<td>Amount of native species added (also works for pollinator Q)</td>
</tr>
<tr>
<td>Amount of invasive species removed</td>
</tr>
<tr>
<td>Amount of non native species added</td>
</tr>
</tbody>
</table>

**Community Engagement**
- Number of hours of community outreach/approval

**Health and Wellness**
- Number of project elements used to promote healthy, active lifestyles (recreational and commuting)
- Percentage of households within ¼ mile of walking infrastructure or ½ mile of bicycling or transit facilities or green infrastructure within the project’s boundaries
- Percentage of project that is accessible to emergency apparatuses
- Project proximity to sources for fresh, healthful foods (distance in sq miles)
- Length of emergency evacuation route improved (ft)
- Number of project elements used that address violence or crime generation concerns
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David D. Stoneback, Public Works Agency Director
      Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer
      Rajeev Dahal, Senior Project Manager - Transportation

Subject: Ordinance 50-O-17 Amending the City Code to Establish a 4-Way Stop Control at the Intersection of Woodbine Avenue and Jenks Street

Date: May 16, 2017

Recommended Action:
Staff recommends City Council adoption of Ordinance 50-O-17 amending Section 10-11-5(D), Schedule V(D) of the City Code to establish a 4-Way Stop Control at the intersection of Woodbine Avenue and Jenks Street. The estimated cost to install two additional stop signs is $150.00.

Funding Source:
Funding will be through the General Fund-Traffic Control Supplies (Account 100.40.4520.65115), with a FY 2017 budget of $50,000, and a YTD balance of $20,266.17.

Livability Benefits:
Built Environment: enhance public spaces and provide complete streets
Health & Safety: improve emergency prevention and response

Summary:
The Public Works Agency received a petition for speed humps from residents expressing concerns about safety due to traffic issues on Woodbine Avenue between Isabella Street and Livingston Street. Pursuant to the petition, the 7th ward Alderman held a neighborhood meeting on March 5, 2017. At the meeting, neighborhood concerns and traffic calming options were discussed. Pedestrians use the intersection to access the neighborhood park, schools and the Metra transit station. Subsequently, a post card survey of the residents was conducted which included speed humps on Woodbine Avenue and a 4-way stop control at Woodbine Avenue and Jenks Street intersection. The survey results show that the vast majority of the residents support the
installation of the 4-way stop control. The installation of all-way stop signs would provide gaps in traffic and allow children and other pedestrians to cross the street in a safer manner. Alderman Revelle supports this recommendation.

Attachment:
Ordinance 50-O-17
50-O-17

AN ORDINANCE

Amending Section 10-11-5(D), Schedule V(D) of the Evanston City Code, “Four-Way Stops” (Four-Way Stops at Woodbine Avenue and Jenks Street)

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: That Section 10-11-5(D), Schedule V(D), “Four-Way Stops” of the Evanston City Code, 1979, as amended, is hereby further amended by adding the following:

N. & S. and E. & W. traffic at Woodbine Avenue and Jenks Street

SECTION 2: That the findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Complied Statues and the courts of the State of Illinois.

SECTION 3: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: That this Ordinance 50-O-17 shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

SECTION 5: That if any provision of this Ordinance 50-O-17 or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of
this Ordinance 50-O-17 that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance 50-O-17 is severable.

Introduced:_________________, 2017

Adopted:___________________, 2017

Approved:___________________, 2017

Stephen H. Hagerty, Mayor

Attest:

Devon Reid, City Clerk

Approved as to form:

W. Grant Farrar
Corporation Counsel
Memorandum

To: Honorable Mayor and Members of the City Council
   Members of the Administration & Public Works Committee

From: Erika Storlie, Acting Director of Administrative Services
       Rickey A. Voss, Manager Parking/Fleet Services

Subject: Ordinance 51-O-17, Sale of Surplus Property Fleet Vehicles

Date: May 17, 2017

Recommended Action:
Staff recommends that City Council adopt Ordinance 51-O-17, directing the City Manager to offer the sale of vehicles owned by the City through public auction at the special Northwest Municipal Vehicle Auction being sponsored by America’s Auto Auctions on Tuesday, July 25, 2017 or any other subsequent America’s Online Auction as these vehicles become available, on a timely basis, as a result of new vehicle replacements being placed into service.

Funding Source:
N/A

Livability Benefit:

Summary:
The Fleet Services Division typically participates in two to three vehicle and equipment auctions per year in the Northern Illinois area. The auctions are provided on behalf of America’s Auto Auction, 14001 S. Karlov Avenue, Crestwood, Illinois 60554. America’s Auto Auction is the Northwest Municipal Conference Suburban Purchasing Cooperative’s “bid winner” for auction services for member municipalities.

This request authorizes the Fleet Services Division of the Administrative Services Department to sell the vehicles listed in the table below through Northwest Municipal Vehicle Auction sponsored by America's Auto Auction or any subsequent online internet auction to the highest bidder. All net proceeds from the auction will be credited to account number 601.19.7780.56065, “Sale of Surplus Property.”
# SURPLUS FLEET VEHICLES/EQUIPMENT

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Department</th>
<th>Vehic le #</th>
<th>Vehicle Make</th>
<th>Vehicle Model Year</th>
<th>V.I.N. #</th>
<th>Overall Condition</th>
<th>L.T.D. Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2270</td>
<td>E.P.D. Administration</td>
<td>2</td>
<td>Ford Taurus</td>
<td>2006</td>
<td>1FAHP5U86A149890</td>
<td>Poor</td>
<td>30,091</td>
</tr>
<tr>
<td>2235</td>
<td>E.P.D. School Resource</td>
<td>36</td>
<td>Mazda Tribute</td>
<td>2006</td>
<td>4F2YZ02Z96KM12953</td>
<td>Poor</td>
<td>20,054</td>
</tr>
<tr>
<td>2210</td>
<td>E.P.D. Patrol</td>
<td>40</td>
<td>Ford SUV</td>
<td>2016</td>
<td>1FM5K8AR9GGA07991</td>
<td>Total</td>
<td>18,542</td>
</tr>
<tr>
<td>2210</td>
<td>E.P.D. Patrol</td>
<td>44</td>
<td>Chevy Tahoe</td>
<td>2014</td>
<td>1GNLC2E0XER151866</td>
<td>Very Poor</td>
<td>80,121</td>
</tr>
<tr>
<td>2210</td>
<td>E.P.D. Patrol</td>
<td>59</td>
<td>Ford C.V.</td>
<td>2011</td>
<td>2FABP7BV3BX137594</td>
<td>Poor</td>
<td>21,118</td>
</tr>
<tr>
<td>4520</td>
<td>Public Works Agency</td>
<td>170</td>
<td>Ford F450</td>
<td>2005</td>
<td>1FDXF46P45EA24428</td>
<td>Very Poor</td>
<td>69,682</td>
</tr>
<tr>
<td>4320</td>
<td>Public Works Agency</td>
<td>581</td>
<td>Ford F750</td>
<td>2000</td>
<td>3FDXF75H7YMA39614</td>
<td>Very Poor</td>
<td>47,243</td>
</tr>
<tr>
<td>4520</td>
<td>Public Works Agency</td>
<td>583</td>
<td>Ford LTS 8000</td>
<td>1995</td>
<td>1FDZY82E4SVA09275</td>
<td>Very Poor</td>
<td>71,957</td>
</tr>
<tr>
<td>4320</td>
<td>Public Works Agency</td>
<td>584</td>
<td>Ford LTS 8000</td>
<td>1995</td>
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<td>79,190</td>
</tr>
<tr>
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<td>612</td>
<td>I.H. 4900</td>
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<tr>
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<td>Public Works Agency</td>
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<td>I.H. 4300</td>
<td>2003</td>
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<td>105,640</td>
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<tr>
<td>4310</td>
<td>Public Works Agency</td>
<td>716R</td>
<td>Crane Carrier</td>
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<td>1CYCCL4875T046967</td>
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<tr>
<td>4530</td>
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<td>910</td>
<td>Ford E350</td>
<td>2004</td>
<td>1FDWE35LX4HB43685</td>
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<td>31,771</td>
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<tr>
<td>4540</td>
<td>Public Works Agency</td>
<td>932</td>
<td>Ford F350</td>
<td>2006</td>
<td>1FTWX30536ED96407</td>
<td>Very Poor</td>
<td>84,488</td>
</tr>
</tbody>
</table>

**Attachments:**

Ordinance 51-O-17: Authorizing the Sale of a Surplus Fleet Vehicle Owned by the City of Evanston (Northwest Municipal Vehicle Auction)
AN ORDINANCE

Authorizing the Sale of Surplus Fleet Vehicles
Owned by the City of Evanston
(Northwest Municipal Vehicle Auction)

WHEREAS, the City Council of the City of Evanston (the “City”) has determined it is no longer necessary, practical, or economical, nor in the best interests of the City, to retain ownership of certain surplus fleet vehicles that have a value in excess of one thousand five hundred dollars ($1,500.00) and is described in Exhibit A, which is attached hereto and incorporated herein by reference; and

WHEREAS, the City Council has determined that it is in the best interests of the City to sell said surplus fleet vehicles to the highest bidder,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The foregoing recitals are found as fact and incorporated herein by reference.

SECTION 2: Pursuant to Subsection 1-17-3-(B) of the Evanston City Code of 2012, as amended, the City Council hereby authorizes and directs the City Manager to sell the aforementioned surplus fleet vehicles, upon terms and conditions deemed reasonable, necessary, and in the best interests of the City, to the highest bidders at America’s Auto Auctions, the Northwest Municipal Conference Suburban Purchasing Cooperative’s “bid winner” for auction services for member municipalities to be held on or around Tuesday, July 25, 2017 at the Manheim Arena located at 14001 S. Karlov Avenue, Crestwood, Illinois 60554, or at any subsequent America’s Auto Auctions
Services online auction.

SECTION 3: Upon payment of the price indicated by the America’s Auto Auction Services, the City Manager is hereby authorized to convey evidence of ownership of aforesaid surplus fleet vehicle to the America’s Auto Auction Service.

SECTION 4: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 5: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 6: This ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

Introduced:___________________, 2017

Adopted:___________________, 2017

Approved:___________________, 2017

________________________________________
Stephen H. Hagerty, Mayor

Attest: _________________________________
Devon Reid, City Clerk

Approved as to form:

______________________________
W. Grant Farrar, Corporation Counsel
<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Department</th>
<th>Vehicle #</th>
<th>Vehicle Make</th>
<th>Vehicle Model Year</th>
<th>V.I.N. #</th>
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<td>Poor</td>
<td>20,054</td>
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<td>Ford SUV</td>
<td>2016</td>
<td>1FM5K8AR9GGA07991</td>
<td>Totaled</td>
<td>18,542</td>
</tr>
<tr>
<td>2210</td>
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<td>Chevy Tahoe</td>
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<td>Very Poor</td>
<td>80,121</td>
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<td>21,118</td>
</tr>
<tr>
<td>2210</td>
<td>E.P.D. Patrol</td>
<td>63</td>
<td>Chevy Tahoe</td>
<td>2012</td>
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<td>96,803</td>
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<tr>
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<td>Very Poor</td>
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<td>1995</td>
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<td>612</td>
<td>I.H. 4900</td>
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<td>932</td>
<td>Ford F350</td>
<td>2006</td>
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<td>Very Poor</td>
<td>84,488</td>
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</table>
Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: W. Grant Farrar, Corporation Counsel

Subject: Ordinance 46-O-17, Amending City Code Section 9-5-15, Regulating Small Unmanned Aircraft in the City of Evanston

Date: June 12, 2017

Recommended Action:
City staff recommends City Council adoption of Ordinance 46-O-17.

Livability Benefit:
Built Environment: Enhance public spaces.

Summary:
City staff drafted Ordinance 46-O-17 to address ongoing community concerns and provide an enforcement tool related to the operation of small unmanned aircraft, including drones. Relevant City Code Section 9-5-15 was last amended before 1957. City staff reviewed and considered comparable small unmanned aircraft regulations from similarly situated jurisdictions. The proposed ordinance does not prohibit the operation of all unmanned aircraft within City limits. The Ordinance complies with applicable federal regulations, including the Freedom from Drone Surveillance Act and the Federal Aviation Administration Modernization and Reform Act of 2012.

Under the proposed ordinance:
- The definition of “small unmanned aircraft” includes drones. Section 9-5-15-1.
- Prohibits the operation of small unmanned aircraft over any open air assembly unit, school, school yard, hospital, place of worship, or City of Evanston property, including City parks and buildings, without the property owner’s consent. Section 9-5-15-2(D).
- Prohibits the operation of small unmanned aircraft directly over any person without their consent. Section 9-5-15-2(B).
- The operation of small unmanned aircraft cannot occur within 1,320 feet of the City of Evanston Water Treatment Plant without the City’s consent. Section 9-5-
The intent of this subsection is to prevent collisions with helicopter ambulances.

- Ordinance 46-O-17 is not construed to prohibit, limit, or otherwise restrict a person who is authorized by the Federal Aviation Administration to operate a small unmanned aircraft in city airspace. Section 9-5-15-3(A).
- Ordinance 46-O-17 is not construed to prohibit the use of a drone by a law enforcement agency in accordance with the Freedom from Drone Surveillance Act, 725 ILCS 167/1 et seq. City Code Section 9-5-15-3(C).
- Small unmanned aircraft can only be operated between dawn and dusk. Section 9-5-15-2(H).
- Failure to comply with the provisions set forth in Ordinance 46-O-17 will result in a $500.00 fine for each offense. Every day a violation continues will be deemed a separate offense. Section 6-5-15-5.

Other jurisdictions who have adopted drone ordinance provisions include the City of Chicago, the Village of Schaumburg, and the Village of Manhattan. The City of Chicago Drone Ordinance received positive reviews from both privacy advocates and drone enthusiasts.

Attachments:
Ordinance 46-O-17
46-O-17

AN ORDINANCE

Amending City Code Section 9-5-15, Regulating Small Unmanned Aircraft in the City of Evanston

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: Legislative Statement. This Ordinance regulates the use of small unmanned aircrafts, including drones, in the City of Evanston in order to address issues related to public health, safety, and welfare. This Ordinance will reduce public nuisances created by individuals operating small unmanned aircrafts within the City. The City will regulate the operation of unmanned aircrafts and will assess against operators the costs associated with preventing the public nuisance activity.

Article VII, Section (6)a of the Illinois Constitution of 1970, which states that the “powers and functions of home rule units shall be construed liberally,” and was written “with the intention that home rule units be given the broadest powers possible” (Scadron v. City of Des Plaines, 153 Ill.2d 164). Pursuant to 65 ILCS 5/1-2-1, the City may make all rules and regulations to carry into effect the powers granted to the City, such broad and general grant of authority complementing the City’s home rule powers. At meetings held in compliance with the provisions of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), the City Council considered this Ordinance, heard public comment, and made findings. It is well-settled law in Illinois that the legislative judgment of the City Council must be considered presumptively valid (see Glenview State Bank v. Village of
Deerfield, 213 Ill.App.3d 747(1991)) and is not subject to courtroom fact-finding (see National Paint & Coating Ass’n v. City of Chicago, 45 F.3d 1124 (1995)).

The City Council finds that there is a growing prevalence of small unmanned aircrafts, including drones, which created public safety concerns. Further, small unmanned aircrafts are equipped with highly sophisticated surveillance technology that may threaten privacy and can carry cargo that could threaten safety. The federal government regulates the airspace through the Federal Aviation Administration ("FAA"), which launched a public awareness campaign urging novice operators to pay attention to safety and to avoid reckless and unsafe activities, such as flying too close to passenger planes, buzzing crowds or operating drones or unmanned aircraft while under the influence of alcohol or drugs. The FAA regulations specifically state that "land use, zoning, privacy, trespass, and law enforcement operations" are areas that are appropriate for local municipal rules governing the regulation of small unmanned aircrafts. See, State and Local Regulation of Unmanned Aircraft Systems (UAS) Fact Sheet, FAA, https://www.faa.gov/uas/resources/uas_regulations_policy/media/uas_fact_sheet_final.pdf (last visited May 2, 2017).

The City Council now seeks to enact regulations for the flight of small unmanned aircraft within the City of Evanston. The City Council also recognizes that responsible and safe drone use is an increasingly popular recreational activity, particularly among photographers and journalists, and promotes technological innovation, economic growth and job creation. The use of drones for hobby and recreational purposes will enable Evanstonians of all ages to familiarize themselves with this new technology. This Ordinance does not prohibit the operation of all unmanned
aircrafts within the City limits. The Ordinance is reasonably tailored and complies with applicable federal regulations. The City Council finds that this Ordinance will enhance the public's safety, and promote the general welfare of City of Evanston residents and visitors alike.

SECTION 2: City Code Section 9-5-15 of the Evanston City Code of 2012, as amended, is stricken and replaced as follows:

9-5-15. – SMALL UNMANNED AIRCRAFT.

9-5-15-1. – DEFINITION

For purposes of this Section, the following definitions apply:

<table>
<thead>
<tr>
<th>Aircraft</th>
<th>Any object invented, used or designed to navigate or fly in the air.</th>
</tr>
</thead>
<tbody>
<tr>
<td>City airspace</td>
<td>The airspace above the land, water and waterways within the jurisdiction of the City of Evanston.</td>
</tr>
<tr>
<td>Firearm</td>
<td>As defined in City Code Section 9-8-1.</td>
</tr>
<tr>
<td>Hobby or recreational purposes</td>
<td>A pursuit engaged in for relaxation, and not for business purposes and not for compensation or hire.</td>
</tr>
<tr>
<td>Open air assembly unit</td>
<td>Any structure, enclosed area or other demarcated space used for the assembly of persons in the open air, including, but not limited to: stadiums, athletic fields, automotive speed ways, aviation fields, beach enclosures, observation platforms, outdoor public swimming pools, street festivals or parade routes.</td>
</tr>
<tr>
<td>Operate</td>
<td>To pilot, steer, direct, fly or manage a small unmanned aircraft through the air whether from within the aircraft or remotely. The term &quot;operate&quot; includes managing or initiating a computer system that pilots, steers, directs, flies or manages a small unmanned aircraft.</td>
</tr>
<tr>
<td>Public aircraft</td>
<td>(1) Except with respect to an aircraft described in subsection (5) below, an aircraft used only for the United States Government, except as</td>
</tr>
</tbody>
</table>
provided in 49 U.S. Code §40125(b).

(2) An aircraft owned by the Government and operated by any person for purposes related to crew training, equipment development, or demonstration, except as provided in 49 U.S. Code §40125(b).

(3) An aircraft owned and operated by the government of a State, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of these governments, except as provided in 49 U.S. Code §40125(b).

(4) An aircraft exclusively leased for at least 90 continuous days by the government of a State, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of these governments, except as provided in 49 U.S. Code §40125(b).

(5) An aircraft owned or operated by the armed forces or chartered to provide transportation or other commercial air service to the armed forces under the conditions specified by 49 U.S. Code §40125(c). In the preceding sentence, the term "other commercial air service" means an aircraft operation that (i) is within the United States territorial airspace; (ii) the Administrator of the Federal Aviation Administration determines is available for compensation or hire to the public, and (iii) must comply with all applicable civil aircraft rules under Title 14, Code of Federal Regulations.

**Small unmanned aircraft**

An aircraft that: (1) is operated without the possibility of direct human intervention from within or on the aircraft, and (2) weighs less than 55 pounds at the time of the operation, including the weight of any payload or fuel. The term "small unmanned aircraft" includes drones.

**Surveillance**

The gathering, without permission and in a manner that is offensive to a reasonable person, of visual images, physical impressions, sound recordings, data or other information involving the private,
personal, business or familial activities of another person, business or entity, or that otherwise intrudes upon the privacy, solitude or seclusion of another person, business or entity, regardless of whether a physical trespass onto real property owned, leased or otherwise lawfully occupied by such other person, business or other entity, or into the airspace above real property owned, leased or otherwise lawfully occupied by such other person, business or other entity, occurs in connection with such surveillance.

| **Weapon** | Any instrument, article or substance that, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. |

### 9-5-15-2. – OPERATING REGULATIONS.

Except as otherwise provided in City Code Subsection 9-5-15-3, no person can operate any small unmanned aircraft in city airspace:

(A) over any City of Evanston property, including City parks and buildings, open air assembly unit, school, school yard, hospital, or place of worship, without the property owner's consent, and subject to any restrictions that the property owner may place on such operation;

(B) except for hobby or recreational purposes only, and in conformity with this Section;

(C) directly over any person who is not involved in the operation of the small unmanned aircraft, without such person's consent;

(D) over property that the operator does not own, without the property owner's consent, and subject to any restrictions that the property owner may place on such operation;

(E) at an altitude higher than 400 feet above ground level;

(F) outside the visual line of sight of the operator. The operator must use his or her own natural vision (which includes vision corrected by standard eyeglasses or contact lenses) to maintain at all times an unobstructed view of the small unmanned aircraft, without the use of vision-enhancing devices, such as binoculars, night vision goggles, powered vision magnifying devices, goggles designed to provide a "first person view" from the model or similar devices;

(G) in a manner that interferes with, or fails to give way to, any manned aircraft;

(H) between dusk and dawn;

(I) whenever weather conditions impair the operator's ability to operate the small unmanned aircraft safely;

(J) within 1,320 feet of the City of Evanston Water Treatment Plant without the City's consent, and subject to any restrictions that the City may place on such operation;
(K) within 500 feet of any water intake facility or any electric generating facility, substation or control center without the facility owner's consent, and subject to any restrictions that the facility owner may place on such operation;

(L) within 100 feet of any electric transmission facility without the facility owner's consent, and subject to any restrictions that the facility owner may place on such operation;

(M) within 25 feet of any electric distribution facility or of any overhead wire, cable, conveyor or similar equipment for the transmission of sounds or signal, or of heat, light or power, or data, upon or along any public way within the City, without the facility or equipment owner's consent, and subject to any restrictions that the facility or equipment owner may place on such operation;

(N) for the purpose of conducting surveillance, unless expressly permitted by law;

(O) while under the influence of alcohol, or other drug or drugs, intoxicating compound or compounds or any combination thereof, as those terms are defined in 625 ILCS 5/11-501, as amended;

(P) that is equipped with a firearm or other weapon;

(Q) with intent to use such small unmanned aircraft or anything attached to it to cause harm to persons or property;

(R) in a reckless or careless manner; or

(S) in violation of any Federal or State law.

9-5-15-3. – CONSTRUCTION OF SECTION.

(A) Operations Authorized by the FAA - Exception. Notwithstanding the prohibitions set forth in this Section, nothing in this Section will be construed to prohibit, limit or otherwise restrict any person who is authorized by the Federal Aviation Administration to operate a small unmanned aircraft in city air space, pursuant to Section 333 of the FAA Modernization and Reform Act of 2012 or a certificate of waiver, certificate of authorization or airworthiness certificate under Section 44704 of Title 49 of the United States Code or other Federal Aviation Administration grant of authority for a specific flight operation(s), from conducting such operation(s) in accordance with the authority granted by the Federal Aviation Administration. Persons operating small unmanned aircraft in city airspace must have proof of such authorization on their person during operation.

(B) Operations Prohibited by the FAA - Clarification. Nothing in this section will be construed to authorize the operation of any small unmanned aircraft in city airspace in violation of any Federal statute or rules promulgated thereunder, including, but not limited to, any temporary flight restrictions or notices to airmen issued by the Federal Aviation Administration.

(C) Operations Authorized by the State of Illinois - Exception. Notwithstanding the prohibitions set forth in this section, nothing in this section will be construed to prohibit the use of a drone by a law enforcement agency in accordance with Section 15 of the Freedom from Drone Surveillance Act, codified at 725 ILCS 167/1 et seq.
9-5-15-4. – VIOLATION - PENALTY.

Any person who violates this Section will be fined five hundred dollars ($500.00) for each offense.

9-5-15-5. – SEIZURE FOR UNLAWFUL USE.

(A) Upon a reasonable basis to believe that any small unmanned aircraft is or has been operating in violation of this Section, the City Manager, Chief of Police, Fire Chief, or their duly authorized enforcement officers or designees may seize the small unmanned aircraft.

(B) The City will provide notice to the owner within seven (7) days of seizing the small unmanned aircraft and will afford the owner the opportunity for an administrative hearing for the purpose of reviewing the appropriateness of the seizure.

(C) The small unmanned aircraft will be held by the City until such time that the owner of such small unmanned aircraft reimburses the City for the costs incurred by the City related to and storage of the small unmanned aircraft.

(D) If criminal charges involving the use, condition or operation of the small unmanned aircraft are pending, the small unmanned aircraft will be held until disposition of the criminal charges.

(E) If it is determined at an administrative hearing, by a preponderance of evidence, that the seized small unmanned aircraft was not operated in violation of this Section, such small unmanned aircraft will be returned to its owner without charge.

9-5-15-6. – RULES AND REGULATIONS.

The City Manager or his/her designee is authorized to adopt, promulgate, and enforce reasonable rules and regulations pertaining to the administration and enforcement of this Section 9-5-15. The City prohibits operation of any small unmanned aircraft in all City of Evanston buildings.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity will not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.
SECTION 5: The findings and recitals herein are declared to be prima facie evidence of the law of the City and will be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 6: This ordinance will be in full force and effect immediately after its passage, approval and publication in the manner provided by law.

Introduced:______________, 2017

Adopted:______________, 2017

Approved:__________________________, 2017

________________________________
Stephen H. Hagerty, Mayor

Attest:

________________________________
Devon Reid, City Clerk

Approved as to form:

________________________________
W. Grant Farrar, Corporation Counsel
For City Council Meeting of June 12, 2017
Block Party Applications
For Discussion

Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: David D. Stoneback, Public Works Agency Director

Subject: Block Party Applications

Date: June 1, 2017

Recommended Action:
Staff will discuss the current policy regarding the block party application process and seek Council’s direction for any modifications to the current policy.

Background:
On May 22, 2017, Alderman Sufferdin made a referral to the Administration and Public Works Committee to discuss the City’s Block Party policy and procedures.

Summary:
The current block party policy requires an application form be submitted that indicates the applicant has notified all persons within the affected block and that no one objects to the closing of the street or the proposed activities.

In 2016 there were a total of 165 block parties. Thus far in 2017, a total of 21 block party applications have been submitted. The table below indicates which ward these parties are located in.

<table>
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<th>Ward #</th>
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<tbody>
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<tr>
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<tr>
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<tr>
<td>9</td>
<td>24</td>
<td>1</td>
</tr>
</tbody>
</table>

Attachment:
Current Block Party Application Form

270 of 677
APPLICATION FOR A Block Party

(Each BLOCK Is Allowed Only ONE (1) Block Party Per Year)

Proposed Location – Street Name:__________________________________________________
Between ______________________Street/Avenue and ______________________Street/Avenue
Proposed Date: ________________, 20____ (Allowable Dates: May 1st thru September 30th)
Time: From __________________________am/pm To ____________________________am/pm

1. Will liquor or beer be consumed at this block party? YES ( ) or NO ( ) (NOTE: The sale of liquor or beer is prohibited)

2. The Evanston Police Department believes in building strong partnerships with the neighborhoods. Your Beat Officer can briefly visit your block party and distribute some information about the Evanston Police Department. Would you like to have your Beat Officer stop at your block party? YES ( ) or NO ( )

3. Your block party provides an opportunity for you to get to know your Fire Department as well as the opportunity for your Fire Department to get to know you as it promotes fire safety education. Evanston’s Fire and Safety Services would be glad to provide a fire engine to visit your block party. Would you like to have the Fire Department visit your block party? YES ( ) or NO ( ). Preferred time of arrival between 1:30 pm and 4:00 pm ______________pm

PERMISSION TO HOLD A BLOCK PARTY WILL BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS

1. Application must be filed no less than ten (10) working days before the date of the proposed block party.

2. Applicant must provide proof of residence (copy of Driver’s License or current utility bill) within the affected block when submitting an application, whether in person or by mail.

3. All persons within the affected block must have been notified by the applicant and no one must object to the closing of the street or the proposed activities.

4. Applicant accepts responsibility for the placement and removal of the barricades furnished by the Evanston Division of Transportation and agrees to protect them from damage and vandalism.

5. Applicant accepts responsibility for the activities to be conducted throughout the term of this permit and agrees to clear the area of any refuse or debris which may result from the activities.

6. The City of Evanston's city code does not authorize the issuance of permits for loudspeakers and other related amplification equipment for block parties.

7. Block Party applications are considered public information and may be distributed upon request under the Freedom of Information Act with the applicant’s address and phone number deleted.

Printed Name of Applicant Application Date

Address of Applicant Zip Code Daytime Phone # E-Mail Address

Signature of Applicant (By signing above applicant agrees to, and accepts all terms and conditions stated above)

Office Use Only

Approved By: ___________________________ Date: ______________

Liquor/Beer Approved By: ___________________________ Date: ______________

Revised May16, 2012
AGENDA

I. CALL TO ORDER/DECLARATION OF QUORUM: ALDERMAN RAINERY, CHAIR

II. APPROVAL OF REGULAR MEETING MINUTES OF MAY 22, 2017

III. ITEM FOR CONSIDERATION

(P1) Ordinance 7-O-17, Amending Portions of the City of Evanston Zoning Code Regulating Generators
The Plan Commission and staff recommend adoption of Ordinance 7-O-17, Zoning Ordinance Text Amendment to establish regulations for allowed location of generators.
For Introduction

(P2) Ordinance 47-O-17, Granting Landmark Status to Building and Lot of Record at 1726 Hinman Avenue
The Preservation Commission and City staff recommend adoption of Ordinance 47-O-17 designating 1726 Hinman Avenue as an Evanston Landmark. This Ordinance was continued from May 22, 2017 to the June 12, 2017 City Council meeting.
For Introduction

IV. ITEM FOR DISCUSSION

V. COMMUNICATIONS

VI. ADJOURNMENT
I. CALL TO ORDER/DECLARATION OF QUORUM: ALDERMAN RAINEY, CHAIR

A quorum being present, Ald. Rainey called the meeting to order at 7:15 p.m. Alderman Rainey announces discussion of 1726 Hinman Avenue to be adjourned to June 12, 2017 upon request of both the applicant and the owner.

II. APPROVAL OF REGULAR MEETING MINUTES OF MARCH 27, 2017

Ald. Rainey moved to approve the minutes of the April 24, 2017 meeting, seconded by Ald. Wilson.

The committee voted unanimously 7-0, to approve the April 24, 2017 minutes.

III. ITEMS FOR CONSIDERATION

(P1) Community Partners for Affordable Housing Application for HOME & Affordable Housing Funding

The Housing, Homelessness and Human Relations Commission and staff recommend approval of two forgivable loans in the not to exceed amounts of $252,662 in HOME funds and $326,502 in Affordable Housing Funds to Community Partners for Affordable Housing (CPAH) for the acquisition and rehabilitation of two three-bedroom affordable rental housing units. Funding is from the HOME Investment Partnerships Program and the City’s Affordable Housing Fund. The City has a total of $300,000 in HOME funds (Account 240.21.5430.65535) and $1,000,000 in Affordable Housing Funds (Account 250.21.5465.65535) budgeted for affordable housing projects. This does not include FY2017 HOME funds, which the City estimates will be about $260,000.

For Action

Ald. Rainey called for speakers from the public to address the meeting first.

Sue Carlson, member of CPAH’s Evanston Advisory Board spoke in support of the program. Considering the affordability standard for land trust of 99
years into the cost of $326,502 for two three-bedroom affordable units; this would result in a cost of $5000/year over the 99 year period which would make this program a good, affordable investment by the City.

Sherry Shambee, Carlisha Spencer, Chuck Carra – all beneficiaries of affordable housing programs, spoke in support of the program, emphasizing on the immediate need for affordable housing and the success of similar programs.

Lee Smith, Vice President of CPAH, also noted that the affordable housing program by CPAH was not only a good investment, but also provides its beneficiaries with an opportunity to pursue chances of upward mobility in their community.

Ald. Wilson appreciated the market analysis report but voiced concerns about the costs of the project as well as the predictability of the long term success of the project.

Ald. Fiske said that even though the costs were high and the long-term affordability was not ensured, the program is much needed. Ald. Fiske then enquired about examples of similar projects in other communities.

Kim Ulbrich, the Executive Director at CPAH, stated examples of similar projects carried out by CPAH in Highland Park. Kim Ulbrich also mentioned a similar project in Evanston, funded by the Attorney General grant which was successful. She stressed that though the cost estimates are high, all allied costs have been considered to ensure the development of self-sustainable affordable housing units.

Ald. Wilson raised concerns about the merits of providing help to two families at a time for 99 years versus those of helping more number of families immediately.

In response, Kim Ulbrich said that even though TBRA can provide for the immediate need for housing, it is not a permanent program. Savannah Clement, Housing Policy and Planning Analyst, seconded this and also mentioned that the timeline of provision of future funding was uncertain.

Ald. Revelle spoke in support of both programs to address immediate needs for housing as well as provide a stable permanent solution for affordable housing respectively.

Ald. Rainey identified that the eligibility of a family to stay in a rehabilitated affordable unit does not cease and this is a major flaw in the program.

Savanah Clement and Kim Ulbrich both responded that once the family’s income increases, they tend to move to better housing.

Ald. Wilson requested to see research data on results of similar projects carried out in other communities over a long period of time, records of rent and occupancy rates to prove the feasibility of this type of project.

Sarah Flax, Housing and Grants Administrator, noted that there have been
successful projects with 15 year affordability period.

Ald. Rainey agreed that there is a desperate need for such projects, but, proposed that the funds be divided between the TBRA and CPAH and also that TBRA amend their program duration to 36 months.

Ald. Wynne agreed that while division of funds between the two projects is a fair solution, there is a need for permanency to the solution of the affordable housing problem and thus supports the CPAH project.

Upon Ald. Wilson’s request, Kim Ulbrich responded that the final decision point date would be July 31, 2017 and clarified that the high rehabilitation costs mentioned in the estimate depend upon the status of the housing units that are acquired and include a higher estimate to cover any unexpected increases.

Ald. Simmons voiced support for the program, but also raised concerns about there being enough funding to accommodate both the TBRA and the CPAH programs. Ald. Simmons asked about the rate of graduation from the CPAH program and complement programs that CPAH provides to their resident families.

Sarah Flax, in response to Ald. Simmons question regarding housing options for families in emergency need, said that the TBRA could be considered as an option.

In response to Ald. Simmons' latter question, Amy Kaufman, Associate Director, CPAH, said that CPAH had one tenant who had graduated to Home ownership and another tenant who is moving on to better housing opportunities. CPAH ensures that the program creates long term stability and provides opportunities for upward mobility amongst its families. As complement programs, CPAH offers ‘Stewardship’ to its residents, helping them with financial literacy, finance planning and property maintenance.

Ald. Rainey moved to approve Community Partners for Affordable Housing Application for HOME & Affordable Housing Funding, seconded by Ald. Wynne. The Committee voted unanimously, 7-0, to approve.

(P2) Tenant Based Rental Assistance Funding Renewal
The Housing, Homelessness and Human Relations Commission and staff recommend approval of a funding renewal of up to $250,000 in HOME funds to expand the current Tenant-Based Rental Assistance (TBRA) program, administered by Connections for the Homeless, to provide stable housing for two years to up to ten at-risk Evanston families with children under the age of 18. Funding is from the HOME Investment Partnerships Program (Account 240.21.5430.65535). Currently, the City has a total of $262,968 in HOME funds, not including the CHDO set aside funds. This does not include FY2017
HOME funds, which the City estimates will be about $260,000, including the CHDO reserve.

For Action

Savanah Clement, Housing Policy and Planning Analyst, introduced the item P2 – Tenant Based Rental Assistance needs around $250,000 to support ten families for a period of 2 years which is concurrent with the capacity of the Connections for the Homeless. Previously TBRA had received around $500,000 which supported 21-22 families for two and a half years.

Betty Bogg, Executive Director of Connections for the Homeless mentioned that the TBRA has so far been a successful program meant for families from the districts 65 and 202. The $250,000 funding would provide around $12500/year for each family.

Upon Ald. Rainey’s request, Ms. Bogg specified that flexibility could be applied to the duration of the program (extension up to three years) for some families with provision of additional funding.

Ald. Rainey also asked if any families are turned away due to a lack of housing within the program. Ms. Bogg responded that the program has a six family waiting list.

Tina Paden also seconded that the program needs funding because there have been cases of families leaving the program due to lack of funds.

Ald. Rainey presented a question regarding the most important need in housing in Evanston now. Betty Bogg responded that low wages being the main reason for the homelessness issue, the lack of affordable housing is the main issue that needs to be addressed. Ms. Bogg advocated that though housing without subsidy would be an ideal situation, raising the minimum wages to $15 per hour would be a recommendation.

Ald. Rainey moved to approve funding renewal for Tenant Based Rental Assistance, seconded by Ald. Wynne. The Committee voted unanimously, 7-0, to approve.

(P3) Ordinance 47-O-17, Granting Landmark Status to Building and Lot of Record at 1726 Hinman Avenue
The Preservation Commission and City staff recommends adoption of Ordinance 47-O-17 designating 1726 Hinman Avenue as an Evanston Landmark.

For Introduction
Alderman Rainey announces discussion of 1726 Hinman Avenue to be adjourned to June 12, 2017 upon request of both the applicant and the owner.

IV. ITEM FOR DISCUSSION
There were no items for discussion.
V. COMMUNICATIONS
There were no communications.

VI. ADJOURNMENT
Ald. Rainey moved to adjourn, seconded by Ald. Wynne.

The committee voted unanimously 7-0 to adjourn.

The meeting adjourned at 8:23 p.m.

Respectfully submitted,
Kalyani Agnihotri
Memorandum

To: Honorable Mayor and Members of the City Council
Planning and Development Committee

From: Johanna Leonard, Community Development Director
Scott Mangum, Planning and Zoning Administrator
Meagan Jones, Neighborhood and Land Use Planner

Subject: Ordinance 7-O-17
Establishment of Regulations for Allowed Location of Generators
17PLND-0015

Date: May 30, 2017

Recommended Action:
The Plan Commission and staff recommend adoption of Ordinance 7-O-17, Zoning
Ordinance Text Amendment to establish regulations for allowed location of generators.

Livability Benefits
Built Environment: Enhance Public Spaces.

Background
Currently, generators are not listed within the zoning ordinance. However, for purposes
of permit approvals, staff uses regulations established for air conditioning equipment
when determining setbacks and screening requirements for generators. The Zoning
Ordinance lists regulations specific to air conditioners in Subsection 6-4-6-9 Special
Regulations Applicable To Air Conditioning Equipment:

Air conditioning equipment requirements are as follows:

Required Yard
Front yard: Prohibited.

Interior side yard: Eight-foot setback required; or six-foot setback required when
located within two (2) feet of the principal structure and obscured from view by
screening methods such as landscaping.

Interior side yard abutting an alley of at least eight (8) feet in width: Eight-foot
setback required; or four-foot setback required when located within two (2) feet of
the principal structure and obscured from view by screening methods such as
landscaping.
Street side yard: Four-foot setback required when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping.

Rear yard (rearmost thirty (30) feet of yard): Three-foot setback from all property lines (the same as other accessory structures in the required rear yard).

Air conditioning equipment is also briefly referenced in Section 6-17-2-3. Scope of Landscape Guidelines in the Manual of Design Guidelines and Section 6-4-6-3. Allowable Accessory Uses and Structures (Detached from Principal Structure) both of which are included as attachments.

Proposal Overview
Based on feedback from the Plan Commission and staff research, staff is proposing to amend the zoning ordinance to establish regulations for allowed location of generators by adding a section explicitly addressing this equipment use. Specifically staff will amend the zoning ordinance as described below:

6-4-6-10. Special Regulations Applicable To Generators:

Requirements for both permanently installed standby and portable generators are as follows:

**Required Yard**
Front yard: Prohibited.

Interior side yard: A minimum eight-foot setback required; or six-foot setback required when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping. For portable generator units, the Zoning Administrator reserves the right to require additional setback from neighboring properties.

Interior side yard abutting an alley of at least eight (8) feet in width: A minimum eight-foot setback required; or four-foot setback required when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping. For portable generator units, the Zoning Administrator reserves the right to require additional setback from neighboring properties.

Street side yard: A minimum four-foot setback required when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping. For portable generator units, the Zoning Administrator reserves the right to require additional setback from neighboring properties.
Rear yard (rearmost thirty (30) feet of yard): A minimum three-foot setback from all property lines (the same as other accessory structures in the required rear yard). For portable generator units, the Zoning Administrator reserves the right to require additional setback from neighboring properties.

**Testing**
Permanent standby generators may be operated for testing purposes weekdays (Monday through Friday) between 10:00 a.m. and 3:00 p.m.


The Manual of Design Guidelines shall contain guidelines that address the following landscape elements:

(A) **Landscape Elements of General Applicability**:
   1. Prohibited trees.
   2. Minimum plant sizes.
   3. Plant variety.
   5. Building foundation landscaping.
   6. Design and planting of retention and detention ponds.
   7. Front yard coverage in live landscaping.

(B) **Landscape Elements of Specific Applicability**:
   1. Perimeter landscaping for residential and nonresidential uses.
   2. Perimeter and interior site landscaping for parking lots, parking decks, and loading areas.
   3. Screening for refuse disposal areas, satellite dishes, air conditioners, generators, electrical equipment and mechanical equipment.
   4. Screening for ground signs and ground lights.
   5. Parkway trees.

Additionally, generators will be added to Table 4-A in Section 6-4-6-3. **Allowable Accessory Uses and Structures (Detached from Principal Structure)** clarifying that locations for generators would be permitted in the side and rear yards of both residential and non-residential districts.

Adding zoning regulations for generators will provide specific guidance in how location and screening of this equipment is determined and will help align staff interpretation with zoning regulations. It is also consistent with the goals, objectives, and policies of the Comprehensive General Plan to maintain the appealing character of Evanston’s neighborhoods and policy action of maintaining high property standards.
Legislative History
May 10, 2017 – The Plan Commission unanimously recommended approval of the proposed text amendment with minor amendments as presented.
March 8, 2017 – The Plan Commission began review of the text amendment, ultimately voting to return the text amendment to staff for additional research and revisions to proposed regulations.

Attachments
Ordinance 7-O-17
Link to Plan Commission Packet for 05/10/2017
Draft Plan Commission Minutes for the 05/10/2017 Meeting
7-O-17

AN ORDINANCE

Amending Portions of the City of Evanston Zoning Code Regulating Generators

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS THAT:

SECTION 1: Table 4-A of Subsection 6-4-6-3(B), “Permitted accessory buildings, structures and uses,” of the Evanston City Code of 2012, as amended, is hereby further amended to include the following:

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<th>Yard</th>
<th>District</th>
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<td>S</td>
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</table>

33. Generators

SECTION 2: Section 6-4-6, “Accessory Uses and Structures,” of the Evanston City Code of 2012, as amended, is hereby further amended to add the following subsection:

6-4-6-10. - SPECIAL REGULATIONS APPLICABLE TO GENERATORS.

Requirements for both permanently installed standby and portable generators are as follows:

**Required Yard**

Front yard: Prohibited.

Interior side yard: A minimum eight-foot setback required; or six-foot setback required when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping. For portable generator units, the Zoning
Administrator reserves the right to require additional setback from neighboring properties.

Interior side yard abutting an alley of at least eight (8) feet in width: A minimum eight-foot setback required; or four-foot setback required when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping. For portable generator units, the Zoning Administrator reserves the right to require additional setback from neighboring properties.

Street side yard: A minimum four-foot setback required when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping. For portable generator units, the Zoning Administrator reserves the right to require additional setback from neighboring properties.

Rear yard (rearmost thirty (30) feet of yard): A minimum three-foot setback from all property lines (the same as other accessory structures in the required rear yard). For portable generator units, the Zoning Administrator reserves the right to require additional setback from neighboring properties.

Testing

Permanent standby generators may be operated for testing purposes weekdays on any given Monday through Friday between the hours of 10:00 a.m. and 3:00 p.m.

SECTION 3: Subsection 6-17-2-3(B) of the Evanston City Code of 2012, as amended, is hereby further amended and revised as follows:

(B) Landscape Elements of Specific Applicability:
1. Perimeter landscaping for residential and nonresidential uses.
2. Perimeter and interior site landscaping for parking lots, parking decks, and loading areas.
3. Screening for refuse disposal areas, satellite dishes, air conditioners, generators, electrical equipment and mechanical equipment.
4. Screening for ground signs and ground lights.
5. Parkway trees.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect.
without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

**SECTION 6:** The findings and recitals herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

**SECTION 7:** This Ordinance 7-O-17 shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced:_________________, 2017    Approved:

Adopted:_______________________, 2017    ___________________________, 2017

______________________________
Stephen H. Hagerty, Mayor

Attest:                         Approved as to form:

_______________________________
Devon Reid, City Clerk          W. Grant Farrar, Corporation Counsel
MEETING MINUTES  
PLAN COMMISSION  
Wednesday, May 10, 2017  
7:00 P.M.  
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Jim Ford (Chair), Simon Belisle, Carol Goddard, Andrew Pigozzi, Jolene Saul

Members Absent: Patrick Brown, Terri Dubin, Peter Isaac, Colby Lewis,

Associate Members Present: none

Associate Members Absent: Scott Peters

Staff Present: Meagan Jones, Neighborhood and Land Use Planner  
Scott Mangum, Planning and Zoning Administrator

Presiding Member: Jim Ford, Chairman

1. CALL TO ORDER / DECLARATION OF QUORUM

Chairman Ford called the meeting to order at 7:15 P.M.

2. APPROVAL OF MEETING MINUTES: March 22, 2017

Commissioner Pigozzi made a motion to approve the minutes from March 22, 2017. Commissioner Saul seconded the motion.

A voice vote was taken and the minutes were approved, 3-0 with two Commissioners abstaining.

3. NEW BUSINESS

A. TEXT AMENDMENT  
Generators  
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to establish regulations for allowed location of generators.

Ms. Jones provided a brief presentation on the additional research performed by staff and updates made to the proposed text amendment. The changes made to the proposal included separating generator regulations into their own subsection, adding a required testing window for stand-by generators and providing for additional...
Chair Ford opened the hearing to Commissioner questions and comments. Questions and comments included:

- Clarification that the use of generators is an accessory use to a primary structure on a property and that no size limitation is included.
- Landscaping requirements given the amount of heat given off by generators. Ms. Jones stated that in some cases staff can require additional screening or a change in screening, specifically for larger projects.
- Standards a Zoning Administrator may use for requiring additional setback requirements and why additional consideration for portable generators. Mr. Mangum stated that portable generators have a bit more flexibility in where they can be moved and can be louder than permanently installed generators.
- Concerns over the testing window and if the window could be expanded.

Chair Ford opened the hearing to questions and comments from the public. One member of the public spoke who brought up concerns regarding the short testing period proposed, state and federal regulations that supersede local regulations (NFPA and others), and specifics for the various uses for the generators.

Additional discussion amongst the Commission centered on the time period allowed for stand-by generator testing and what possible additional parameters, if any, were needed for determining the location of the generators.

Commissioner Pigozzi moved to recommend approval of the item with the provision of expanded testing hours of 10:00 AM to 3:00 P.M. The motion was seconded by Commissioner Goddard. A voice vote was taken and the motion was approved unanimously 5-0.

### B. TEXT AMENDMENT

17PLND-0031

**Public Notice Requirements**

A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to establish responsibility for mailed noticing requirements for Planning and Zoning cases.

Ms. Jones provided a brief overview of the proposed text amendment, explaining that this is an amendment that staff is revisiting. The original ordinance that was approved provided for the use of a third party mailing service to mail required notices for planning and zoning cases. The approved ordinance only included cases requiring a 500 ft. or 1,000 ft. mailing radius. The proposed amendment would amend the zoning ordinance to include cases requiring a 250 ft. mailing radius and adds a provision that would allow staff to send mailed notices for planning and zoning cases if needed.

Chair Ford opened the hearing to Commissioner questions and comments. Questions
and comments included:

- Examples of when staff would need to handle the mailings themselves.
- How use of the third party system has been received. Ms. Jones stated that the Blueprint Shoppe was the vendor awarded the mailed noticing contract and that at the time of the meeting, there have been approximately 8 cases that that have used that vendor’s services.
- Approximate costs for sending the mailings out. Ms. Jones provided an example and stated that additional cost comes from these minor, fence, and family necessity variation cases requiring two mailings, one for notice of receipt of an application and a second providing notification of staff decision of that case.
- Concern over shifting cost to an applicant who may not be able to handle the additional cost, especially in the case of family necessity variations.
- Necessity of a 250 ft. radius for minor variations.

There was additional discussion on how to provide some acknowledgment of possible financial hardship, be it within the zoning ordinance or variation application. Commissioner Saul expressed the need to have uniform standards for determining the hardship.

Commissioner Pigozzi made a motion to recommend approval of the text amendment with an added provision recognizing financial hardship. The motion was seconded by Commissioner Saul. The motion was approved unanimously 5-0.

C. TEXT AMENDMENT 17PLND-0030
Determination of Front Yard
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to establish regulations to establish staff authority to determine the front yard of a parcel.

Ms. Jones provided a brief overview of the proposed text amendment, explaining that the amendment came from an aldermanic request. Currently, per Ordinance, the front lot line and front yard of a parcel is determined by the owner of the property. This can, from time to time, cause issues on corner lots where setbacks can have greater effects on neighboring properties. The proposed amendment would establish the Zoning Administrator’s authority to determine the front lot line and front yard, giving consideration to any existing improvements on the lot as well as proportions of the lot line dimensions and pattern of existing development within the neighborhood.

The Commission discussed the following:

- The general intent of the amendment and
- Grandfathering in of existing properties, giving consideration to the history of a property and previous zoning interpretations by staff.
- If the stated considerations of existing improvements, proportions of lot line
dimensions and pattern of existing neighborhood development are defensible and sufficient for constraining the Zoning Administrator’s discretion.

The Commissioners further discussed concerns about the amendment being too general and how to better define the considerations taken when determining the front lot line and front yard for a property. This included placement of existing entrances to primary structures, locations of existing accessory structures or mechanical equipment and historical information on past determinations for the property. Mr. Mangum asked for direction on how the Commission would prefer to see these considerations addressed within the ordinance be it a more specific list of standards or if there are additional factors to consider such as a record of Commission concerns.

Commissioner Saul made a motion to send the item back to staff for further clarification. Commissioner Pigozzi seconded the motion. The motion was approved by a voice vote 4-1.

4. DISCUSSION
   A. Regulations for Drone Use
      Discussion, per City Council referral, on the establishment of regulations for drone use within the City of Evanston.

Ms. Jones stated that Legal staff was drafting an ordinance to regulate the use of drones. Currently there are no zoning regulations related to drones and the proposed ordinance would not be governed by the zoning code. Ms. Jones clarified that the proposed ordinance is scheduled for the May 22, 2017 City Council agenda. The Commissioners agreed that the item does not appear to have land use implications and would not be under the purview of the Plan Commission.

5. PUBLIC COMMENT

Mayor Haggerty spoke, thanking the Commission for its work and thoughtful discussion on the items before them.

One resident spoke regarding the front yard determination and drone use. He asked if front yard determination affects the address of a property or vice versa. He also shared his opinion regarding the prevalence of drones.

5. ADJOURNMENT

Commissioner Goddard made a motion to adjourn the meeting. Commissioner Belisle seconded the motion.

A voice vote was taken and the motion was approved by voice call 5-0. The meeting was adjourned at 8:32 pm.
Respectfully Submitted,
Meagan Jones
Neighborhood and Land Use Planner
Community Development Department
Memorandum

To: Honorable Mayor and Members of the City Council
Planning and Development Committee

From: Johanna Leonard, Community Development Director
Carlos D. Ruiz, Senior Planner/Preservation Coordinator

Subject: Ordinance 47-O-17: Granting Landmark Status to the Building and Lot of
Record at 1726 Hinman Avenue

Date: May 17, 2017

Recommended Action:
The Preservation Commission and City staff recommend adoption of Ordinance
47-O-17 Designating 1726 Hinman Avenue (building and lot) as an Evanston Landmark.
This Ordinance was continued from May 22, 2017 to the June 12, 2017 City Council
meeting.

Livability Benefits:
Education, Arts & Community: Preserve and reuse historic structures and sites.

Background
Jim Kollross (the “Applicant”) of 1210 Michigan Avenue submitted an application
nominating 1726 Hinman Avenue for landmark designation on December 19, 2016 and
subsequently on February 17, 2017. Sigma Chi Foundation (“the Owner”) opposes the
nomination.

Preservation Commission Report and Recommendation
The Preservation Commission conducted a public hearing on January 31, and at the
request of the Applicant and Owner continued the hearing to March 21, 2017. The
Commission adopted a Resolution and approved its Report on April 18, 2017 with
findings of fact and recommended to City Council that the house at 1726 Hinman
Avenue be designated an Evanston Landmark, in that it meets landmark criteria for
designation:

2-8-4 (A) 3. Its exemplification of an architectural type, style or design distinguished by
innovation, rarity, uniqueness or overall quality of design, detail, materials or
craftsmanship: The house built in 1921 is classified as a Colonial Revival – which is an architectural style reflecting America’s interest in its colonial past. Distinguishing features of Colonial Revival style include: accentuated front doors, normally with decorative crown (Pediment) supported by pilasters, windows with double hung sashes, usually with divided lights and adjacent pairs. These character defining features are exhibited architecturally on the house at 1726 Hinman Avenue.

2-8-4 (A) 4. Its identification as the work of an architect, designer, engineer or builder whose individual work is significant in the history or development of the City, the State, the Midwest region or the United States: John Augustus Nyden (1878-1932) born in Sweden, immigrated to the United States in 1895. Nyden completed his architectural education at the University of Illinois at Urbana in 1904. He became a U.S. citizen in 1918, and served as State Architect for the State of Illinois in 1926-1927.

John A. Nyden worked as chief designer for Arthur Heun of Chicago from 1907 to 1909. He also started an independent architectural practice in 1907. By 1919 Nyden had achieved a prosperous career. He designed approximately 300 buildings. At least eight of his buildings are individually listed in the National Register of Historic Places. Seven Nyden designed buildings are designated Evanston landmarks; and two structures are City of Chicago landmarks.

2-8-4 (B) Integrity of Landmarks and Districts. Any area, property, structure, site or object that meets any one or more of the criteria in Subsection 2-8-4(A) shall also have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration: John A. Nyden designed the house at 1726 Hinman in 1921 and lived in the house until his death in 1932. The style of the house is Colonial Revival. The predominant materials are brick, stone, wood and ceramic tiles on the roof. The house exhibits quality materials and high level of craftsmanship. Even though the house is in need of restoration and repairs, it still retains its historic integrity.

Legislative History

- December 19, 2016 and subsequently February 17: Jim Kollross of 1210 Michigan Avenue submitted an application nominating the Subject Property for landmark designation.
- January 31, 2017: Preservation Commission held a public hearing for the Landmark nomination. At the request of the Applicant and Owner, the hearing was continued to March 21, 2017.
- March 21, 2017: At the public hearing, the Commission heard testimony from the Applicant, the Owner and members from the audience, and found that the nominated house at 1726 Hinman Avenue met criteria for designation 2-8-4 (A) 3, (A) 4 and 2-8-4 (B). The Commission approved a motion recommending to City Council the designation of 1726 Hinman Avenue as an Evanston Landmark.
- April 18, 2017: Preservation Commission adopted a Resolution and approved its Report recommending to City Council the designation of 1726 Hinman Avenue as an Evanston Landmark. The Resolution requests the City Manager to transmit its Report and recommendation to City Council.
Attachments

- Proposed Ordinance 47-O-17 Granting Landmark Status to the Building and Lot of Record at 1726 Hinman Avenue
- Preservation Commission’s Resolution and Report with Findings of Fact and Recommendation to City Council
- Jim Kollross Nomination for Landmark Designation of 1726 Hinman Avenue
- Letters/emails in support of the nomination
- Sigma Chi Foundation presentation to the Preservation Commission opposing the nomination
- January 31, 2017 Preservation Commission Approved Meeting Minutes (Excerpt)
- March 21, 2017 Preservation Commission Approved Meeting Minutes (Excerpt)
- April 18, 2017 Preservation Commission Approved Meeting Minutes (Excerpt)
- Additional documentation in support of the nomination
47-O-17

AN ORDINANCE

Granting Evanston Landmark Status to the Building and Lot of Record at 1726 Hinman Avenue

WHEREAS, the City has enacted a Historic Preservation Ordinance ("Ordinance"), Title 2, Chapter 8 of the Evanston City Code of 2012, as amended; and

WHEREAS, Section 2-9-5 of the Ordinance sets forth the process whereby the Preservation Commission ("Commission") shall nominate and consider applications for landmark designation and designate landmarks and historic districts; and

WHEREAS, John Augustus Nyden (1878-1932) is a prolific architect who emigrated from Sweden, later opened his own Chicago architectural firm in 1907, later served as the Illinois State Architect from 1926 to 1927 and has seven individual structures designated as Evanston landmarks, and has eight individual Illinois structures on the National Register of Historic Places, is the architect of the house located at 1726 Hinman Avenue in Evanston (the “Subject Property”); and

WHEREAS, the Subject Property was built in 1921 in the Colonial Revival style, which is an architectural style reflecting America’s interest in its colonial past, and was built on what was the remaining 1891 Queen Anne structure
originally sited on the property located at 1726 Hinman Avenue in Evanston, Illinois; and

WHEREAS, the Subject Property maintains its original quality of design and craftsmanship in exterior and exterior materials; and most of its high degree of craftsmanship; and

WHEREAS, Jim Kollross (the “Applicant”), residing at 1210 Michigan Avenue, Evanston, Illinois, submitted an application on December 19, 2016, for the designation of the building on the Subject Property as an Evanston Landmark; and

WHEREAS, Ashley Woods, President of the Sigma Chi Foundation, owner of the Subject Property, objects to the application for Evanston Landmark designation of the Subject Property; and

WHEREAS, the Commission conducted public hearings, pursuant to proper notice, on January 31, 2017, March 21, 2017, and April 18, 2017, to consider the application pursuant to Section 2-8-5 of the Ordinance; and

WHEREAS, due notice of said hearings was given in accordance with the requirements of the Evanston Preservation Commission Ordinance and all persons desiring to be heard were given opportunity to be heard; and

WHEREAS, the Commission, after having heard and reviewed the nomination testimony, receiving other evidence and making a written record, found that the aforesaid record of lot and building on the Subject Property, designed by John Augustus Nyden and constructed in the Colonial Revival style,
met the criteria in City Code Sections 2-8-4(A)(2), 2-8-4(A)(3), and 2-8-4 (B) of the Ordinance for designation as an Evanston Landmark; and

WHEREAS, at its March 21, 2017 meeting, the Commission voted to recommend that the City Council grant Evanston Landmark designation to said building on the Subject Property; and

WHEREAS, at its April 18, 2017 meeting, the Commission adopted a Resolution “Requesting the City Manager to Transmit the Evanston Preservation Commission’s Report and Recommendation that the City Council Designate the Building at 1726 Hinman Avenue as an Evanston Landmark” to the City Council; and

WHEREAS, the Planning and Development Committee of the City Council considered and adopted the record and recommendation of the Preservation Commission at its May 22, 2017 meeting and recommended that the City Council designate the building on the Subject Property, as an Evanston Landmark; and

WHEREAS, the City Council considered and adopted the respective records and recommendations of the Preservation Commission and the Planning and Development Committee at its May 22, 2017 and June 12, 2017 meetings, and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: The above recitals are found as fact and made a part hereof.
SECTION 2: Pursuant to City Code Section 2-8-5(G) of the Ordinance, the City Council hereby designates the building at 1726 Hinman Avenue as an Evanston Landmark.

SECTION 3: If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provisions or applications thereof.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced:___________________, 2017 Approved:

Adopted:___________________, 2017 ________________________, 2017

__________________________________________
Stephen H. Hagerty, Mayor

Attest: Approved as to form:

__________________________________________
Devon Reid, City Clerk W. Grant Farrar, Corporation Counsel
CITY OF EVANSTON
EVANSTON PRESERVATION COMMISSION

A RESOLUTION

 Requesting the City Manager to Transmit
The Evanston Preservation Commission's
Recommendation and Report that the
Evanston City Council Designate
As an Evanston Landmark the
Property Located at 1726 Hinman Avenue

WHEREAS, on December 19, 2016 and subsequently on February 17, 2017, Jim Kollross (the "Applicant"), residing at 1210 Michigan Avenue, Evanston, submitted an application, nominating for landmark designation the property and house at 1726 Hinman Avenue; and

WHEREAS, in accordance with City Code Section 2-8-5 of the Evanston City Code of 2012, as amended (the "City Code"), the Preservation Commission conducted a public hearing and review process; and

WHEREAS, on December 21, 2016 the Preservation Commission notified the property owner Sigma Chi Foundation, Ashley Woods, President, at 1714 Hinman Avenue, Evanston of the receipt of the application; and

WHEREAS, on January 20, 2017 the Preservation Commission notified the property owner Sigma Chi Foundation, Ashley Woods, President, at 1714 Hinman Avenue, Evanston of the January 31, 2017 scheduled public hearing on the nomination; and

WHEREAS, at its meeting of January 31, and subsequently on March 21, 2017, the Preservation Commission held a public hearing, accepted testimony from the applicant, the property owner and the public, deliberated and evaluated the
application, testimony heard at the public hearing, and other evidence and closed the
public hearing; and

WHEREAS, on April 18, 2017, the Commission approved its Report; recommending that the Evanston City Council (the “City Council”) designate the property and house at 1726 Hinman Avenue; and

NOW, THEREFORE, BE IT RESOLVED BY THE EVANSTON
PRESERVATION COMISSION OF THE CITY OF EVANSTON, COOK COUNTY,
ILLINOIS:

Section 1: The Commission determined that the application for landmark designation of the property at 1726 Hinman Avenue is in conformity with City Code Section 2-8-4, “Criteria for Designation.”

Section 2: The Commission recommends that the City Council approves the application for the landmark designation of the property at 1726 Hinman Avenue, as Subject Property meets the criteria for designation as an Evanston Landmark under City Code Section 2-8-4(A) 3, and 4 and subsection 2-8-4 (B).

Section 3: The report of the Commission’s findings is approved, and attached hereto as Exhibit A and made a part hereof. The Chair and/or the Preservation Coordinator may make such corrections and modifications thereto without change in substance as they shall deem appropriate, consistent with this resolution.

Section 4: The City Manager is hereby requested to transmit the Commission’s Recommendation and Report to the Mayor and the City Council.

Section 5: Notice of the recommendation of the Commission, including a copy of the report, shall be transmitted to the City Council or its duly authorized Committee and sent by regular mail to the owner of record of a nominated landmark,
and to the nominator within five (5) business days following adoption of the resolution and report.

Adopted: April 18, 2016,  

Yeas: 6  
Nays: 0

Date:  
April 18, 2017

Ken Igle, Vice-Chair

Attest:  
Karl Vogel, Secretary

Date:  
4/18/17
April 18, 2017

To the Honorable Mayor and the City Council of the City of Evanston:

COMMISSION’S RECOMMENDATION

The Preservation Commission recommends that the City Council designate the house at 1726 Hinman Avenue as an Evanston landmark. The nomination meets the City Code, Section 2-8-4 Criteria for Designation (A) 3, (A) 4 and has sufficient integrity in accordance with subsection (B).

BACKGROUND

On December 19, 2016, and subsequently on February 17, 2017, Jim Kollross (the “Applicant”), residing at 1210 Michigan Avenue, Evanston, submitted an application, nominating for landmark designation the house at 1726 Hinman Avenue (“Subject Property”). On December 21, 2016, the Commission notified Ashley Woods, President, of Sigma Chi Foundation, at 1714 Hinman Avenue, Evanston (the “Owner”) of the receipt of the nomination. Subsequently, on January 20, 2017, the Commission notified the Owner of the public hearing scheduled on January 31, 2017.
In accordance to Section 2-8-5 of the Evanston City Code of 2012, as amended (the “City Code”), the Preservation Commission (the “Commission”) conducted a public hearing on January 31, 2017. At the request of both the Applicant and the Owner, the public hearing was continued to March 21, 2017.

At the public hearing on March 21, 2017, Jim Kollross, the Applicant, presented the landmark nomination. Mr. Kollross maintained that the 1921 Colonial Revival house at 1726 Hinman Avenue exhibits quality design and materials, and possesses good integrity. Architect John Augustus Nyden, architect, bought the property and tore down the existing structure, keeping only a portion of the foundation from the 1891 Queen Anne. He then built a three-story Colonial Revival house on the remainder of the old foundation. John A. Nyden was a well-regarded and recognized Chicago area architect. Nyden designed buildings now listed in the National Register of Historic Places. Others are designated local Landmarks in Evanston, Chicago, and elsewhere in the United States. For those reasons the house at 1726 Hinman Avenue meets criteria for Landmark designation 2-8-4 (A) 2, 3 and possesses integrity under 2-8-4 (B).

The Owner, represented by Ashley Woods, President, Sigma Chi Foundation; Hal R. Morris, Attorney at Law and Scott Hezner, Architect, argued against the landmark nomination. The Owner stated that 1726 Hinman Avenue is not a good representative of the Colonial Revival style, lacks integrity as described in the Ordinance, and that John Nyden’s work and reputation was insufficient to meet the Ordinance standards.

The Commission also received eighteen (18) written comments from neighbors and interested City residents in support of the nomination, and no written comments in opposition. During the Public Hearing on March 21, three (3) persons testified in favor of the nomination.

COMMISSION’S REPORT WITH FINDINGS OF FACT

The City Code Section 2-8-5 (E) requires that the Commission’s recommendation include a report with the following information:

1. Explanation of the significance or lack of significance of the nominated landmark or district as it relates to the criteria for designation;

On March 21, 2017, the Preservation Commission found that the nominated house for Landmark designation at 1726 Hinman Avenue meets criteria for landmark designation of the City Code, Section 2-8-4 (A) “Criteria for Designation” 3 and 4 as follows:

(A) 3. Its exemplification of an architectural type, style or design distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship;

The house at 1726 Hinman Avenue, built in 1921, is classified as Colonial Revival design. This description generally refers to homes built from the 1880s to the mid-
1950s, reflecting renewed interest in the earliest English and Dutch houses from the Colonial era. Distinguishing features of Colonial Revival design include accentuated front doors, often including decorative surrounds, fanlights or sidelights at doors, symmetrical design (although some examples have doors off-center), windows with double-hung sashes, usually with divided lights, and paired windows.

Virginia & Lee McAlester, defined the Colonial Revival style (1880-1955) identifying features as: “Accentuated front door, normally with decorative crown (Pediment) supported by pilasters, or extended forward and supported by slender columns to form entry porch; doors commonly have overhead fanlights or sidelights; façade normally shows a symmetrically balanced windows and center door (Less commonly with door off-center); windows with double-hung sashes, usually with multi-pane glazing in one or both sashes; windows frequently in adjacent pairs.”

Several relevant design features of 1726 Hinman Avenue are:

- The front elevation achieves quality of design with the front entrance surround, which includes a pediment and pilasters, a divided light door, and an arched divided light transom.
- The front porch with eight Doric Columns, cornice, and a tile floor.
- Three front roof pediment dormers with arched divided light.

The house also exhibits quality materials and construction including:

- Brick façade with double hung windows with six divided lights on the upper sash, limestone keystones in brick flat arch window heads, and limestone window sills.
- Ceramic tiles on the main roof and dormers.
- Copper roofs on a bay window and rear single story breakfast room and porch, and copper gutters and flashing at dormers and chimneys.

The house’s unique architectural features include:

- A double rear dormer with dual roofs, with open pediments and pilasters, arched divided light windows, and clay tile side wall cladding.
- An arched triple window in rear second floor with triple keystones and curved brick pediment.

(A) Its identification as the work of an architect, designer, engineer or builder whose individual work is significant in the history or development of the City, the State, the Midwest region or the United States;

John Augustus Nyden (1878-1932) was born in Nybygget, Moheda, Sweden. He immigrated to the United States in 1895. Nyden studied architecture at the Art Institute of Chicago and completed his studies in 1901. Then in 1904 Nyden completed his architectural education at the University of Illinois at Urbana. He became a U.S. citizen in 1918 and joined the Army. While serving in the Army, he built 42 general debarkation hospitals across the U.S. Post-war, he remained in the Army Reserves, rising to the

1 A field Guide to American Houses, Virginia & Lee McAlester, 1984
rank of Lieutenant-Colonel in 1923. Nyden became a successful and prominent architect, including serving as State Architect for the State of Illinois in 1926-1927.2

John Nyden and his wife Ottilia purchased 1726 Hinman Avenue on May 6, 1921. Nyden tore down the existing structure, retaining a portion of the foundation from the former 1891 Queen Anne building. He then built a three-story Colonial Revival house on the remainder of the old foundation, which featured a brick facade, a tile roof, limestone and copper details, and a matching coach house with a coach house garage at the rear of the property. The Nydens moved into the new house in 1921, and John Nyden lived there until his sudden death in 1932.

John A. Nyden worked as chief designer and planner for Arthur Heun of Chicago from 1907 to 1909. In addition to his design work with Arthur Heun, Nyden opened an office on LaSalle Street in downtown Chicago in 1907, starting his independent practice. In 1919 he moved his practice to North State Street, and this began a particularly prosperous and successful period in his career.3 Nyden designed approximately 300 buildings for varied commercial and residential uses (multi-family, commercial, retail, hospitals, educational and houses). Nyden has at least eight (8) buildings individually listed in the National Register of Historic Places, seven (7) designated Evanston landmark buildings, and at least two (2) City of Chicago landmark buildings.

John A. Nyden’s Evanston Work

Nyden designed 17 buildings in Southeast Evanston, including vintage apartment buildings listed in the National Register of Historic Places and designated as Evanston landmarks. These buildings include: Westminster, 632-640 Hinman Avenue (1912); Stoneleigh Manor, 904-906 Michigan Avenue (1913); and Fountain Plaza Apartments, 830-856 Hinman Avenue (1922). These landmark structures created the character of this Evanston neighborhood, and nearly 500 Nyden designed housing units are in existence in that area today. Essentially, an estimated one percent of Evanston’s current residents live in a Nyden vintage apartment.

Other Evanston Landmarks, representing the range of Nyden’s work, include: Hahn Building, 1618 Orrington and 1609 Sherman Avenues (1927)--a commercial building in downtown Evanston; 2855 Sheridan Place (1911)--a residence; 807-817 Judson (1925) an apartment building; and 822-828 Judson Avenue (1927)--an apartment building.

Nyden’s Chicago Work

Nyden’s Chicago works vary in building type, style, and use. Nyden buildings include: First Swedish Baptist Church, 1242 W. Addison St. (1911) now Missio Dei Chicago; and Caroline Hall and the President’s Residence, North Park College (1924-1925), now

2 John A. Nyden Family Collection, 1850-1989
https://archon.carli.illinois.edu/?p=collections/findingaid&id=590&templateset=print&disabletheme=1


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North Park University. Nyden also designed North Park’s grounds in 1913, and designed the initial gymnasium/auditorium. Nyden also served as a member of the College’s Board of Trustees.

Given his veteran status, Nyden was commissioned to design the Victory Monument (1927), located at 35th and Martin Luther King Drive, this monument is listed in the National Register of Historic Places. The Victory Monument honors an African-American regiment that lost 137 lives in World War I.

Other Nyden designs which are City of Chicago Landmarks and also listed in the National Register of Historic Places include: Belmont-Sheffield Trust and Savings Building (1928), originally a neighborhood bank, now apartments and retail; and 257 East Delaware Place (1917); originally an apartment building, now a condominium.

Nyden designed large scale residence hotels in Chicago. The following structures are included in the Residential Hotels in Chicago, 1910-1930, a National Register of Historic Places Multiple Property Documentation Form\(^4\): The ten-story Fairfax Apartment Hotel, 1369 E. Hyde Park Blvd. (1925); the twelve-story Commonwealth Hotel, 2757 N. Pine Grove Avenue (1923); and the six-story Eastwood Beach Apartment Hotel, 811 W. Eastwood Avenue (1912).

Nyden’s work in Illinois and elsewhere in the United States

Nyden also designed buildings in downstate Illinois and elsewhere in the United States. Among these designs now listed in the National Register of Historic Places are: the Grandstand at the Illinois State Fairgrounds, Springfield, IL (1927); Goddard Chapel, Rose Hill Cemetery, Marion, IL (1918); and the American Swedish Historical Museum, Philadelphia, PA (1926), the oldest Swedish historical museum in the U.S.

2. Explanation of the integrity or lack of integrity of a nominated landmark or district;

\(^{(B)}\) Integrity of Landmarks and Districts. Any area, property, structure, site or object that meets any one or more of the criteria in Subsection 2-8-4(A) shall also have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration.

On March 21, 2017, the Preservation Commission found that the nominated house for Landmark designation at 1726 Hinman Avenue possesses integrity under the City Code, Section 2-8-4 (B) as follows:

Based on the original plans, there are no significant changes to the exterior of the house. The house was extremely well built with quality materials.

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\(^4\) Residential Hotels in Chicago, 1910-1930, a National Register of Historic Places Multiple Property Documentation Form prepared by Emily Ramsey and Lara Ramsey, April 15, 2016
At a Zoning Board of Appeals (ZBA) hearing on November 18, 1975, the ZBA granted a special use at 1726 Hinman Avenue as a rooming house with the condition that there will be a maximum of seven residents serving as scholarship counselors at Sigma Chi. In part, several questions posed at the 1975 hearing focused on preserving the appearance of the building as a single-family dwelling. Mr. Bingham, then Executive Director of Sigma Chi Foundation, testified that the Sigma Chi Foundation will ‘preserve the exterior appearance of the house as a single family residence’ and ‘maintain it in a fine condition of upkeep and repair.”

Also, as a result of the 1975 ZBA Hearing, a Covenant dated February 26, 1976, between Sigma Chi Foundation and the City of Evanston recorded against the property states “2. No changes shall be made that will not preserve the appearance of a single family dwelling.”

Despite needed maintenance and repairs, the house retains its historic integrity.

3. **Identification of critical features of the nominated landmark or areas, properties, sites and objects in a nominated district to provide guidance for review of alteration, construction, demolition or relocation;**

The house at 1726 Hinman Avenue has good integrity, despite current need for repairs. Examples of the building’s original plans are the basis for future guidance for review of alteration, construction, demolition, or relocation under Evanston’s ordinance. Among the critical features to be retained, by façade and for the coach house, are:

**East front elevation**

- Brick facade featuring window openings with limestone keystones in brick flat arch heads and limestone sills
- Gable roof running parallel to the street covered with ceramic tiles and finished with stone chimney caps, with a bracketed cornice at the eave
- Front porch with eight Doric columns, trellises, cornice trim, and tile floor
• Entrance with pediment and pilaster surround, a divided light door, and an arched divided light transom
• Windows in groups of two and three front dormers that feature trim in the form of pediments with pilasters, arched divided light windows, and clay tile side wall cladding

West rear elevation

• An arched triple window in rear second floor with triple keystones and curved brick pediment
• Rear single story breakfast room and porch with copper roof
• A double rear dormer with dual roofs, trim in the form of pediments with pilasters, arched divided light windows, and clay tile side wall cladding
North side elevation

- A bay window on the first floor with a copper roof
- Brick masonry chimney.

South side elevation

- Double-hung windows with divided lights on the upper sash
- Windows in groups of two and three
- Quarter-circle divided light attic windows
- Copper gutters and copper flashing at dormers and chimneys
• Soffit with dentil molding and cornice returns at gable ends

Coach house

• A matching coach house also with a brick facade, windows and doors with keystones and brick flat arch heads, limestone window sills, a brick masonry chimney with a stone cap, copper gutters and flashing, plus garage doors on both east and west sides.

4. **Proposed design guidelines, if any, for review of alteration, construction, demolition or relocation;**

As a designated Evanston landmark, the house and coach house would be subject to review for exterior work requiring a permit and when visible from the public way under the City Code Section 2-8-9 Standards for Review of Alteration, Construction, Relocation and Demolition.

5. **A map showing the location of the nominated landmark or the boundaries of the nominated district.**

(See next page)
2-8-5 APPLICATION FOR NOMINATION OF AN AREA, PROPERTY, STRUCTURE, SITE OR OBJECT FOR DESIGNATION BY ORDINANCE AS A LANDMARK OR HISTORIC DISTRICT

(Please Print or Type and check applicable boxes. Attach additional 8-1/2 x 11" sheets as necessary)

☐ Historic District Nomination (for a historic district nomination submit a list for each property, structure, site or object within the proposed historic district with the information below):

☐ Landmark Nomination (for individual nomination of a property, structure, site or object submit the information below):

1. a) Street address of area, property, structure, site or object being nominated:

Street #: 1726  Street Name: Hinman Avenue
City: Evanston  State: IL  Zip Code: 60201

b) Real Estate Index Number: 11-18-400-014-0000  Zoning: R4

c) Original Architect/Contractor (if known): Unknown

Year Built (if known): 1875  Architectural Style: Colonial Revival

d) Contributing significance (for historic district nomination only):

☐ Architectural  ☐ Historical  ☐ Archaeological  ☐ Cultural

e) Is it within an existing historic district? (Landmark nomination only)  ☐ Yes  ☒ No

If yes:  ☐ Lakeshore  ☐ Ridge  ☐ Northeast Evanston:

NOTE: If the nomination is for an area, property, structure, site or object with no official street address, please indicate its location on the attached city map (for a district show the proposed boundaries).

2. a) Provide Legal Description of Nominated Property (for Individual landmark nomination only) or;

b) Describe proposed boundaries (for historic district nomination only):

LOT 15 IN BLOCK 14 IN VILLAGE OF EVANSTON IN SECTION 18 TOWNSHIP 41 NORTH RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS

3. Owner of record shall be established by reference to the most current property tax assessment rolls as maintained by the Assessor of Cook County.

☐ Historic District Nomination (for a historic district nomination submit a list for each property, structure, site or object within the proposed historic district with the information below):

☐ Landmark Nomination: for individual nomination of a property, structure, site or object, submit the information below):

a) Name of owner(s) of record of area, property, structure, site or object being nominated:

Sigma Chi Foundation

Phone #: (847) 869-4906  Fax #: (847) 869-4906  E-mail: ashley.woods@sigmachi.org

b) (Mailing address) Street #: 1714  Street Name: Hinman Avenue

City: Evanston  State: IL  Zip: 60201
4. Please submit complete information as required in the Evanston Historic Preservation Ordinance, Section 2-8-4: Criteria for Designation. Provide factual information as applicable for each single item listed in Section 2-8-4. You may include documents and photographs to emphasize the significance of the nominated area, property, structure, site or object for designation by ordinance as a landmark or historic district. Use 8-1/2" x 11" attachment sheets if needed.

2-8-4: CRITERIA FOR DESIGNATION: Every nominated Landmark or District must meet two or more of the following specified criteria for designation.

(A) The Commission shall limit their consideration to the following criteria in making a determination on a nomination of an area, property, structure, site or object for designation by ordinance as a Landmark or Historic District.

1. Its location as a site of a significant historic or prehistoric event or activity which may or may not have taken place within or involved the use of any existing improvements on the property;

2. Its identification with a person or persons who significantly contributed to the historic, cultural, architectural, archaeological or related aspect of the development of the City of Evanston, State of Illinois, Midwest region, or the United States;

3. Its exemplification of an architectural type, style or design distinguished by innovation, rarity, uniqueness, or overall quality of design, detail, materials, or craftsmanship;

4. Its identification as the work of an architect, designer, engineer, or builder whose individual work is significant in the history or development of the City of Evanston, the State of Illinois, the Midwest region, or the United States;

5. Its exemplification of important planning and urban design techniques distinguished by innovation, rarity, uniqueness or overall quality of design or detail;

6. Its association with important cultural or social aspects or events in the history of the City of Evanston, the State of Illinois, the Midwest region, or the United States;

7. Its location as a site of an important archaeological resource;

8. Its representation of a historic, cultural, architectural, archaeological or related theme expressed through distinctive areas, properties, structures, sites or objects that may or may not be contiguous;

9. Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community, or the City of Evanston;

10. Its exemplification of a pattern of neighborhood development or settlement significant to the cultural history or traditions of the City of Evanston, whose components may lack individual distinction.

(B) Integrity of Landmarks and Districts.

Any area, property, structure, site or object that meets any one or more of the criteria in Section 2-8-4(A) shall also have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration.

5. a) Name of Applicant(s): Jim Kolross

b) Phone: (415) 596-9700 Fax: __________________________ E-mail: james_kolross@yahoo.com

c) Mailing Address of applicant(s): Street #: 1210 Street Name: Michigan Avenue

City: Evanston State: IL Zip: 60202

c) Applicant(s)' Signature: __________________________ Date: December 19, 2016

Submit the nomination form to: Evanston Preservation Commission, 2100 Ridge Avenue, Evanston, IL 60201
For additional information contact: Carlos D. Ruiz (847) 448-8687, Fax: (847) 448-8120, E-mail: cruz@cityofevanston.org
Evanston Landmark Nomination Form Information

Name of Property: Ward Nyden Manor House

Street Address: 1726 Hinman Avenue, Evanston, IL

PIN: 11-18-400-014-0000

Date of Construction: 1875

The Ward Nyden Manor House at 1726 Hinman Avenue, Evanston, IL is eligible for City of Evanston Landmark designation on the basis of meeting Evanston Historic Preservation Ordinance Section 2-8-4 Section (A) Criteria numbers 2, 3, 6, 9, and 10, and Section (B).

Applicable Criteria for Designation

(A)

2. *Its identification with a person or persons who significantly contributed to the historic, cultural, architectural, archaeological or related aspect of the development of the City of Evanston, State of Illinois, Midwest region, or the United States.*

The Ward Nyden Manor House at 1726 Hinman is identified with two families, the Wards and the Nydens, who both contributed significantly to the historic, cultural, architectural, and archaeological development of the City of Evanston, the State of Illinois, and the United States.

Lorenzo C. Ward and his family built and owned the House at 1726 Hinman from 1875 through 1921. Mr. Ward was an industrialist who developed significant businesses in the greater Chicago area related to manufacturing butter, cheese, and
milk products. One of his factories employed 100 people and produced condensed milk, later being acquired by Borden’s and sold under that brand name. Mr. Ward’s boyhood farm in St. Charles eventually became Pottawatomie Park, the first State Park in Illinois.

Lorenzo C. Ward’s wife, Ellen C. Gillette Ward was one of a small group of women that **started the Fort Dearborn Chapter of the Daughters of the American Revolution**, and her name appears on the original Fort Dearborn Chapter Charter from 1894, along with the Chapter’s first regent, Cornelia Lunt, the daughter of Orrington Lunt and niece of John Evans, founders of Northwestern University and Evanston. (see Exhibit 1) One of the original officers of the Fort Dearborn Chapter was Sarah Watson Gillette, who was Mrs. Ward’s sister and also resided with her at the Ward House at 1726 Hinman. [Source for Sarah W. Gillette’s residency at her sister’s home: Evanston city directories throughout the late 1800s and early 1900s]

Mrs. Ward and her sister and the other founders and officers of the Fort Dearborn Chapter were active in civic affairs in Evanston. For example, between 1896 and 1898, the Fort Dearborn Chapter **presented Evanston with a large flag and tall flagpole and placed it in the center of the City, in Fountain Square, where it became a visual fixture of Evanston.** (see Exhibit 2)

Mr. and Mrs. Ward had four daughters. One of the Ward’s daughters, Edith Gillette Ward became an active settlement worker helping new immigrants make a successful transition to the United States, and worked at Jane Addams Hull House from 1906 to 1908. [Edith Gillette Ward’s settlement work was confirmed in *The Fourth General Catalogue of the Officers and Graduates of Vassar College* by Vassar College 1910.]

Mr. Ward had other relatives in Evanston who were active in the City. For example, Mr. Ward’s younger cousin was Joseph F. Ward, who became the Founding President of City National Bank of Evanston in 1900, which he ran for two decades. Mr. Ward and his cousin lived across the street from each other, with Joseph F. Ward residing at 1725 Hinman along with his wife Estelle Frances Ward, who was also a charter member of the Fort Dearborn Chapter of the Daughters of the American Revolution. Since the Joseph F. Ward home no longer exists, the **Ward Nyden Manor House at 1726 Hinman is likely the last standing original residence from one of Evanston’s most important early families.**

It is notable that both Lorenzo and Ellen Ward came from colonial families with long histories of contribution to the United States. Mr. Ward’s family is considered a founding family of the United States by historians, arriving in 1630, ten years after the pilgrims landed at Plymouth Rock, and includes Revolutionary War General Artemas Ward, who was in charge of Massachusetts under George Washington. [Mr. Ward’s ancestry was confirmed in *The William Ward genealogy: the history of the descendants of William Ward of Sudbury, Mass., 1638-1925* by Charles Martin 1925. ] Mrs. Ward was the great-granddaughter of Jabez Gillette, a revolutionary
war officer who commanded a militia in Connecticut. [Ms. Ward’s ancestry was confirmed in Lineage Book – National Society of the Daughters of the American Revolution, Volume IX, by Mary Jane Seymour 1899.]

Mrs. Ward passed away in 1920 (she was preceded in death by Mr. Ward who passed away in 1890), and the Ward Family House at 1726 Hinman was sold to John Augustus Nyden in 1921.

John Augustus Nyden was a prominent architect who had opened his own firm in Chicago in 1907 after emigrating from Sweden in 1895 and putting himself through school. Mr. Nyden designed significant buildings across Evanston, Chicago and the United States, leaving a legacy that carries on today. His Evanston buildings include the following:

- Hahn Building – **Evanston Landmark**, office and retail building built in 1927 in center of downtown with sides at 1618 Orrington and 1609 Sherman (see Exhibit 3)
- Evanshire Hotel - luxury hotel opened in 1923 at 860 Hinman, today it is an apartment building with first floor retail and dining (see Exhibit 4)
- City National Bank – southwest corner of Davis and Sherman, razed.
- Church Street Building – retail and office building built in 1923 in center of downtown at 708 Church (see Exhibit 5)
- Several homes, including the **Evanston Landmark** at 2855 Sheridan Place (see Exhibit 6)

In Chicago, Mr. Nyden designed many buildings, including the following:

- A large number of residences, buildings, and apartment complexes throughout the North Park and Edgewater neighborhoods
- From 1914 to 1925, Mr. Nyden helped build North Park College, where he was a trustee, and was the architect for Caroline Hall, the President’s Home (converted to student services), the College’s first gymnasium, and the central heating plant
- Various hotels such as the Admiral Apartment Hotel Building in 1922, the Commonwealth Hotel, and the Melrose Hotel
- Belmont-Sheffield Trust and Savings Bank Building, built 1928, **Chicago City Landmark, National Register of Historic Places** (see Exhibit 7)

In 1918, the year he became a U.S. citizen, Mr. Nyden joined the Army as a Major in the Construction Division and **supervised the construction of 42 general and deportation hospitals around the country during World War I**, remaining in the Reserves after the War and rising to the rank of Colonel.

In recognition of his contribution to Illinois, Mr. Nyden was **appointed the Illinois State Architect in 1926**. He then designed the grandstand at the State Fairgrounds in Springfield. Also in 1926, Mr. Nyden was commissioned to construct the John Morton Memorial Museum (now the American Swedish Historical Museum) in Philadelphia, the oldest American Swedish Museum in the Country. (see Exhibit 8)
Mr. Nyden was the architect for the Victory Monument in Chicago, bronze sculptures erected in 1927 that honor an African-American unit which saw active combat in France and name 137 members of the Eight Infantry, Illinois National Guard, who lost their lives during World War I. The Victory Monument is a City of Chicago Landmark and on the National Register of Historic Places, and in many years has been used as the starting point for the annual Bud Billiken Parade in Chicago. (see Exhibit 9)

Mr. Nyden passed away in his home in 1932. His wife Alma Ottilia Hemmingsson Nyden lived to the age of 95 and a half and passed away in 1969. The Nyden heirs sold the Ward Nyden House to the Sigma Chi Foundation in 1975.

Sigma Chi calls 1726 Hinman the “Manor”. Sigma Chi has its national headquarters and Foundation at 1714 Hinman, the building next door to the Ward Nyden Manor House. Sigma Chi received special permission from Evanston in 1976 to use the Ward Nyden Manor House as a rooming house for travelling national fraternity members when they were in Evanston, and later it was also used as an archive and full-time residence for one of their employees responsible for the Fraternity’s history. The Ward Nyden Manor House at 1726 Hinman sits empty today, and Sigma Chi plans to demolish the structure to make a vacant lot.

3. Its exemplification of an architectural type, style or design distinguished by innovation, rarity, uniqueness, or overall quality of design, detail, materials, or craftsmanship.

The Ward Nyden Manor House at 1726 Hinman is unique in that it appears to be the oldest Colonial Revival architectural style home standing in Evanston, with tax records showing the home is 141 years old, completed in 1875. As a comparison, a review of the Lakeshore Historic District inventory of 774 primary structures shows that all Colonial Revival style homes in the Lakeshore Historic District were built after the Ward Nyden Manor House, and the report specifically states that the 100 Colonial Revival structures in the Lakeshore Historic district “date from 1885 through 1962”. [Source: Architectural Resources in the Evanston Lakeshore Historic District prepared by Granacki Historic Consultants in 2012 for the City of Evanston.]

The Ward Nyden Manor House is distinguished by excellent overall quality of design, detail, materials, and craftsmanship. (see Exhibits 10 through 13) Exterior features of the three-story home include the following:

- Full brick construction
- Tiled roof (see Exhibit 14)
- Columned front porch (see Exhibit 15)
- Windows/doors with keystones and decorative brick pattern
- Sun room areas on both the first and second floors
- Arched window on the West second floor (see Exhibit 16)
- Bay window on the North side first floor
- Third story with windows on all four sides
- Stone chimney caps

Additionally, the Ward Nyden Manor House at 1726 Hinman has a coach house, which is another distinguishing feature given the Lakeshore Historic District inventory shows only 31 coach houses in total. (see Exhibit 17)

6. Its association with important cultural or social aspects or events in the history of the City of Evanston, the State of Illinois, the Midwest region, or the United States.

The Ward Nyden Manor House at 1726 Hinman is directly involved in two of the most important cultural and social aspects that helped define the history of City of Evanston in the late 1800 and early 1900s -- the expansion of women's rights and the culture of giving back to the community. These activities involve both the Ward Nyden Manor House itself and the actions of members of the Ward and Nyden family, and are in addition to items previously mentioned.

Ellen C. Gillette Ward and her sister, Miss Sara Watson Gillette, who resided at the Ward House at 1726 Hinman, were both founders of the Pierian Club of Evanston in 1891. (see Exhibit 18) The Pierian Club is one of the oldest Evanston women’s clubs still in existence in Evanston, recently celebrating its 125th anniversary, and is described today by the Evanston Women’s History Project as “having an initial purpose to provide women an opportunity for ‘mutual self-improvement’ through literary study and intellectual discourse at a time when higher education for women was not readily available” and also as “the cultural oasis they needed – it gave them a sense of intellectual independence, the first step toward true women’s liberation”.

The Pierien Club holds regular meetings where members read papers they researched and then discuss as a group. Given that two of the twelve founding members of Pierian Club lived in the Ward Nyden Manor House at 1726 Hinman, it is a very likely that the Ward Nyden Manor House was used on many occasions to host Pierian Club meetings during its first several decades.

Mrs. Ward and Miss Gillette and the other members of the Pierian Club were an integral part of the leading women of Evanston who, in addition to furthering women’s causes, engaged in continuous support of the community. During this early period of Evanston’s history that community support included aiding in fundraising for a new Evanston Library in 1903, providing the chairs for the Library Assistant’s restroom after the completion of the newly constructed Library at 1703 Orrington in 1908, making annual donations to the Library Fund and other groups supporting children’s literacy, donating to Europeans suffering the effects of WWI in 1914, and making “comfort bags” for soldiers wounded in the War in 1917.

Mr. Nyden also had a strong sense of giving back to the community, and he donated his services throughout his life to architecting buildings for various good causes, including the following buildings:
9. Its unique location or distinctive physical appearance or presence representing an established and familiar visual feature of a neighborhood, community, or the City of Evanston.

The Ward Nyden Manor House at 1726 Hinman has a unique location as the only remaining home on the West side of Hinman Avenue in the 1700 block. Sigma Chi’s headquarters building, which is right next to the Ward Nyden Manor House, was built 50 years ago and is also a Colonial Revival design with red brick and white trim, and looks similar to a large house, so it blends well and is complementary architecturally with the Ward Nyden Manor House. (see Exhibits 20 and 21)

The Ward Nyden Manor House is visually adjacent to the Lakeshore Historic District across the street, as the entire East side of the 1700 block of Hinman is included in the Lakeshore Historic District. Three of the eight homes on the East side of the 1700 block of Hinman are also Evanston Landmark homes.

The Ward Nyden Manor House’s location helps to form a natural transition that blends the West side of the 1700 block of Hinman, which has three condominium buildings and the Sigma Chi headquarters in addition to the Ward Nyden Manor House, with the East side of the 1700 block of Hinman that is all houses and part of the Lakeshore Historic District. This natural transition is strengthened by the fact that the Ward Nyden Manor House is in the middle of the block, and also given the neighboring Sigma Chi headquarters is a Colonial Revival design with a complementary appearance to the Ward Nyden Manor House.

It is notable as well that many other Colonial Revival buildings are less than a block north or south of the Ward Nyden Manor House, which, when taken as a group, create a unique and historic Colonial Revival area within Evanston. The neighboring buildings include 1801 Hinman (see Exhibit 22), 1631 Hinman (see Exhibit 23), and 1625 Hinman (see Exhibit 24).

Given the 141 year-old age of the Ward Nyden Manor House, it is certainly an established and familiar visual feature of the neighborhood. And interestingly, while all of the homes in this area are part of the original 1854 Plan of Evanston (see Exhibit 25), the Ward Nyden Manor House is older than every one of the homes
across the street in the Historic District, which means the Ward Nyden Manor House is the oldest structure in the 1700 block of Hinman.

10. *Its exemplification of a pattern of neighborhood development or settlement significant to the cultural history or traditions of the City of Evanston, whose components may lack individual distinction.*

The Ward Nyden Manor House at 1726 Hinman was built as part of a wave of development in Evanston that occurred after the Great Chicago Fire of 1871, which led to prominent Chicago area residents moving to Evanston, who then influenced other relatives and friends to follow suit. This appears to be what happened with the Ward Family, as Joseph F. Ward’s Chicago home burned to the ground in the Chicago Fire of 1871 causing him and his family to relocate to Evanston. A few years later in 1875, Lorenzo C. Ward built the Ward House at 1726 Hinman and joined his cousin in Evanston.

Prominent residents like the Wards moving to Evanston led to the rapid development of the oldest parts of the City, including what today is the Lakeshore Historic District, and played a large role in establishing Evanston’s character as a city with neighborhoods of well-built homes with generous lots. Further, families like the Wards moving to Evanston facilitated the development of City services, for example gas street lamps were introduced and train/street car service was expanded during the 1870s.

(B) *Any area, property, structure, site or object that meets any one or more of the criteria in Section 2-8-4(A) shall also have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration.*

The Ward Nyden Manor House at 1726 Hinman has an important location, in directly facing the Lakeshore Historic District on a block with three Evanston Landmark homes. The Ward Nyden Manor House’s location and complementary neighboring structure from a natural transition that blends the two sides of the 1700 block of Hinman. The Ward Nyden Manor House is also part of a unique and historic Colonial Revival area at the north end of Hinman in Evanston.

The Ward Nyden Manor House has a historically accurate design, is constructed of the highest quality materials, and displays excellent workmanship. Given the materials and workmanship, it should not be a surprise that the House shows all the signs of a very sound home from a structural perspective. The exterior has brickwork with no significant visible settling or cracking, a tile roof with no visible problems. While the house appears to have some deferred maintenance after being used as a rooming house for 40 years (paint is failing on trim and it appears gutters may not have been cleaned regularly leading to damage in wood trim near roof), it is certainly in similar or better condition than many other homes its age or even much
younger, and it is likely that it would be quite easy to find someone who would be willing to restore and maintain the Ward Nyden Manor House.

The Ward Nyden Manor House has strong architectural integrity based on limited changes over the years. Based on a review of records, some exterior updates were made to the rear of the House in 1921, when an existing rear protrusion was removed and a rear terrace and a rear porch were added. As part of the 1921 remodeling, interior updates were made to the plumbing and electrical systems. Outside of the work done in 1921, all other known records and permits detail very minor repairs and improvements.

**The Ward Nyden Manor House has an important location, an attractive design, demonstrates quality materials and craftsmanship, shows a high level of structural soundness, and has strong architectural integrity. Additionally it meets five of the criteria for designation as a Landmark as described herein, well above the two required. All of these factors make the Ward Nyden Manor House worthy of preservation.**

Accordingly, and on behalf of all Evanston residents who would value the history that would be retained by preservation of this worthy property, I respectfully request for this Application for Nomination of a Landmark Property for the Ward Nyden Manor House at 1726 Hinman to be approved by both the City of Evanston Preservation Committee and by the Evanston City Council.
Exhibit 1: Mrs. Ellen Ward was a founder of the Fort Dearborn Chapter of the Daughters of the American Revolution in 1894 along with two members of her family, source Daughters of the American Revolution by Mrs. Rose Moss Scott 1929

Exhibit 2: Large flag and pole in Fountain Square donated in ~1897 by Mrs. Ward's Fort Dearborn Chapter of the Daughters of the American Revolution (card 1930s)
Exhibit 3: Hahn Building at 1618 Orrington architect John Nyden 1927, Landmark

Exhibit 4: Evanshire Hotel at 860 Hinman Evanston architect John Nyden 1923, currently an apartment building with 1st floor retail and dining (post card 1950s)
Exhibit 5: 708 Church Street Building Evanston architect John Nyden 1923

Exhibit 6: 2855 Sheridan Place architect John Nyden 1910, Evanston Landmark
Exhibit 7: Belmont-Sheffield Trust and Savings Bank Building architect John Nyden 1928, City of Chicago Landmark, National Register of Historic Places

Exhibit 8: American Swedish Historical Museum, Philadelphia architect John Nyden 1926
Exhibit 9: Victory Monument architect John Nyden 1927, City of Chicago Landmark, National Register of Historic Places

Exhibit 11: Ward Nyden Manor House at 1726 Hinman, South View, Dec. 18, 2016
Exhibit 12: Ward Nyden Manor House at 1726 Hinman, West View, Dec. 18, 2016

Exhibit 14: Ward Nyden Manor House at 1726 Hinman, tile roof in spring

Exhibit 15: Ward Nyden Manor House at 1726 Hinman, column detail, Dec. 18, 2016
Exhibit 16: Ward Nyden Manor House at 1726 Hinman, arched window with keystones, Dec. 18, 2016

Exhibit 17: Ward Nyden Manor House at 1726 Hinman, coach house, Dec. 18, 2016
Exhibit 18: Evanston Women’s History Project notes on the Pierian Club of Evanston showing Mrs. Ward and her live-in sister Miss Gillette as founders in 1891

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<thead>
<tr>
<th>EWHP Database</th>
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<tr>
<td>Pierian Club</td>
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<td><strong>Back</strong></td>
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<td><strong>Importance</strong></td>
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Exhibit 19: Women’s Building at Augustana College (renamed Carlsson Evald Hall) in Rock Island Illinois 1928 by architect by John Nyden, who donated his services
Exhibit 20: Sigma Chi Headquarters (left) at 1714 Hinman and Ward Nyden Manor House (right) at 1726 Hinman, Dec. 18, 2016, photo 1 of 2 showing similarity of Colonial Revival architecture, materials, and design

Exhibit 21: Sigma Chi Headquarters (left) at 1714 Hinman and Ward Nyden Manor House (right) at 1726 Hinman, Dec. 18, 2016, photo 2 of 2 showing similarity of Colonial Revival architecture, materials, and design
Exhibit 22: 1801 Hinman, one of several Colonial Revival structures within one block of the Ward Nyden Manor House at 1726 Hinman that create a unique and historic Colonial Revival area within Evanston.

Exhibit 23: 1631 Hinman, Dec. 18, 2016, one of several Colonial Revival structures within one block of the Ward Nyden Manor House at 1726 Hinman that create a unique and historic Colonial Revival area within Evanston.
Exhibit 24: 1625 Hinman, one of several Colonial Revival structures within one block of the Ward Nyden Manor House at 1726 Hinman that create a unique and historic Colonial Revival area within Evanston.
Exhibit 25: Ward Nyden Manor House located at 1726 Hinman, between Church and Clark in Block 14 of original Plan of Evanston from 1854 (arrow added)
Bibliography for Evanston Landmark Nomination Information

Name of Property: Ward Nyden Manor House

Street Address: 1726 Hinman Avenue, Evanston, IL

PIN: 11-18-400-014-0000

Date of Construction: 1875

The following bibliography provides sources used to compile the Landmark nomination form information.

**Ward Family**

1726 Hinman Property Information, Evanston History Center Archives (confirms the Ward family built and lived at 1726 Hinman, along with their four daughters and Mrs. Ward’s sister Sarah)

Evanston City Directories from 1890s through early 1900s, Evanston History Center Archives (confirms Ward family residency at 1726 Hinman, including Mrs. Ward’s sister Sarah, and also residency of Joseph F. Ward and family across the street at 1725 Hinman)

Cook County Assessors Office Website (confirms 141 year old age of home)

St Charles Public Library information on Gillette House and Pottawatomie Park (confirms details of Ellen Ward’s girlhood home in St. Charles and her 1869 marriage to Lorenzo C. Ward and information about Mr. Ward’s businesses including a butter and cheese plant, also provided confirmation that Pottawatomie Park was the 1st public park established under the Illinois Park Act of 1911)
Images of America St. Charles an Album from the Collection of the St. Charles Heritage Center by Wynette Edwards published by Arcadia Publishing 1999 (confirms Lorenzo Ward had a 100 person plant for producing condensed milk, later sold to Borden's)

Enriching Lives at St. Charles Park District by Paul Anthony Arco Winter 2012/2013, published by Northwest Quarterly.com (confirms property owned by Lorenzo Ward in the mid 1800s in St. Charles became Pottawatomie Park in 1911)

Ward Family File, Evanston History Center Archives (confirms information on the extended Ward family, including articles on Joseph F. Ward from the 1920s)

Illinois State History of the Daughters of the American Revolution compile, edited, and published by Mrs. Rose Moss Scott 1929 (details on founders of the Fort Dearborn Chapter of the Daughters of the American Revolution, listing charter members and officers, and also details gift of flag and flagpole to City of Evanston and placing in Fountain Square)

Daughters of the American Revolution Chicago Chapter 1900-1903 published by Metcalf Engravers & Printers Chicago 1900-1903 (annual programs, officer lists, by-laws and members information, confirms Mrs. Ellen C. G. Ward's address at 1726 Hinman)

Ancestry.com search (second source confirming Evanston City Directories information on Ward Family)

The Fourth General Catalogue of the Officers and Graduates of Vassar College by Vassar College published by The A. V. Haight Company 1910 (confirms Edith Gillette Ward of Evanston was a settlement worker and also worked at Hull House from 1906 to 1908)


Gravesite of Lorenzo C. Ward and Ellen Gillette Ward in North Cemetery, St. Charles Illinois (confirms dates of death)

Database, Evanston Women’s History Project (confirms Mrs. Ward and her sister Sarah Watson Gillette were founders of the Pierian Club, as well as Club details)
Civil War Museum, Kenosha WI (confirms Joseph F. Ward moved to Evanston after his home burned in the Great Chicago Fire of 1871)

**Nyden Family**

*Achieving the American Dream: The Career of John Augustus Nyden 1895-1932* by Bradley Skelcher published by the Swedish American Historical Society in the Swedish-American Historical Quarterly 1994 (this article is a 16 page biography of the life and accomplishments of John Augustus Nyden)

1726 Hinman property information research, Evanston History Center Archives (confirms John A. Nyden purchased 1726 Hinman in 1921 and building permits)

City of Evanston Website (confirms Evanston Landmarks by address in Historic Preservation links)

National Historic Register (confirms National Historic Register listed structures)

*Evanston A Tour Through The City's History* by Margery Blair Perkins published by The Evanston History Center 2013 (John Augustus Nyden write-up in section on famous Evanston architects, and details on Evanshire Hotel)

Augustana College Website (confirms details on Women's building built by John Nyden)


Wikipedia website search on Victory Monument: en.wikipedia.org (details on Victory Monument)

Online records search (confirms Mrs. Nyden's death in 1969 and sale of Ward Nyden Manor House at 1726 Hinman to Sigma Chi Foundation)

**Sigma Chi Foundation**

Cook County Assessors Office Website (confirms Sigma Chi Foundation as owner)

1726 Hinman Property Information, Evanston History Center Archives (confirms special rooming house use granted to Sigma Chi by the City of Evanston)

Sigma Chi Websites (confirms history of headquarters at 1714 Hinman)
Conversations with Sigma Chi Foundation representatives (confirms plans to demolish Ward Nyden Manor House at 1726 Hinman)

**Additional Resources**

*Architectural Resources in the Evanston Lakeshore Historic District* prepared by Granacki Historic Consultants in 2012 for the City of Evanston (confirms Ward Nyden Manor House at 1726 Hinman is older than any other Colonial Revival Home in the Lake Shore Historic District, also confirms number of coach houses in District)

City of Evanston Website (confirms Lakeshore Historic District boundaries)

Visual survey of Ward Nyden Manor House at 1726 Hinman

Online searches (confirms general Evanston history, Plan of Evanston from 1854, and cross references all information presented to ensure integrity)
Dear Mr. Ruiz,

I am writing in support of preserving the property at 1726 Hinman. My interest in this matter arises from the fact that two of the original owners, Ellen C. Gillette Ward and her sister, Sarah Gillette, lived there for many years. Mrs. Ward and Miss Gillette were two of the original twelve members of Pierian, a study group for the mutual self-improvement of women founded in 1891, and still thriving 125 years later.

For those who had limited opportunities for formal education, women in particular, clubs like Pierian were founded in order to fill the need to expand their minds on a number of issues like temperance, suffrage, career opportunities and independence. The women who founded Pierian played a critical role in enabling women to be real, active and influential participants in the progress of the Evanston community.

From its inception Pierian meetings have been held in members’ homes. While Pierian has customarily shied away from publicity I have a newspaper clipping dated November 2, 1897 describing a meeting which was hosted by Ellen Ward at 1726 Hinman.

I presume that other prominent Evanstonians have made 1726 Hinman their home but I wanted the Preservation Commission to be aware of the significance of the property to the women of Evanston from 1891 to today.

Thank you for your consideration.

Janice Zulke, Pierian Historian
932 Edgemere Court
Evanston
1726 Hinman
1 message

janzulk@aol.com <janzulk@aol.com>               Wed, Jan 25, 2017 at 10:46 AM
To: cruz@cityofevanston.org
Cc: james_koliross@yahoo.com

Dear Mr. Ruiz,

I am writing in support of preserving the property at 1726 Hinman. My interest in this matter arises from the fact that two of the original owners, Ellen C. Gillette Ward and her sister, Sarah Gillette, lived there for many years. Mrs. Ward and Miss Gillette were two of the original twelve members of Pierian, a study group for the mutual self-improvement of women founded in 1891, and still thriving 125 years later.

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I presume that other prominent Evanstonians have made 1726 Hinman their home but I wanted the Preservation Commission to be aware of the significance of the property to the women of Evanston from 1891 to today.

Thank you for your consideration.

Janice Zulkey, Pierian Historian
932 Edgemere Court
Evanston
Dear Mr. Ruiz:

I am writing to express my support for the preservation of 1726 Hinman Avenue. Over the last few days, I have learned about the architectural and social history of the building, and want to speak out against its destruction. I am most concerned about the loss of a building that has such strong ties to the movement to advance women's rights and opportunities for education, and aimed to increase the participation of women in all aspects of the Evanston community. This is history to be proud of, and especially in this current political environment, history to celebrate, not to destroy.

Thank you in advance for your consideration.

Sincerely,

Betsy Lehman
1733 Hinman Avenue
Support for 1726 Evanston being named an Evanston Landmark
1 message

Arlene Haas <arlene.haas@gmail.com>
To: cruiz@cityofevanston.org
Cc: james_koliross@yahoo.com

Mon, Jan 30, 2017 at 11:09 AM

Mr. Cruz:

I would appreciate my email being distributed to the Evanston Preservation Commission prior to this week's meeting.

Dear Evanston Preservation Commission:

I live at 412 Clark Street in Evanston and support 1726 Hinman Avenue being designated an Evanston Landmark. As the oldest Colonial Revival home in Evanston, it is critical that we preserve this piece of Evanston history. Also, given its proximity to an Evanston Historic District, it is important for maintaining the character of this beautiful area of Evanston. Thank you, Arlene Haas
Hello, I am a 30+ year resident of Evanston. I am writing to urge the Preservation Commission to protect the structure at 1726 Hinman. It is an example of John Nyden, a prolific architect in Evanston and beyond. Structures such as this contribute value to the fabric of the neighborhood, which would not exist if it were razed and replaced with a multi-unit building. Evanston has more than its share of multi-unit properties; we must consider what we lose when we tear down historic and architecturally significant homes. Please protect our older buildings from insensitive development. Thank you.

Grace Lehner  
Adjunct Librarian  
Truman College Library  
glehner1@ccc.edu
Dear Mr. Ruiz—

I'd like to see 1726 Hinman become an Evanston Landmark because it's a beautiful home that I see out of my windows every day, but which also has a proud history of being the home of a prominent and prolific Evanston architect who designed several other Evanston Landmarks. His home was a quality building with many expensive, elegant features that are still largely intact. While there has been some deferred maintenance, I still believe it's restorable.

Many of my neighbors at 1730 were dismayed to hear it was going to be torn down, too. I hope Jim Kollaros’ efforts to get it named an Evanston Landmark will succeed in sparing it. We don’t look forward to having an office building filling the view from our windows. I believe in this project enough that I’ve also worked on it with Jim, providing some photographs and research.

Gretchen Fathauer
1730 Hinman, Apt. 4D
Evanston, IL 60201
740-674-4492
Support for 1726 Hinman being named an Evanston Landmark

1 message

Arlene Haas <arlene.haas@gmail.com>  Tue, Feb 21, 2017 at 7:19 PM
To: cruiz@cityofevanston.org
Cc: Jim Kolloff <james_kolloff@yahoo.com>

Mr. Cruz:

I previously sent an email to you in January stating my support for 1726 Hinman being named an Evanston Landmark. As I understand it, the Evanston Preservation Commission review of the building’s status at that time was postponed.

I still support 1726 Hinman’s designation as an Evanston Landmark. It is critical that we preserve this important piece of Evanston history. Given its proximity to an Evanston Historic District, it is also important for maintaining the character of this beautiful area of Evanston.

I would appreciate my email being distributed to the Evanston Preservation Commission prior to the next meeting.

Thank you, Arlene Haas  412 Clark Street, Evanston
Landmark Status for John A Nyden House
1 message

Herbert Sachs <herbsachs@sbcglobal.net>  Tue, Feb 28, 2017 at 3:45 PM
Reply-To: Herbert Sachs <herbsachs@sbcglobal.net>
To: "cruiz@cityofevanston.org" <cruiz@cityofevanston.org>
Cc: Alice Gilman-Sachs <alice.gilmansachs@rosalindfranklin.edu>, Gretchen Fathauer <gretchenfathauer@prodigy.net>

I am writing to encourage and support the notion of designating the John A. Nyden House at 1726 Hinman for Landmark Status. I live right next to it at 1730 Hinman and when I look out at it, I think of old America and how these types of homes are not common in the Chicago area. I lived in Washington DC many years ago and this house reminds me of colonial America. I know this home was not built in 1790 but I feel that is what it reminds me of. I know that it may be a hardship for the group that owns it now but I hope some way can be found to preserve this home and make it a historical site.
1726 Hinman
1 message

Catherine Rondenet <cate.rondenet@gmail.com>       Wed, Mar 1, 2017 at 4:39 PM
To: cruz@cityofevanston.org

I would like to add my vote for preserving this beautiful structure. The entire block on both sides of the street would suffer from some of the possibilities that could occur with the demolition of this beautiful and ancient home. It would seem that the Sigma Chi Foundation could find ways to utilize this building to raise revenue by following the tendency to provide Bed and Breakfast units for visiting faculty or parents of their members. I have been the owner of a 4th floor unit at 1730 for almost 20 years and have positioned chairs in every south facing window. I have looked forward to moving into full retirement this year and part of that plan includes having time to sit in those chairs to read my multitude of neglected books and enjoy the beauty of my surroundings. I sincerely hope that will be possible. Thanks you for your consideration. Cate Rondenet LCSW

https://mail.google.com/mail/u/0/?ui=2&ik=18cc8738&view=p&z=1#at=15e8c07678e31c0c
1726 Hinman for Evanston Landmark status
1 message

Ann Langan <annabel.2005@gmail.com>  
To: cruz@cityofevanston.org  
Cc: james_kollross@yahoo.com

Wed, Mar 1, 2017 at 6:47 PM

For Carlos, Senior Planner and Preservation Coordinator;

This email is written in support of the Evanston Landmark Status being designated to the John Augustus Nyden House at 1726 Hinman Ave. Attached please find the nomination.

This property has significant historic value! It is my understanding that this home was featured in a full ad in the American Architect -Architectural Review magazine in 1922. And was the home of the architect, John August Nyden.

As an individual having recently moved to the 1700 block of Hinman, I believe that the destruction of this property would significant change the neighborhood and its historic significance. It may also lead the way to Northwestern University expanding beyond its current imprint and lead to a further erosion of a very special, historic neighborhood.

Kind Regards,

Ann Langan

2 attachments

Landmark Nomination - John A. Nyden House at 1726 Hinman - 2-17-17 - lo-res.pdf 2699K
1726 Hinman Landmark
1 message

Adagio Micaletti <adagiortz@mac.com>  
To: cruiz@cityofevanston.org  

Dear Mr. Ruiz,

I support making house at 1726 Hinman an Evanston Landmark, which will save it from demolition. I have been informed that Jim Kollross put together a very strong nomination document, showing the Evanston Preservation Commission. The neighbors are also in support landmark status for this lovely building for it is important to the integrity of the neighborhood. Thank you.

Best to you,
Patricia Adagio Micaletti

Sent from my iPhone
Landmark nomination John Augustus Nyden House 1726 Hinman Av Evanston 60201
1 message

Patricia Aaron <pataaron1730@gmail.com> Thu, Mar 2, 2017 at 9:09 AM
To: cruiz@cityofevanston.org
Cc: james <kollross@yahoo.com>, Gretchen Fathauer <gretchenfathauer@prodigy.net>

March 2, 2017

TO: Carlos Ruiz, Preservation Coordinator, Evanston Preservation Commission

FROM: Patricia Aaron, 1730 Hinman Av #3G Evanston

I am writing in support of the Landmark Nomination for 1726 Hinman Av Evanston,

Clearly 1726 Hinman Av is eligible for City of Evanston Landmark designation on the basis of meeting Evanston Historic Preservation Ordinance Section 2-8-4 Section (A) Criteria 2 and 3 and Section (B).

This house and its landscape is in character with the neighborhood and to ignore one of John Nyden's architectural contributions to the City of Evanston, would be a travesty.

Thank you.

https://mail.google.com/mail/u/0/?ui=2&ik=16ccf8790b&view=pt&q=1726+Hinman+Av+Evanslon+Landmark+Nomination&arch=query&th=15a8f9196beef9745&siml=15a8f9196beef9745
John A. Nyden house
1 message

Janet negronida <negronid@comcast.net> Thu, Mar 2, 2017 at 12:56 PM
To: cruiz@cityofevanston.org
Cc: jameskollross@yahoo.com

As a neighbor and believer in historic preservation, I support efforts to place the John A. Nyden house at 1726 Hinman Av, Evanston, IL on landmark status. Thank you!

Janet Negronida
1730 Hinman Avenue
Evanston, IL
Landmark Status for Nyden Home 1726 Hinman

G Jeffrey Snyder <jeffsnyder@gmail.com> 
To: cruz@cityofevanston.org 

Sal, Mar 4, 2017 at 4:33 PM

Dear Carlos Ruiz,

I am writing to strongly support the application of John Nyden home, 1730 Hinman Av, Evanston to be an Evanston Landmark. I live across the street from 1726 Hinman at 1719 Hinman in an Evanston Landmark single family home built in 1880. I see the Nyden home every day on my way to work as a professor at Northwestern University. It is one of the most beautiful homes on the street with distinct architectural features. As the home of John Nyden, one of Chicago’s prominent architects, it has much historic value for Evanston. I strongly support its preservation.

I fully understand the implications of Landmark status as a homeowner having made repairs and improvements to 1719 Hinman. I am confidant that Evanston Landmark status will not be overly burdensome for its owners as buildings and homes with such unique architectural history are highly valued in the neighborhood.

I am happy to submit a signed letter of support or answer any questions by phone,

Sincerely,

G Jeffrey Snyder
Professor of Materials Science and Engineering
Northwestern University
3033 Cook Hall, Evanston IL 60208 USA
Phone (847) 491-2444
http://thermoelectrics.matsci.northwestern.edu
jeff.snyder@northwestern.edu
1726 Hinman - Please Designate this Home as an Historic Landmark

Kitty Finn <cathleen_finn@yahoo.com>
Reply-To: Kitty Finn <cathleen_finn@yahoo.com>
To: "cruz@cityofevanston.org" <cruz@cityofevanston.org>
Cc: Jim Kollross <james_kollross@yahoo.com>

Dear Carlos,

My name is Kitty Finn and I live at 1730 Hinman. My condo unit faces 1726 Hinman. I treasure this house and its trees; its landscaping and the birds and squirrels that nest there. I writing to ask you to designate this building as an historic landmark. The architect who lived there was certainly prolific, with many surviving structures that he designed in Evanston and elsewhere. I moved to 1730 Hinman back in the year 2000. It took me several years to find the perfect condo and this is it! I care deeply about Evanston, my neighborhood, my street and my condo. (In fact, I spent 1-1/2 hours several weeks ago picking up all of the litter in the entire alley). It's a special kind of paradise being so close to the lake and the historic homes on Hinman. I chose my home due to the "treehouse" feel provided by the trees and building at 1726. The thought of losing the house, the trees and the drastic change this will cause to the neighborhood and our property values makes me so sad. I wouldn't have chosen my Hinman condo if there was parking lot; another condo building; or an office building that faced my property. I plan to attend the meeting on March 21 to listen and to voice my support in keeping this historic home as part of our Evanston community.

Thank you for your help,
Sincerely,
Kitty Finn
Sue Epler <sue.epler@gmail.com>
To: cruz@cityofevanston.org

Thu, Mar 9, 2017 at 2:54 PM

Dear Mr. Ruiz,

I'm writing to voice my support for having the house at 1726 Hinman designated a landmark. A beautiful home with a rich history deserves preservation.

Thank you,

Sue Epler
3039 Normandy Place
Evanston
Preserving 1726 Hinman
1 message

John Lionberger <renewalitw@gmail.com>  
To: cruiz@cityofevanston.org

Tue, Mar 14, 2017 at 3:10 PM

Dear Mr. Ruiz:

I'd like to add my vote that 1726 Hinman receive landmark status. It's an elegant old home. It's also adjacent to the condominium I've invested in (1730 Hinman), and having such a home, lovingly restored, will be good for the neighborhood in several obvious ways:

- it will preserve the residential flavor of the block
- it will preserve property values for the neighborhood
- it will be more aesthetically pleasing than whatever else it might be developed for.

Thank you very much.

John Lionberger, Founder and President Emeritus of Renewal in the Wilderness

e-mail: renewalitw@gmail.com
website: www.renewalinthewilderness.org
phone: 847-909-5605
cell: 847-691-6727
Saving 1726 Hinman

1 message

Fathauer Mary Ann <iris@mosquitonet.com>  Tue, Mar 14, 2017 at 5:51 PM
To: cruz@cityofevanston.org
Cc: james_kollross@yahoo.com, Gretchen Fathauer <gretchenfathauer@prodigy.net>

Dear Mr. Koliross & Mr. Cruz,

My name is Mary Ann Fathauer. I am Gretchen Fathauer’s sister-in-law. She has shared with me the yeoman efforts you are making to save 1726 Hinman. If I may, I would like to add a word or two in that cause. Although I no longer live in Chicago, I was born there with fond memories of THE CITY and its surrounding suburbs, including many a pleasant day spent in Evanston. I have an appreciation of its historical beauty.

I think we all seek homes which inspire a sense of beauty and peace. 1726 Hinman does that. It was built by a man who contributed many important buildings to his own community as well as in Chicago itself. To have 1726 Hinman destroyed would be like destroying the peace and beauty of an entire block. What future homebuyers would be attracted to a block with a large commercial building in it bringing more traffic noise, and impacting the quality of living on that street?

This house is the last remaining example of a lovely Colonial Revival Home on the West side of the block on Hinman. It was designed by someone who gave much to Evanston with his designs for apartment buildings, hotels, office buildings, churches, and schools. It would seem only fitting to maintain this home with Landmark status. It would be a reminder that beauty and history are valued. In a time where it seems “easier” to tear down the building and put up a parking lot as the song goes, or, in this case, a commercial building.

Honor the man. Keep his building. Evanston deserves it.

Thank you,
Mary Ann Fathauer
March 16, 2017

Evanston Preservation Commission
Carlos Ruiz
Senior Planner and Preservation Coordinator
City of Evanston
cruiz@cityofevanston.org

Dear Mr. Ruiz and Members of the Preservation Commission:

I am writing this letter to support the nomination of the John A. Nyden House at 1726 Hinman as an Evanston Landmark. The Landmark nomination form provides an excellent summary of John Nyden’s work. I thought that I could add the perspective of a person who has been a steward of one of his greatest architectural achievements for the last 11 years. Having responsibility for this remarkable museum building that he designed is a humbling experience. I am constantly in awe of the quality of craftsmanship and thoughtful details of design that are the work of John Nyden.

When visitors approach our building, enter through the monumental bronze doors and into the Grand Hall, they cannot help but be struck with wonder. The architectural inspiration for the building came from Eriksgaard Slott, a 17th century Swedish manor home and George Washington's Mt. Vernon. But Nyden also added contemporary details such as our copper cupola to the building. Custom designed murals and lighting fixtures add a unique sense of Swedish-American place to the building as well.

Nyden was a prolific architect whose work has not received as much attention as architects who designed monumental buildings, but I would argue his residential work has a lot to do with making Evanston the beautiful community that it remains today. You should be proud to highlight his contributions to your community by making the home he designed and lived in an Evanston Landmark.

Most Sincerely,

Tracey Rae Beck
Executive Director
Presentation to City of Evanston Preservation Commission Concerning Landmark Nomination for Building At 1726 Hinman Avenue

March 21, 2017
Presentation Outline

- Who is the Sigma Chi Foundation?
- Colonial Revival Style Elements
- 1726 Hinman
  - Description of architecture
  - Comparison to Colonial Revival
  - Neighborhood Context
  - Cost Implications to Landmark Status
- John Nyden – who is he and his stature
- Applicability of Landmark Ordinance
Who is Sigma Chi?

“Sigma Chi Foundation is a charitable and educational tax-exempt organization, separate and independent from the Fraternity, whose express purpose is to serve as an education funding resource.”

History
- Evanston Resident since 1950s
  - Initially owned Harley Clarke Home
    - Sold to City to accommodate expansion of lakefront park for City and residents
  - Since 1966 located at present location
    - 1714 Hinman
      - Home to Foundation, Museum, and International Fraternity

Sigma Chi Provides the Following Services:
- Provides Undergraduate Academic Scholarships
- Provides Graduate Academic Scholarships
- Funds Drug and Alcohol Awareness and Education Programs
- Funds Suicide Prevention and Mental Health Awareness Programs
- Funds Leadership Programs for Undergraduates
- Funds Experiential Learning Programs
- Funds Personal Accountability and Responsibility Programs
- Funds Sexual Misconduct Prevention and Education Programs
- Funds Collegiate Housing Programs and Assistance

What Has Sigma Chi Done in 2015-2016
- $4,557,292 distributed in grants and scholarships for program services
  - Sigma Chi Foundation provided more program services than any other Greek Letter foundation on average over the last 10 years. (Pennington & Company Fraternity and Sorority Foundation Report)
Elements of Colonial Revival Architecture

**Style Elements**

- The style peaked between 1890 & 1940. With the most examples being from the Pre-depression 1920's
- The style is derived from a mixture of Queen Ann, with Greek and Roman architectural details. Neo classical
- Building mass is typically rectilinear with symmetrical facades. Side elevations were mirror images of each other
- Examples are typically 1-2+ stories with medium pitched, side gable roofs, narrow eaves and dentils
- Windows are multi-pane, 6 over 6 or 6 over 1, double hung with proportioned shutters in many examples. Bay windows are also common
- Entrances are centered and accented with columns, pilasters, pediments, and sometimes hooded to create a covered porch
- Primary entry doors are multi-paneled or multi-pane, with transom's and sidelights
- Siding is typically brick or clapboard. Shingle siding examples are also occasionally seen
- Slate shingle roofs are common until WW2 when asphalt shingles became more common due to cost
- Additional details may include classical columns, two-story pilasters, quoins at corners, and Palladian windows
L. C. Ward House
- Home began Construction around 1875
- 3 Story home with corner turret and full length front porch
- Home was demolished in 1921 to accommodate construction of the John A. Nyden home.
1726 Hinman Avenue

John A. Nyden House
- Construction of home began around May of 1921
- 3 story brick house, side gabled terra cotta tiled roof, (3) third story dormers on east elevation and (1) double dormer on the west elevation.
  - 2-story brick coach house with asphalt shingled gambrel roof and second story living quarters
- Windows are typically 6 over 1 double hung windows.
- Painted wood trim, fascia, soffits, columns and details.
- Each elevation is unique and varies significantly from all other elevations.
  - East elevation is not symmetrical, with offset entrance, dormers, windows, two entrances, and an open sided porch.
  - North elevation is not symmetrical with a one story bay window, a recessed entry, and a three story chimney
  - West elevation is not symmetrical with a variety of architectural elements. Each level has unique combinations of windows, doors and details
  - South elevation has symmetrical qualities with a centered 2-story bay extension and centered chimney
Comparison of 1726 Hinman Ave to Colonial Revival Architecture

Observations
- Use of masonry is consistent with style
- The ornamental entrance with classical detailing, columns and pilasters is consistent with style
  - The off-set primary entrance, secondary entrance, and asymmetrical overall composition is a considerable departure from the style
- 6 over 1, double hung windows are consistent with style
  - There are deviations with window locations and no evidence that shutters were ever considered. A significant derivative of style
- None of the facades are symmetrical.
- The open sided porch with the second entrance to the house located on the front elevation is inconsistent with the style. Other inconsistencies include:
  - Small window adjacent to primary entrance
  - Lattice between Doric columns
  - Panels under level 1 south windows
  - Use of clay floor tiles on the patio and entry
  - Metal handrails on the patio and entrance do not appear to be original and typically would have been either wood or a more ornate black iron railing.
- House is more square than rectilinear
  - Bays on north and south don’t match each other, are not symmetrically organized, don’t function consistent with the style
- Medium pitch gable room is consistent with style
  - Terra Cotta tile roofing and clay tile siding on the dormers are inconsistent
  - Asymmetrical organization of dormers at east and west elevations is inconsistent
### Cost Implications of Landmark Status

#### Exterior Restoration
- Site construction preparation / fencing etc.
- Demolition
- Excavation / Earthwork / Landscape
- Concrete removal / repair / replacement
- Masonry cleaning / repair and re-pointing
- Structural reinforcement
- Glazing / window / restoration / replacement
- Door restoration / replacement
- General and finish Carpentry
- Re-creation of wood / stone / masonry details
- Insulation to meet energy code requirements
- Finishes
- Paint removal and restoration painting
- Accessibility accommodation
- Roofing repair and replacement
- Utilities
- Caulking
- General Conditions
- Insurance
- Overhead and Profit
- Professional consultant fees

#### Interior Restoration and Adaptive Re-use
- Demolition
- Concrete
- Masonry
- Structural reinforcement
- Glazing / Windows / Doors
- General and finish carpentry
- Insulation to meet code requirements
- Drywall
- Finishes
- Paint removal and new
- Misc. Equipment
- Plumbing
- HVAC
- Electrical / Fire Alarm
- Fire Protection (suppression)
- Data / Communication
- Caulking
- General Conditions
- Insurance
- Overhead and Profit
- Professional consultant fees

#### Coach House Restoration
- Site construction preparation / fencing etc.
- Demolition
- Concrete removal / repair / replacement
- Masonry cleaning / repair and re-pointing
- Structural reinforcement
- Glazing / window / restoration / replacement
- Door restoration / replacement
- General and finish carpentry
- Insulation to meet energy code requirements
- Drywall
- Finishes
- Paint removal and new
- Misc. Equipment
- Plumbing
- HVAC
- Electrical / Fire Alarm
- Roofing
- Caulking
- General Conditions
- Insurance
- Overhead and Profit
- Professional consultant fees

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**Opinion of Probable Project Cost Total:** $3,200,000.00

Opinion of probable costs exclude the following:
- City of Evanston permits, new furniture, environmental assessments, repairs of hidden structural deficiencies, exterior sanitary repairs or replacements, 2nd & 3rd floor accessible access, additional scope items required by Owner or City
West Elevation
John Augustus Nyden

Timeline of John A. Nyden
- 1878 - Born Johan Augustus Carlsson on March 25, 1878
- 1895 - Immigrated to the United States from Sweden, Changed name to John Augustus Nyden. Worked as a brick layer, went to night school, met future wife Alma Ottilia Hemmingsson (17 years old)
- 1898 - 1899 - Attended (3) terms at what would later become Valparaiso Univ.
- 1900 – Went to New York for an apprenticeship in construction industry with George A. Fuller Co. and returned to Chicago to study architecture at the Art Institute of Chicago while working full time at Northwestern Terra Cotta Co. He worked with Northwestern Terra Cotta Co. for 6 years
- 1901 – Competed studies at the Art Institute of Chicago
- 1902 – Married Ottilia, had first child, (had second in 1904)
- 1904 – Completed architectural education at University of Illinois, Urbana. Passed exam to practice architecture and engineering in State of Illinois
- 1905 - 1907 – Worked for Barnett, Haymer and Barnett Company
- 1907 - 1909 – Worked as a designer/planner for Arthur Heun of Chicago, and at the same time established his own firm focusing on the Swedish-American communities in North Park and Edgewater. (31 years old)
- 1908 – Moved family and practice to Edgewater Neighborhood of Chicago
- 1918 – Became naturalized citizen of the US and joined the US Army in the construction division. Acted as a liaison between the Const. Div. of the US Army and the Surgeon General. He supervised construction of 42 general and debarkation hospitals throughout the US.
- 1919 - 1921 – Were the most prosperous years of his professional career. He became more interested in real estate investing and finance (43 years old)
- 1920 – Was elected Director of AIA, Chicago Chapter
- 1920 -1921 – Elected VP of Illinois Society of Architects and Pres. of North Shore Association of Architects
- 1921 – Moved family to 1726 Hinman Ave., Evanston
- 1923 – Promoted to Lt. Colonel in the Army Reserves
- 1926 – Promoted to Colonel in the Army Reserves
- 1926 – He had reached the peak of his career
- 1926-1927 – Appointed Illinois State Architect by Illinois Governor Len Small
- 1929 – Nyden retired following the stock market crash and no longer worked. (51 years old)
- 1932 – Nyden died (54 years old)

John Nyden’s most productive years involving the design of structures were between 1905 and 1917, when he was apprenticing and creating his practice, and 1920 to 1926, when he became more involved in development and deeper engrained into the Swedish-American community.
Notable Architects

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<thead>
<tr>
<th>Notable Early 20th Century Architects</th>
<th>Notable Architects w/ Chicago Connection</th>
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<tbody>
<tr>
<td>Louis Sullivan</td>
<td>Mies Van Der Rohe</td>
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<td>Frank Lloyd Wright</td>
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<td>John McArthur Jr.</td>
<td>Louis Sullivan</td>
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<td>Otto Wagner</td>
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<td>Josef Hoffmann</td>
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<td>Cass Gilbert</td>
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<td>David Adler</td>
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<td>William Holabrid</td>
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<td>Eliel Saarinen</td>
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<td>Mies Van Der Rohe</td>
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<td>Karl Ehn</td>
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<td>Phillip Johnson</td>
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<td>Pietro Belluschi</td>
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<td>Ralph Adams Cram</td>
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<td>C. Howard Crane</td>
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<td>Paul Philip Cret</td>
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<td>Kirtland Cutter</td>
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<td>William Marinus Dudok</td>
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<td>H. Kempton Dyson</td>
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<td>Clarence H. Johnston Sr.</td>
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<td>Bernard Maybeck</td>
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<td>Lester S. Moore</td>
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<td>Julia Morgan</td>
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<td>George B. Post</td>
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<td>William Gray Purcell</td>
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<td>Cornelius Ward Rapp</td>
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<td>George Leslie Rapp</td>
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<td>Charles B. J. Snyder</td>
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<td>William L. Steele</td>
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<td>John Calvin Stevens</td>
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<td>Ernst Carl Westman</td>
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John A. Nyden appears on no known list of preeminent architects or in any known architectural history books or publications.
City of Evanston Landmark Ordinance

“The Commission shall have the following powers and duties:

- “To conduct an ongoing survey to identify historically, culturally, architecturally significant areas, properties, structures, sites and objects as landmarks and districts” Section 2-8-3(G)(1)
  - 1726 has not been identified by this Commission or Staff
  - 1726 was excluded from the Lakeshore Historic District
  - 1726 was not included in the Historic District when the City did a comprehensive review
- “To nominate areas, properties, structures, sites and objects to the National Register of Historic Places and to the Illinois Register of Historic Places and to guide owners in the processes of nominating their properties to the National Register of Historic Places and the Illinois Register of Historic Places.” Section 2-8-3(G)(6)
  - 1726 has not been nominated
- “To prepare a list of areas, properties, structures, sites or objects eligible for designation as a landmark or district.” Section 2-8-3(G)(25)
  - 1726 has not been listed as eligible for designation
- City of Evanston issued demolition permit
  - Found building appropriate for demolition
- City of Evanston issued approval to cancel utilities to property
Landmark Nomination

Nomination does not meet the requirements of the Evanston Ordinance:

- In terms of architecture
  - Not a pure rendition of Colonial Revival architecture
  - Not an example of another style
  - Not a style setting example
- In terms of historical significance
  - Not a place of importance
  - Not a place associated with an individual of significant prominence
  - Current structure has no relation to pre-1921 actions or owners
  - John Nyden was prolific but not historically noteworthy
- In terms of integrity of place
  - Was not part of historic district
  - Other structures on west side of Hinman are not historically or architecturally significant
  - Immediately to the west is multi-story parking structure
  - 1726 lacks integrity of style
  - 1726 condition is not appropriate for cost associated with restoration

Designation as landmark:

- Would seriously impact charitable mission of Sigma Chi Foundation
- Would require a cessation or a curtailment of charitable mission and function of Sigma Chi Foundation
- Would seriously impact First Amendment rights of Sigma Chi Foundation
- Costs of restoration would lead to up to 70% reduction in funding for charitable services
MEETING MINUTES (EXCERPT)
EVANSTON PRESERVATION COMMISSION
Tuesday, January 31, 2017
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2404
7:00 P.M.

Members Present: Robert Bady, Elliott Dudnik, Julie Hacker, Ken Itle, Mark Simon, Karl Vogel, and Diane Williams

Members Absent: Sally Riessen Hunt, and Tim Schmitt

Staff Present: Scott Mangum, Planning and Zoning Administrator, Division Manager
Mario Treto, Assistant City Attorney
Carlos Ruiz, Senior Planner/Preservation Coordinator

Presiding Member: Diane Williams, Chair

CALL TO ORDER / DECLARATION OF QUORUM

The meeting was called to order at 7:07 pm with a quorum of 7 Commissioners present.

PUBLIC HEARING

A. 1726 Hinman Avenue – Jim Kollross, applicant; Sigma Chi Foundation, owner. Nomination application to grant landmark status to building and lot of record at 1726 Hinman Avenue.

Chair Williams called the public hearing to order at 8:03 pm with a quorum present. Jim Kollross, applicant, asked to continue the public hearing to February 21, 2017 stating that new information on the property has been discovered that should be part of the nomination. After learning that the deadline for the new material was January 31, 2017, J. Kollross agreed to continue the public hearing to March 21, 2017.

Hal Morris, attorney, representing Sigma Chi Foundation (the owner of 1726 Hinman), also requested continuing the hearing to March 21, 2017, citing that he will be in a court case out of the state on February 21, 2017.

Commissioner Itle made a motion granting the applicant for the nomination of 1726 Hinman Avenue to file an amended application, seconded by Commissioner Bady. The motion passed. Vote: 7 ayes, 0 nays. Commissioner Itle made a motion to continue the
public hearing for the landmark nomination for 1726 Hinman to March 21, 2017, seconded by Commissioner Bady. The motion passed unanimously.

**ADJOURNMENT**

A motion to adjourn the meeting at 10:28 pm passed unanimously.

Next Meeting: TUESDAY, February 21, 2017 at 7:00 P.M. (Subject to change)

Respectfully Submitted,

Carlos D. Ruiz
Senior Planner/Preservation Coordinator
MEETING MINUTES (EXCERPT)
EVANSTON PRESERVATION COMMISSION
Tuesday, March 21, 2017
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2404
7:00 P.M.

Members Present: Elliott Dudnik, Julie Hacker, Sally Riessen Hunt, Ken Itle, Mark Simon, Tim Schmitt, Diane Williams, and Karl Vogel

Members Absent: Robert Bady and Sally Riessen Hunt (left meeting at 9:00 pm)

Staff Present: Scott Mangum, Planning and Zoning Administrator, Division Manager
Carlos Ruiz, Senior Planner/Preservation Coordinator

Presiding Member: Diane Williams, Chair

CALL TO ORDER / DECLARATION OF QUORUM

The meeting was called to order at 7:06 pm with a quorum of 8 Commissioners present. Commissioner Riessen Hunt left the meeting at 9 pm.

PUBLIC HEARING


Commissioner Riessen Hunt made a motion to close the regular meeting and open the public hearing, seconded by Commissioner Itle. The motion passed unanimously.

Jim Kollross of 1210 Michigan, applicant, then presented his nomination of the John Augustus Nyden house at 1726 Hinman. John A. Nyden designed and built the house in 1921. Nyden, an accomplished architect, was the designer of notable buildings in the City of Evanston, the City of Chicago, and elsewhere. According to Mr. Kohlross' application, the nomination meets the designation criteria specified in Evanston's Preservation Ordinance Section 2-8-4 (A) 2 and (A) 3 and Section 2-8-4 (B).

John A. Nyden immigrated to the Chicago area from Sweden in 1895. Nyden was educated at the Art Institute of Chicago and the University of Illinois, Champaign-Urbana. He started his own architectural firm after interning for other firms and became a very prominent and successful architect. Nyden designed approximately 300 buildings.
(multi-family, commercial, retail, hospitals, educational institutions, and residences). Among Nyden’s area works are least eight individual National Register listings, seven Evanston landmarks, and several City of Chicago landmark buildings. Nyden also served as the State Architect for the State of Illinois in 1926-27.

1726 Hinman Avenue is a three-story brick residence located on the west side of Hinman Avenue. The original residence at 1726 Hinman, dating to 1891, was built for a prominent Evanston family. Nyden purchased the property and constructed his residence there in 1921 on a portion of the original home’s foundation. Its distinguishing design features include:

- South façade: 2-story sun porch with side alcoves with windows featuring limestone keystones and decorative brick.
- North façade: 2 chimneys with stone caps.
- East façade: Off-center front porch with 8 Doric columns connected by a unique interlocking wood design. The front door has an open pediment structure with pilasters, a fully divided door, and an arched transom.
- West façade: Arched three-window panel with keystones, and a distinctive dormer with two separate roofs and arched windows. Coach house is unique; it has full double doors on the alley and driveway sides; matching details in terms of brick, keystones, copper, etc. The original Colonial tile roof was replaced with asphalt.
- Other distinguishing features on 1726 Hinman include: the bay window in the dining room with an original seam copper roof and copper gutters.
- Original coach house: full double doors on the alley and driveway sides; matching design details with the main house, though the original tile roof was replaced with asphalt.

Mr. Kollross stated that there have been no significant changes to the exterior of the house, based on the original plans located at the Evanston History Center. It remains an extremely well built house with quality materials.

Nyden-designed Evanston landmarks include 17 buildings in Southeast Evanston, representing vintage apartment buildings listed in the National Register of Historic Places and designated as Evanston Landmarks, including: Westminster, 632-640 Hinman Avenue (1912); Stoneleigh Manor, 904-906 Michigan Avenue (1913); Fountain Plaza Apartments, 830-856 Hinman Avenue (1922); and 830-844 Hinman Avenue (1923). Other important Evanston Landmarks by Nyden are: Hahn Building, 1618 Orrington and 1609 Sherman Avenues (1927) a commercial building in downtown Evanston; 2855 Sheridan Place (1911) a residential building; 807-817 Judson (1925) an apartment building; Stoneleigh Castle, 822-828 Judson Avenue (1927) an apartment building.

John Nyden’s Chicago works include the Victory Monument, located at 35th Street and M. L. King Drive, (1927). Listed in the National Register of Historic Places, the Victory Monument honors an African American Regiment that lost 137 lives in World War I. In addition to the Victory Monument, Nyden designed buildings are also City of Chicago
landmarks and listed in the National Register of Historic Places. Examples include Belmont-Sheffield Trust and Savings Building (1928), originally a neighborhood bank building, now apartments and retail; and 257 East Delaware Place (1917); originally an apartment building, now condo. Nyden’s work on behalf of Chicago’s Swedish community included varied building styles and uses, such as Caroline Hall and the President’s Residence at North Park College (1924-1925), now North Park University. Nyden designed North Park’s grounds in 1913 and built the initial gymnasium auditorium.

Nyden designs in Illinois and elsewhere and listed in the National Register of Historic Places include: the Grandstand at Illinois’ State Fairgrounds, Springfield, IL (1927); Goddard Chapel in Rose Hill Cemetery, Marion, IL (1918); and the American Swedish Historical Museum in Philadelphia (1926), the oldest Swedish historical museum in the U.S. This building was jointly modeled after a castle in Sweden and George Washington’s Mount Vernon.

Mr. Kohlross also cited a City of Evanston Zoning Board of Appeals (ZBA) hearing on November 18, 1975. At that hearing, the then Executive Director of Sigma Chi Foundation, Mr. Bingham, testified that the Sigma Chi Foundation will ‘preserve the exterior appearance of the house as a single family residence’ and ‘maintain it in a fine condition of upkeep and repair.” A recorded Covenant with the City dated February 26, 1976 states “…2. No changes shall be made that will not preserve the appearance of a single family dwelling…” Although the house currently needs maintenance, repairs such as the roof and the soffits, and painting, the structure still retains its integrity.

Commissioner Simon then asked if this recorded Covenant is still in effect, and Mr. Kollross stated yes, but the Covenant was not sufficient.

After the conclusion of Mr. Kohlross’ presentation, Hal Morris, attorney, representing the Sigma Chi Foundation, the owner of record of 1726 Hinman; Ashley Woods, CEO and President of the Sigma Chi Foundation; and Scott Hezner, a Libertyville-based architect retained by the owner, spoke against the nomination to designate 1726 Hinman as an Evanston Landmark and stated that 1726 Hinman does not meet the criteria for designation.

Hal Morris noted that 1726 Hinman was on the City’s radar for the last 40 years, as stated by Mr. Kollross. During those 40 years, the property was excluded from the Lake Shore Historic District, that district’s original survey, and the 2012 re-survey and never nominated for landmark designation by the Commission or by the City. Moreover, the City of Evanston in the third and fourth quarter of 2016, found it appropriate under the City’s code to issue a demolition permit and a secession of utilities permit for the property.

James Ashley Woods, President of Sigma Chi Foundation, noted that the Foundation has been in the area since the 1950s. They relocated from the Harley Clarke Mansion to 1726 Hinman Avenue, establishing their first international headquarters in the 1960s.
They purchased 1726 Hinman in the 1970s to house the Foundation’s traveling advisors. The Foundation maintained the home until five years ago when their advisors program was decommissioned. The Foundation is the largest charitable organization of its type, raising funds and providing support to undergraduate students across the United States. The Foundation focuses on campus-related social problems and serves and supports 240 campuses, distributing about $4.5 million annually to 17,000 students. Mr. Wood also observed that Sigma Chi Foundation has completed significant work to maintain the 1726 property.

Scott Hezner, architect with the Hezner Corporation, addressed architectural styles and the importance of John Nyden’s work in his presentation. Mr. Hezner noted that Colonial Revival, the property’s described style, represents of many elements, such as Neo-Classical detail with certain common details within the overall building type. Common details in Classical Revival buildings include rectangular footprints, symmetrical facades, porticos and shutters, centered porches, and slate roofs. The structure at 1726 Hinman is asymmetrical and not rectangular, given this building was built on an existing foundation. The elevations have varied stylistic elements and designs. The front porch is not centered, and the terra cotta roof dormer tiles do not reflect the Colonial Revival style. Based upon the site plan, the floor plans, and the design attributes of the building’s elevations, 1726 is not a Colonial Revival structure but a derivative of that style.

Mr. Hezner also noted John Nyden came to the U.S. at 16 years old. He worked as an apprentice for numerous teams of architects working on many projects. Mr. Hezner asserted that John Nyden did not do any design work on his own, except perhaps design his house. He worked with teams of people: draftsmen, architects, engineers, and contractors. Nyden was able to obtain his architectural education through trade schools, the Art Institute of Chicago, and the University of Illinois. The Swedish community helped Nyden with his career. Nyden’s name is not included in architectural histories, and he did not was not create the Colonial Revival style. John Nyden was a working architect, but not a great architect. Nyden’s name does not appear on the list of Notable Early 20th Century Architects.

Mr. Hezner estimated the cost of rehabilitating 1726 Hinman Avenue to a useable condition at $3.2 million. This estimate includes: window, door, details, and walls that need to be stripped; repairs to the building shell and roof; garage door and window replacements in the coach house; restoring and repointing all masonry; stone detail repairs; and fully insulating the structure. Custom features, such as the frieze, gutters, dentils, windows, and columns, would require removal, repair or restoration, and replacement. Mr. Hezner also noted that he house has not had heat or electricity for five months.

Hal Morris, the Foundation’s attorney, summarized the three (3) presentations as follows:
• Evanston’s Preservation Ordinance includes a duty to conduct an ongoing survey to identify historically, culturally, and architecturally significant areas, properties, and structures. For forty years, 1726 Hinman was not included. It was not included within the boundaries of the Lake Shore historic district, either originally or when re-inventoried in 2012. It was not identified anywhere for designation until now.

• City staff issued permits for the disconnection of utilities (#16WSRP-0062) and demolition in the third and fourth quarter of 2016. In issuing these permits, the City staff concluded that demolition was appropriate.

• Architecturally, 1726 Hinman is not representative of the Colonial Revival style and is not a new style or standard. Regarding historic significance, it is not an important place. There is no suggestion that either Nyden worked there or met important clients there. It was his residence.

• 1726 Hinman Avenue is not a place associated with someone of actual preeminence or prominence. Nyden was an accomplished architect, but he is not recognized as notable in lists of prominent architects. Nyden may have been prolific, but he was not architecturally or historically noteworthy. Though his work includes designated landmarks, National Register properties, and significant Evanston buildings, it does not mean that 1726 Hinman Avenue is worthy of designation.

• Regarding integrity, 1726 Hinman was never identified for landmark status or inclusion in any historic district, and the building has been known to the City of Evanston for years. The building lacks any stylistic integrity, and the high cost of restoration strongly suggests that it lacks integrity.

• Designating 1726 Hinman as a Landmark would seriously impact the charitable mission of the Sigma Chi Foundation, given the projected $3.2 million rehabilitation cost. The need for repairs would require the Foundation to cease or curtail its charitable work, negatively impacting their ongoing charitable programs. The estimated cost of restoration would represent over 70 percent of their annual budget for their charitable work.

Finally, Mr. Morris stated that the nomination of this particular structure simply does not meet the criteria for landmark designation specified in Evanston’s Ordinance and asked the Commission to find that 1726 Hinman does not meet those Ordinance criteria.

Initial Commission Questions:
Chair Williams reminded the Commission that their role was to determine if this application, based upon the information provided to the Commission, meets the criteria for landmark designation as stated in Evanston’s Ordinance. Chair Williams then asked if a full existing conditions report on the property had been obtained to support the estimated $3.2 million restoration cost? Mr. Morris said no. The Hezner Corporation did not have access to the attic, and they did not look behind the walls in conducting their assessment. Commissioner Itle asked about the 1970s ZBA decision and Covenant, allowing the single-family home to be used for a different purpose, with the understanding that its appearance be maintained. What part of that agreement is pertinent today, and is there something that carries with the title? Mr. Morris said the agreement goes with the property title. It is the City’s decision to issue permits. If landmarked, there will be the $3.2 million cost to bring it back on line.
Commissioner Riessen Hunt asked about the 1976 ZBA/City Covenant’s life span. Mr. Morris said such covenants could run for a substantial amount of time. However, do intervening events cause a covenant to no longer be applicable? The answer is yes. Commissioner Dudnik asked, when did the building’s use as a rooming house stop? Mr. Woods said it stopped about eight years ago. Commissioner Dudnik then asked, was there a responsibility for the Foundation to continue maintaining the building? Mr. Woods said that they invested tens of thousands of dollars in maintaining the property until submitting the 2016 permit applications.

Public Comment
In advance of the public hearing, Chair Williams noted that the Commission had received 18 communications from area residents supporting landmark designation for 1726 Hinman Avenue. Gretchen Fathauer of 1730 Hinman, 4D, submitted pictures to the Commission showing the deterioration of the 1726 Hinman buildings over the years. Ms. Fathauer said that nearby residents believe that a new commercial building or parking lot would change neighborhood character. Kitty Finn of 1730 Hinman, 3B, stated that the home and the trees could be saved.

Mary McWilliams, Associate member of the Preservation Commission, also spoke. She has served the Commission in various roles since 1977. She and Anne Earle, Associate member (in the audience), were members of the original Committee that surveyed Evanston to identify potential landmarks and historic districts. This work took about 10 years, and unfortunately, they missed 1726 Hinman Avenue. This does not indicate that 1726 Hinman is unworthy of designation; it was overlooked. She said the purpose of the Lakeshore Historic District re-survey was to review the historic resources already included and not to expand the boundaries of the District. The current context of 1726 Hinman Avenue is also not necessarily a reason to deny designation. As the author of the nomination of the Woman’s Temperance Christian Union Historic District, Ms. McWilliams noted that this District lacks context, with multi-family buildings surrounding it. But the City felt that this District was worthy of designation. Ms. McWilliams also stated that the building’s composition and style holds together well and is worthy of designation.

Applicant and Owner Responses
Jim Kollross responded to several comments made by Foundation representatives. Regarding Mr. Hezner’s comment about Colonial revival buildings with porches. The Woman’s Club of Evanston (1702 Chicago), a local and national landmark, has a front porch. Regarding context, the parking structure behind 1726 Hinman is directly across the street from the Frances Willard house, probably the most famous building in Evanston and a National Historic Landmark. Regarding permits, the Building staff looks at a list of existing landmark buildings. If a building (by address) is not on the list, it will be cleared for permit issuance. There is no review by the Building Department.

Regarding Nyden’s earlier career, Mr. Kollross noted that Nyden was Chief Draftsman for Arthur Heun, most notably for the Armour Estate in Lake Forest. By 1917 Nyden had
already created 200 structures primarily in the Chicago area. He was an accomplished architect and was published four times in architectural journals for his work. The Nyden designed museum in Philadelphia, PA, includes a plaque displaying his image. Mr. Kollross also observed that 1726 Hinman Avenue is a special house. It is a well-constructed Colonial Revival residence with both significant and unique features of the style. Mr. Kollross respectfully requested that the Preservation Commission recommend designation of 1726 Hinman as an Evanston landmark.

Hal Morris, the owner’s attorney, stated that this is not the 1921 house. Bringing the building back will cost an estimated $3.2 million. The City has had plenty of opportunities over forty years to landmark it, but nothing happened. The property is not proposed to be a high rise or a parking lot but an amenity. Also, suggesting that the City’s Building Department readily agreed to demolition, after reviewing pictures of the building during permitting, diminishes staff’s important role.

Mr. Morris noted that John Nyden is architect with some accomplishments, but his house is not a place of a significant event, either in history or specific to Nyden. The building neither exemplifies a particular style nor establishes a new style. This building is neither significant to architectural history nor altered it. This house can be re-used only at substantial cost, seriously affecting the Foundation’s charitable mission. Mr. Morris urged the Commission to look at what exists today, not what was there years ago. This building lacks the necessary integrity and does not meet the Ordinance criteria for landmark designation.

Commission’s Discussion and Findings:
Chair Williams asked, the nomination cites criteria 2-8-4 (A) 2 and (A) 3; why was (A) 4 not included? Mr. Kollross said he could have included (A) 4. However, he believed he covered (A) 4 with the inclusion of (A) 2 and (A) 3 in the interest of keeping a succinct nomination. The Commission agreed that criterion 2-8-4 (A) 4 could be included as part of their decision.

Commissioner Simon noted the conflicting statements made about the actions taken by the City staff and the Covenant. Those seemed to be relevant to what is being discussed. Commissioner Simon said that it seemed that the Covenant was recently discovered. There has not been any kind of determination by the City or the City Attorney as to the effect of it. He wondered if it is advisable to seek that determination. He expressed concern about making a determination without understanding the significance of it.

Commissioner Schmitt said regardless of what the Covenant means, the nomination made the property worthy of landmark designation. Commissioner Itle said while he was curious about the legal status of the previous agreements, he views them as a zoning question for the ZBA. Zoning might have an impact on what they can do with property. It represents a sort of a parallel track to anything the Preservation Commission will do.
Commissioner Simon found the relationship between the Covenant and the Commission’s determination too indistinguishable. He thought the Covenant is like a partial landmarking. Commissioner Simon said the status of the Covenant is integral to his decision. Commissioner Dudnik said the ZBA did not grant a variance; rather they wanted to retain the building. Chair Williams said the ZBA’s decision predates any preservation program or any Preservation Ordinance.

Chair Williams said theoretically if the Commission makes a determination and if there were a City issue associated with the property that goes with the title, having clarification about that would be useful.

Hal Morris stated that the owner has asked that the demolition-related permits not be revoked, given City’s actions and the landmark nomination submittal. Chair Williams indicated that the Commission considers the nomination data presented to determine if the Ordinance’s landmark criteria is met. The issues noted add a level of complexity to the Commission’s role determining landmark status.

Mr. Morris, in response to a question about what is planned for the site, indicated that the plan over the next couple of years is to effectively create a campus for the headquarters with additional green space, landscaping and trees and to add to the existing headquarters building in the future.

Chair Williams said the Commission’s options are to proceed and make a motion to consider whether 1726 should be designated, to continue the nomination to the next meeting to obtain more ZBA/Covenant background, or do a combination of both. The Commission discussed the 35-day period after the closing of the public hearing where the Commission is supposed to make its final recommendation. Commissioner Itle suggested the Commission take whatever action it deems appropriate now and use the 35-day period to confirm that there is no legal issue caused by the 1970s agreement that would interfere with whatever action the Commission takes.

Jim Kollross stated he had met with Corporation Council and the City Manager to share the information (Hearing and Covenant) with them. He believed that they are waiting for the Preservation Commission decision. He had discovered the ZBA actions and brought them to the City’s attention because he assumed they were forgotten. The Covenant can be canceled, as a separate protection and has no bearing on his landmark nomination. He wanted to move forward applying the Ordinance’s criteria.

The Commissioners agreed to vote on the nomination. Commissioner Itle noted criterion 4 is the more relevant criterion in this case. Criterion 2 is more broadly written, describing historical development. The Commission discussed Nyden’s work and that 1726 Hinman was his home, concluding that Criterion 4 is more relevant. Commissioner Dudnik made a motion to designate 1726 Hinman Avenue as an Evanston Landmark, and recommend landmark designation to the Evanston City Council. The applicable Ordinance criteria for designation are:
• 2-8-4 (A) 3. Its exemplification of an architectural type, style or design distinguished by innovation, rarity, uniqueness or overall quality of design, detail, materials or craftsmanship; and
• 2-8-4 (A) 4. Its identification as the work of an architect, designer, engineer or builder whose individual work is significant in the history or development of the City, the State, the Midwest region or the United States.

Commissioner Itle seconded the motion. Commissioner Dudnik then amended his motion to include criterion 2-8-4 (B) stating “Integrity of Landmarks and Districts. Any area, property, structure, site or object that meets any one or more of the criteria in Subsection 2-8-4(A) shall also have sufficient integrity of location, design, materials and workmanship to make it worthy of preservation or restoration.” Commissioner Itle seconded the amended motion. The motion passed as amended (the recommendation of landmark status for 1726 Hinman was approved). Vote: 5 ayes, 3 nays.

Commissioner Riessen made a motion to close the public hearing and re-open the Commission’s regular meeting at 9:02 pm on Tuesday, March 21, 2017. The motion was seconded by Commissioner Vogel. The motion passed unanimously.

Respectfully submitted:

Carlos D. Ruiz
Preservation Coordinator.
MEETING MINUTES
EVANSTON PRESERVATION COMMISSION
Tuesday, April 18, 2017
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Room 2404
8:00 P.M.

Members Present: Robert Bady, Elliott Dudnik, Ken Itle, Mark Simon, Tim Schmitt, and Karl Vogel

Members Absent: Julie Hacker, Sally Riessen Hunt, and Diane Williams

Staff Present: Scott Mangum, Planning and Zoning Administrator, Division Manager
Carlos Ruiz, Senior Planner/Preservation Coordinator

Presiding Member: Ken Itle, Vice Chair

CALL TO ORDER / DECLARATION OF QUORUM

Vice Chair Itle called the meeting to order at 8:03 pm with a quorum of six Commissioners present.

B. 1726 Hinman Av. - Landmark nomination. Jim Kollross, applicant. Sigma Chi Foundation, owner. Approval of Preservation Commission’s Report Recommending City Council Landmark Designation of 1726 Hinman Avenue, and adoption of Resolution Requesting the City Manager to Transmit The Evanston Preservation Commission’s Recommendation and Report that the City Council.

This item was discussed later in the meeting after New Business. The following revisions were made (delete and new text) on page 6 of the Report:

First paragraph: …posed at this the 1975 hearing focused …

Second paragraph: Also, As as a result of the 1975 ZBA Hearing, a Covenant dated February 26, 1976, between Sigma Chi Foundation and the City of Evanston recorded against the property states “2. No changes shall be made that will not preserve the appearance of a single family dwelling.”

Third paragraph: Despite needed maintenance and repairs, Although the house currently needs maintenance and repairs typical for a building of its age, it still retains its historic integrity.
Commissioners discussed the procedure for the review of the Commission’s report at City Council, whether the Chicago Tribune article following the public hearing about the Victory Monument in Chicago should be included as part of the Commission’s report.

 Commissioner Dudnik said that criterion 2-8-4 (A) 4 should be emphasized to the City Council. John A. Nyden is an important person in the architecture of the region.

Vice Chair Itle read for the record the Commission Resolution approving its Report recommending that City Council designate 1726 Hinman Av as a landmark and requesting the City Manager transmit the Commission’s recommendation and Report to the City Mayor and the City Council, and that the Commission’s Report be sent to the applicant and to the owner of record.

Commissioner Simon made a motion to adopt the Resolution as read and the Report as amended, seconded by Commissioner Bady. The motion passed unanimously. Vote: 6 ayes, 0 nays.

**ADJOURNMENT**

Commissioner Simon made a motion to adjourn the meeting at 9:38 p, seconded by Commissioner Dudnik. The motion passed unanimously. Vote: 6 ayes, 0 nays.

Respectfully Submitted,

Carlos D. Ruiz
Senior Planner/Preservation Coordinator
May 15, 2017

Scott Mangum, Planning and Zoning Administrator
City of Evanston
Community Development Dept.
2100 Ridge Ave
Evanston, IL 60201

RE: John A. Nyden House, 1726 Hinman, Evanston

Dear Mr. Mangum,

Landmarks Illinois is in full support of local landmark designation for the John A. Nyden House at 1726 Hinman, designed by architect John Nyden for him and his family. While we understand that the owner does not consent to this proposed designation, we think protection of this property is important as it meets landmark criteria and is the last remaining architecturally significant property on the west side of the block. You have two letters from prominent Chicago-based architectural historians, Terry Tatum and Tim Samuelson, in support of the designation as well.

As we understand it, the owner has requested demolition but has given little information about plans for the site. In addition to the property’s architectural significance and landmark eligibility, demolition should not be considered when a definitive plan has not been provided.

We also understand that the owner hired an architect who claims exorbitant cost estimates for rehabilitation. Landmarks Illinois is happy to offer expertise about the condition and projected cost estimates for rehabilitation if the City would like any further physical evaluation of the property.

We hope you will share our strong support for local landmark designation of the Nyden House with City Council.

Thank you for your consideration of this matter.

Sincerely,

Lisa DiChiera
Director of Advocacy

cc: Mayor Steve Hagerty
Carlos Ruiz, Preservation Coordinator
Diane Williams, Chair, Historic Preservation Commission
May 12, 2015

Scott Mangum, Planning and Zoning Administrator
City of Evanston, Community Development Department
2100 Ridge Ave.
Evanston, IL 60201

Re: Landmark Nomination - John A Nyden House, 1726 Hinman, Evanston, Illinois

Dear Mr. Mangum:

This letter is in support of the pending landmark nomination for the John A. Nyden House, 1726 Hinman. The house is an excellent, visually-distinctive Colonial Revival-style house. It is the design of architect John A. Nyden, a significant Chicago-area architect. As Nyden's own home, the house at 1726 Hinman displays the fine design and craftsmanship typical of his work.

I am an architectural historian who has worked more than 30 years in the practice of historic preservation and history in Chicago. From 2000 to 2014, I was the director of research for the City of Chicago's Historic Preservation Division, which staffed the Commission on Chicago Landmarks. For as long, I have taught in the School of The Art Institute of Chicago's historic preservation graduate program. As such, I have a great deal of experience with Chicago-area buildings and architects - CV attached. I believe that John A. Nyden, although not as well-known as he could be, is a fine, noteworthy, important architect in the context of Chicago and its suburbs, including Evanston.

John Augustus Nyden (1878-1932) was a Swedish-born architect who began his practice in Chicago in 1907. Through his roughly 25-year career, Nyden designed a number of significant buildings. As Illinois State Architect in the 1920s, he designed the Grandstand at the State Fairgrounds in Springfield, listed on the National Register of Historic Places. Nationally, he is best known as the architect of the John Morton Memorial Museum (now the American Swedish Historical Museum) in Philadelphia. In Chicago and Evanston, he is perhaps best known for buildings built at North Park University, including Caroline Hall (1925), as well as the Belmont-Sheffield Trust and Savings Bank Building (a City of Chicago Landmark) and the Victory Monument, a City of Chicago Landmark celebrating the contribution of African American soldiers to World War I.

In support of the Nyden House in Evanston, it should be noted for the record that Nyden was a fine designer of residential buildings. The list of his designs is long - let me just note a few. In Chicago, he is especially noteworthy for apartment buildings and residential hotels, including the Commonwealth Hotel at North Pine Grove and West Diversey Blvd., and the luxury apartment building at 257 East Delaware Place in the Streeterville neighborhood. The landmark nomination points out a number of buildings in Evanston that Nyden designed, including both houses and apartment buildings, and I would draw your attention to the quality of design and craftsmanship that these buildings display. Nyden's works contribute to the overall quality of Evanston's streetscapes.
Even without the connection to a significant architect, the Nyden House is a handsomely-designed house, exemplary of the Colonial Revival architectural design. Its use of brick, wood and tile is very fine, exhibiting the best craftsmanship. The house's front entrance, with a pedimented surround and multi-paned door, is excellently proportioned, as is the adjacent front porch with its beautiful Doric-order columns. These are but two exterior features of note.

Overall, the Nyden House exemplifies the general excellence of residential house design characteristic of Evanston neighborhoods. As the work of a significant architect, it is raised even higher in stature. It would be a great shame and disappointment if the City of Evanston failed to officially recognize its significance. The City has a great reputation for the quality of its architecture and the pains by which it has striven to document and protect its built heritage. I would hate to see Evanston get a "black eye" for failing to preserve this house, which is eminently worthy of landmark designation.

Sincerely,

R. Terry Tatum
Independent architectural historian
Former director of research, Historic Preservation Division, City of Chicago, 2000-2014
Instructor, Historic Preservation Program, The School of The Art Institute of Chicago, 1999 - present

cc: Steve Hagerty, Mayor of Evanston
    Carlos Ruiz, Preservation Coordinator
    Diane Williams, Chair, Historic Preservation Commission
RAYMOND TERRY TATUM
6434 North Washtenaw Avenue
Chicago, Illinois 60645
773-761-6055 (home)
773-852-9886 (cell)
rttatum2@att.net

Education
Ph.D. in art and architectural history, University of Illinois at Urbana-Champaign, (major - modern architecture, 1750 to present; minor: American Art, 1820-1940); ABD.
M.S. in historic preservation, School of Architecture, Planning & Preservation, Columbia University, 1985.
A.B. in history, Western Kentucky University, 1977.

Academic Appointments
Instructor (part-time), Art & Design Department, Columbia College Chicago
February 1995 - present
I currently teach "History of Art I" and "History of Art II." I’ve previously also taught “History of Architecture I” and “History of Architecture II.”

Instructor (part-time), Historic Preservation Program, The School of The Art Institute of Chicago
August 1999 - present

Professional Experience
Consultant in historic preservation and Chicago history
August 2014 – present
I consult on historic preservation projects, including preliminary determinations of National Register eligibility, National Register nominations, and Part I applications. I also research general topics concerning Chicago history upon request.

Supervising Historian and Director of Research
Chicago Department of Planning and Development, Historic Preservation Division
July 2000 - August 2014
I supervised a 2-person unit handling landmark designation and survey for the City of Chicago’s Historic Preservation Division of the Department of Planning and Development, which staffs the Commission on Chicago Landmarks. I also supervised consultants that prepare designation reports. In addition, I advised other Historic Preservation Division staff working in building permit review.

Historic Preservation Consultant; Freelance Architectural Historian
May 1992 - July 2000
I completed a wide variety of historic preservation and architectural history projects, including historic resources surveys, National Register nominations, Chicago Landmark designation
reports, assessments of National Register eligibility, “house histories,” historic photograph research, architectural photography, Chicago architectural tours, and general research, writing and consultation on historic preservation, architecture, art, and Chicago history.

Editor, *Chicago Architectural Club Journal*
1999 - 2001
I edited and assisted in planning the annual publication of this professional organization for architects.

Contributing Reviewer, eBLAST, Encyclopaedia Britannica
June 1998 - January 1999
I reviewed web sites in the fields of architecture, historic preservation, and conservation for Encyclopaedia Britannica's proprietary Internet search engine.

Editorial assistant, *Chicago Design Consortium Newsletter*
August 1997 - March 1998
I edited a calendar of current events in the fields of architecture, landscape architecture, planning, design, and historic preservation for a newsletter published by the Chicago Design Consortium, an umbrella organization founded by the American Institute of Architects, the American Society of Landscape Architects, and the American Planning Association.

Project Manager, Chicago Department of Planning and Development
April 1995 - February 1997
As an independent contractor reporting to the Landmarks Division of the Chicago Department of Planning and Development, I managed the planning, implementation, and production of *The Chicago Historic Resources Survey*, a publication documenting a 12-year preservation planning project started by the Commission on Chicago Landmarks and completed by the Landmarks Division, Chicago Department of Planning and Development.

President, Society of Architectural Historians (Chicago chapter)
August 1987 - July 1991
As the chapter's volunteer president, I planned and administered programming for nonprofit group.

Landmark Preservation Specialist II, Commission on Chicago Landmarks
September 1985 - August 1991
I was the field coordinator and supervisor for the Chicago Historic Resources Survey, a comprehensive survey of Chicago's historic architecture.

**Selected Writings, Research Projects & Editorial Services**

Preliminary determinations of National Register eligibility; Part I applications:
- Blue Bell, Inc. Factory Building, Columbia City, Indiana
- Vaughn Building, Midland, Texas
- Appleton Woolen Mill, Appleton, Wisconsin
- St. Adalbert Parish Complex, South Milwaukee, Wisconsin
- Dover Street School and Social Center, Milwaukee, Wisconsin
• Olsen Publishing Building, Milwaukee, Wisconsin
• St. Mary and St. Joseph parishes, Fond du Lac, Wisconsin
• St. Mary School, Fond du Lac, Wisconsin
• Bloomington High School, Bloomington, Illinois
• Rapid Roller Company Factory Building, Chicago, Illinois

National Register of Historic Places nominations:
• "Vaughn Building, Midland, Texas" - 2016
• "Blue Bell, Inc. Factory Building, Columbia City, Indiana" - 2015
• “St. Matthew Evangelical Lutheran School, Chicago, Illinois,” 1999
• "Decatur and Macon County Welfare Home for Girls, Decatur, Illinois," 1999
• "The Loop Retail Historic District [State Street & Wabash Avenue], Chicago, Illinois," 1998
• "Boyce Building, Chicago, Illinois," 1995
• "7th District Police Station, Chicago, Illinois," 1995

Chicago Landmark designation reports for the Commission on Chicago Landmarks (partial list):
• "(Former) Anshe Sholom Synagogue Building," March 2014
• "Northwestern University Chicago Campus District," February 2014
• "Cairo Supper Club Building," December 2013
• "(Former) James Mulligan Public School Building," September 2013
• "42nd Precinct / Town Hall Police Station," April 2013
• "Sheridan Road Mansions," December 2012
• "Augustus Warner House," October 2012
• "Martin Schnitzius House," June 2012
• “Kenwood United Church of Christ,” April 2011
• “White Castle #16,” March 2011
• “Griffiths-Burroughs House,” September 2009
• “Dr. Philip Weintraub House,” May 2009
• "Lincoln Avenue Row House District," 2009
• “Chicago Orphan Asylum Building,” November 2008
• “Giles-Calumet District,” July 2008
• “6901 Oglesby Cooperative Apartment Building,” March 2008
• “Arlington-Deming District,” October 2006
• “Surf-Pine Grove District,” September 2006
• “Roberts Temple Church of God in Christ Building,” November 2005
• “Oakdale Avenue District,” April 2005
• “Logan Square Boulevards District,” October 2004
• "Madonna della Strada Chapel"
• “Main Building and Machinery Hall, IIT,” January 2004
• “St. Gelasius Church Building,” September 2003
• “Fremont Row House District,” June 2003
• “Pate-Comiskey House,” April 2003
• “Pulaski Park Fieldhouse,” February 2003
• “Trustees System Service Building,” January 2003
• “West Town State Bank Building,” November 2002
• “South Pond Refectory and Men’s & Ladies’ Comfort Station,” September 2002
• “Jewelers Row District,” July 2002
• “Armitage-Halsted District,” February 2002
• “Congress Theater,” August 2000
• “Burling Row House District,” June 2000
• “LaSalle Street Cable Car Powerhouse,” May 2000
• “Heyworth Building,” April 2000
• “Medinah Temple,” May 1999
• “Allerton Hotel,” February 1998
• "John Rath House," researched with Timothy Barton, November 1992
• "Eighth Church of Christ, Scientist," August 1992


Project manager and photograph editor, *The Chicago Historic Resources Survey*, published by the Commission on Chicago Landmarks and the Chicago Department of Planning and Development, Landmarks Division, 1997.

Architectural historian for booklets accompanying videos, Perspectives: Films/Videos:
• "Chicago: City of Neighborhoods," 1999
• "Chicago: A City in a Garden," 1997


**Expert Witness Testimony**

Bissell Street District, before Commission on Chicago Landmarks
Oakdale Avenue District, before Commission on Chicago Landmarks
McCormick Double House, before Commission on Chicago Landmarks
Terra Cotta Row District, before Commission on Chicago Landmarks
Greenwood Row House District, before Commission on Chicago Landmarks
Champlain Building, before Commission on Chicago Landmarks
Fisher Apartments, before Commission on Chicago Landmarks
Northeast Evanston Historic District, before Evanston Preservation Commission

Awards & Fellowships
Graduate Scholarship, Columbia University, 1982
Graduate Fellowship, University of Illinois at Urbana-Champaign, 1991
Travel Grant, University of Illinois at Urbana-Champaign, 1993
Laing Graduate Fellowship, University of Illinois at Urbana-Champaign, 1996

Participation on Award Juries and Review Boards
Richard Driehaus Preservation Awards, Landmarks Illinois, 2006
Winnetka (Illinois) Preservation Awards, 2000
Evanston (Illinois) Preservation Awards and Margery B. Perkins Award, 1990
Illinois Historic Sites Advisory Council, State of Illinois, 2015 - present

Professional Memberships and Offices with Professional Organizations
Landmarks Preservation Council of Illinois
Society of Architectural Historians (national; Chicago chapter)
  • Vice-President (Chicago chapter), 1986-1987
  • President (Chicago chapter), 1987-1991
  • Chair, Nominating Committee (Chicago chapter), 1992, 1993, 2001
  • Treasurer (University of Illinois chapter), 1992-1993
  • Chair, Keeper’s Preservation Education Fellowship Committee (national), 1999
  • Board member (Chicago chapter), 2003 – 2005
  • Tour Coordinator, SAH 2010 annual meeting in Chicago
Vernacular Architecture Forum
Victorian Society in America
  • Greater Chicago Chapter: Vice-President, 2010 - 2012
April 12, 2017

Dear Planning and Zoning Administrator Mangum:

It’s sad to learn of a threat to a building by architect John A. Nyden. But it’s even sadder when the threat is to the architect’s own home.

Swedish-born architect John A. Nyden may not be a "household name", but he had a strong presence in creating the built environment of the Chicago region. He was the creator of many notable commercial and residential structures, some of which have been recognized as local and national works of historical and architectural significance.

As a telling example of Nyden’s recognition today, a current exhibit at the Chicago Cultural Center showcases his design for the "Victory Monument" - a tribute to African-American soldiers of World War I that has become a treasured symbol of Chicago’s historic Bronzeville neighborhood. Nyden was living in the Hinman Avenue house at the time of its creation in 1926, as well as while designing other significant structures associated with his career.

But let’s pretend that John A. Nyden had nothing to do with this house. It still stands on its own as an exceptional architectural work of the period, and complements the materials, scale and overall quality of the streetscape.

Walking the site yesterday, I was impressed by the house’s strong presence on the west side of the street, even though it is surrounded by later-era structures. Even in its isolation, it visually connects with the vintage period homes across the street, the result being a pleasing cohesive thoroughfare reflecting the leafy historic character people associate with Evanston. If the house disappears, this connection will be lost.

My personal background includes being the City of Chicago’s Cultural Historian, the former Curator of Architecture and Design at the Chicago Historical Society, and fifteen years as a historian and restoration specialist with the Commission on Chicago Landmarks.

Sincerely,

Tim Samuelson
VICTORY IN BRONZEVILLE

The inclusion of the Illinois National Guard in the Fighting Irish war in World War I led to a Bronzeville. On the battlefield, they were often the first to die. At home, they were treated like heroes.

In 1919, a community proposal to erect a memorial to honor the 26th United States Infantry was launched. The result was the Bronzeville Memorial Park Commission, the government agency responsible for the monument that was to be designed.

Seeing this as a way to win public support, the commission created a competition to design the monument. The winner was announced in 1922, and the monument was erected in 1927.

The monument features a bronze statue of a soldier, symbolizing the sacrifices made by the Bronzeville soldiers. It stands at the intersection of 26th Street and Cottage Grove Avenue, the center of Bronzeville.

Many who had inspired the soldiers were their families. This was especially true for the Bronzeville-born soldier. The memorial's dedication ceremony was held on June 26, 1927, attended by thousands of citizens.

The completed monument was dedicated with a great deal of pride and honor. It served as a reminder of the sacrifices made by the Bronzeville soldiers in World War I and a monument to their bravery and dedication.
1726 Hinman
1 message

marian tweedie <mariantweedie@gmail.com>       Tue, Mar 21, 2017 at 5:03 PM
To: "Ruiz, Carlos" <cruiz@cityofevanston.org>, "doug@tweedie@gmail.com" <doug@tweedie@gmail.com>,
gretchenfathauer@prodigy.net

Dear Carlos,

I realize I am responding at the last possible moment but Doug and I are both supporting an effort to save 1726 Hinman, propose it for landmark status and hope that the Sigma Chi Foundation will restore the home and find a way to incorporate it into any future expansion they may undertake.

The house is unique among the many projects designed by John Nyden because it was his own home. My father was an architect and a partner in a large firm in Chicago and designed both of the houses my family lived in. The home of an architect is always a laboratory of sorts for the designs that will come out of first hand experiences and as such they can be fascinating spaces and 3 dimensional expressions of an artistic and social vision.

I cannot be at the meeting this evening but hope that the Preservation Commission can convince the fraternity that this is an important work to save and that the Evanston Community will be grateful to them if it can be restored as a landmark structure.

Thank you,

Sincerely,

Marian and Doug Tweedie
ACHIEVING THE AMERICAN DREAM:
THE CAREER OF JOHN AUGUSTUS NYDEN,
1895-1932

BRADLEY SKELCHER

John Augustus Nyden immigrated from Sweden to the United States in order to pursue his dream of becoming a master builder. Once in America, he succeeded far beyond his expectations; he became a leading architect and made many significant contributions especially to the Chicago area. In order to do this, he followed the accepted path toward upward mobility for immigrants in America at the turn of the century; he learned English and a trade. Of equal importance at this time, he conformed to traditional American values: hard work, modesty, punctuality, sobriety, frugality, and charity. Above all, he was a faithful man; he devoted his life to his family and the Church. While conforming to American standards, however, he never broke the bonds with his homeland or with his proudly maintained Swedish heritage.

Over the years, Nyden and his work have largely fallen into obscurity. This circumstance renders the perception that both were unimportant. All the same, his life and work in America were significant, because he was representative of most immigrants—and for that matter most middle-class Americans of his day. His life and work provide important clues as to the lives of "undistinguished" people who lived during the early 1900s. This article is the result of initial findings, the ultimate aim of which is a forthcoming book on the life and work of John A. Nyden.

In 1895 at the age of 16, Nyden arrived in Chicago. He came from the province of Småland, Sweden, joining thousands of others who left what then was an impoverished area. Like so many other immigrants who came to the Land of Promise, he set a course aimed at achieving the American Dream. Unlike some of his fellow immigrants, Nyden did indeed achieve his aspirations and thereby tried to set an example for others to follow. That is, by assimilation, his fellow Swedish immigrants could also attain their dreams. He believed that one could become an American and still preserve one's
Swedish cultural heritage.¹

Ironically, when Nyden died at the age of 54 in 1932, there were doubts as to whether he had achieved what he sought. His financial status at the time of his death is still unclear. Most likely he was then experiencing financial difficulties, as were so many others at the onset of the Great Depression. Obviously, he died without the recognition his family thought he deserved, as his daughter Valborg painfully testified following his death:

It is indeed quite [remarkable] how easily a man is forgotten after his death, even if he has contributed [considerably] to the world. During the whole tercentenary campaign [to commemorate the first Swedish colony in America] Father's name was never mentioned, not even as the architect of the [American Swedish Historical] Museum [in Philadelphia]. So just before the big celebration, a well-known Swedish man, living near Stockholm, Sweden, wrote directly to the Crown Prince about the above.²

A bronze plaque of John Augustus Nyden in the American Swedish Historical Museum, Philadelphia. (Courtesy of Bradley Skelcher.)
In and of itself, the story of John A. Nyden is probably insignificant. Placed in the context of immigration history, however, his biography sheds light on the Swedish immigrant experience in America and, in particular, Chicago. It shows how an immigrant group seeking the American Dream aspired to establish itself within American culture. Yet, its constituents also wanted to remain separated from the new setting, clinging to a familiar past. If nothing more, these people wanted to maintain cultural links with Sweden.

As an architect and developer, Nyden played a significant role in building a Swedish-American community on the north side of Chicago and in the adjacent suburbs. This part of town was similar to other neighborhoods in the city; it was highly segregated. This was nowise unusual for immigrant groups, who created ethnic enclaves for mutual support and to preserve their Old World cultures. Nyden helped to establish and nurture institutions that reinforced this kind of separation. At the same time, he encouraged his fellow Swedes to assimilate by following the accepted paths to upward mobility. For Nyden, this meant hard work, education, diligence, fidelity, and above all sobriety. To be sure, he held these values long before arriving in Chicago, and they were reflected in his strong religious beliefs.

Nyden was born on 25 March 1878 at Nybygget in Moheda parish, Kronobergs län, about twenty kilometers northwest of Växjö. He had three siblings, two of whom died in infancy. In 1895 he changed his name from Johan Augustus Carlsson to John Augustus Nyden. He derived his surname from his birthplace, Nybygget (his first name was also that of his brother Johan Walfred, who died in infancy). His father was Carl Gustaf Johansson and his mother, Maria Danielsdotter Humble. She died in 1889, leaving his maternal grandmother Maja Lisa Humble to raise him. She was responsible for his religious upbringing.

Nyden was born into a family of craftspeople. His father was a contractor and a mason, but poor economic conditions in Sweden had forced him to work as a farm laborer. It was from his father that Nyden learned the construction trade of masonry. Little documentation of his early life remains, but Nyden did report that at the age of 12 he built a two-room house. At this time, Nyden recalled, he decided to become an architect, a choice that won his father’s approval and encouragement. Nyden studied architectural plans that his father borrowed from building contractors. He also borrowed books and plans from a library in Växjö. This was the extent of his
architectural background before he reached the United States. In 1895, then, Nyden made the monumental decision to leave Sweden and pursue his dream in America. Lamenting his son's departure, his father prophetically said to him, "I guess this will be the last time we will ever see each other, as I will not live very long." Nyden never saw his father again.5

That same year, Nyden arrived in Chicago via Quebec, Canada, one of the ports of entry for Swedish immigrants. Reaching his destination, he moved into his cousin John E. Mohlin's home. This was a common occurrence in the immigration experience, step or stage migration. Family members or friends often supported new immigrants in the process of transition. He also joined the Swedish Evangelical Lutheran Mission Church of Lake View; churches were another important source of support for newly arrived immigrants.6

Nyden had followed a path well traveled by other Scandinavians. Between 1851 and 1930, about 1.25 million of them were Swedish immigrants. Almost 85 percent of them were 35 years old or younger. A great many of the Swedish immigrants settled within urban areas, and Chicago was the primary destination for most. By the first decade of the twentieth century more people of Swedish descent lived in Chicago than anywhere else outside of Sweden. In part, Swedish immigration to Chicago helped contribute to the city's population explosion. This in turn stimulated the needs for more housing and for people with building skills such as the ones Nyden possessed.7

During the late nineteenth century, Chicago attracted thousands of immigrants. By the end of the century its population had grown to 1,768,000. This made it the second largest city in the United States. To some extent the rapid growth of its population at this time had been a result of annexation of the immediate suburbs, but immigration had been the chief factor at work here. This dramatic increase in population spurned the growth of the construction industry, in which several Swedish Americans were participants. It emerged as a lucrative business, especially for residential builders. The Chicago and Milwaukee Railroad opened the northern areas to development, but it was not until 1909 when Daniel H. Burnham completed the Michigan Avenue Bridge that the north side began to attract businesses and residents in large numbers.8

These areas were now settled by the growing middle class, many of whom were of Swedish descent. This naturally enabled numerous skilled builders within the Swedish community to participate in the
growing construction industry. Lars Gustaf Hallberg, the first of the renowned builders of Swedish descent, arrived after the Chicago Fire of 1871. He was among the first to use reinforced concrete in his structures. After Hallberg, others followed such as Nils Persson Severin, Henry and John E. Ericsson, Louis M. Nelson, Adolph Lindström, Eric P. Strandberg, and E. C. Carlson. Probably the most famous builder among these early ones was Andrew Lanquist of Lanquist & Illsley, the firm that constructed the first skyscraper in Chicago, the Monon Building.9

Along with the rapid population growth and the subsequent need for new construction, there was a demand for labor. This especially held true for bricklayers and their assistants. After the Chicago Fire of 1871, ordinances required the construction of fireproof buildings; brick structures complied with the regulations. Thus it was no accident that Nyden was first employed in America working as a bricklayer. He found a job in Winnetka, just north of Chicago. There he took part in the construction of New Trier High School. This required hours that were long and hard. Twelve-hour days were not unusual at the turn of the century for American workers.10

Upon completing his arduous workdays, Nyden nevertheless managed to continue his education along with many of his immigrant cohorts. After work, he attended classes at the Emigrants' Evening School in Chicago. Most of these sessions focused on language education. They also facilitated immigrants from rural agrarian societies to make the transition to an urban industrial one. Within three years, he completed grammar and high school and then went to Columbia Trade School, also in Chicago. Clearly, Nyden made rapid progress in adapting to his new American life.11

At the Emigrants' Evening School, John met a classmate who later became his wife. Her name was Alma Ottilia Hemmingsson and she, too, was from Småland. Ottilia was born on 13 March 1874 at Lövudden in Kristdala parish, Kalmar län, about twenty kilometers from the port city of Oskarshamn. Her parents were Sven Peter Hemmingsson and Kajsa Lisa Carlsdotter. Sven Peter served as nämdeman (assessor) of the Ishult Courthouse for fifteen years. He then became supervisor of public works in the district. He also served as a trustee of the Kristdala church. Her mother was a descendant of the noble families Bagge af Berga and Sabelsköld. She also traced her lineage to the Meurling family of clergymen.12 Arriving in America the same year as Nyden, Ottilia joined her sister Hilda in Chicago. Like many other Swedish immigrant women, Ottilia found work as a seamstress.
57 percent of Swedish immigrant women were domestics, while the others were generally seamstresses. After this job, she took a position as both governess and dressmaker. Her evenings were spent attending language classes, where she met Nyden, her husband-to-be.13

Following the completion of his basic education in 1898, Nyden attended Northern Indiana Normal School and Business Institute in Valparaiso, Indiana (the forerunner of Valparaiso University). He enrolled in the Preparatory Department, which offered ten-week terms. Records of his studies there are scant, but they do show that he attended three such terms, that is, until 1899. The curriculum consisted of preparatory classes similar to a community college's offerings today. There was heavy emphasis on English. He did not neglect, however, the study of architecture. Apparently, Nyden required additional preparation beyond the high-school level before enrolling in regular college courses.14

After completing his studies at Valparaiso, Nyden began pursuing a career in the construction industry. He took a position with the George A. Fuller Company, a contracting firm in New York City. It appears that he worked as a drafter. Because of his short stay, this was most likely an apprenticeship and part of his practical training. This was commonplace for individuals entering the professions of construction engineering and architecture at the time. He stayed there for only a year before permanently relocating in Chicago.15 Nyden now matriculated at the school of the Art Institute of Chicago, expressly to study architecture. He worked simultaneously as the chief drafter for the Northwestern Terra Cotta Company, a job he held for six years. At this time, the preeminent architects in Chicago were also associated with the Art Institute. Nyden's experiences under their tutelage influenced his own building style, a revival of the Gothic one, but placed in a contemporary context.16

Most influential in the 1890s was Louis Sullivan, who developed the Chicago style of architecture, much of which had roots in the École, taught at the Massachusetts Institute of Technology where Sullivan had studied. Once in Chicago, he combined it with Classical and Gothic traditions. Sullivan maintained that he was merging the intellectual driving force of the Classical tradition with the emotional strength of its Gothic counterpart. In combining them, he infused a dynamic motion into his skyscrapers.17 Ralph Adams Cram of the firm Cram and Goodhue was also influential. He considered the Gothic tradition of northern Europe to constitute the most important style and set out on a mission to revive it in American architecture.
He apparently succeeded in accomplishing this mission, especially on the north side of Chicago and in the adjacent suburbs. Frank Lloyd Wright agreed with Cram. He spent long hours at the Art Institute lecturing on the use of the Gothic style. For Wright, it was truly organic architecture.

The standard architectural education at the Art Institute also emphasized drawing skills, stressing proficiency in the use of pencil, pen, and brush. The school required its students to paint buildings within landscape settings in order to show their skills. From these exercises, Nyden developed a keen interest in painting and listed it as his chief avocation. In 1907 he won first place in the Twentieth Exhibition of the Chicago Architectural Club. His painting was a watercolor of the ruins of St. Karin’s church in Visby, Sweden. Like so much else in his life, the choice of a Gothic church as his subject was not accidental. It represented the enduring strength of the Protestant faith and Nyden’s own northern European roots.

Goddard Chapel in Rose Hill Cemetery, Marion, Ill. (Courtesy of Bradley Skelcher.)

Nyden’s ancestral home lay in a part of Sweden that had a strong
religious heritage. Småland and its Värend district was the site of an early Christian community in Sweden. Nyden reported that in 1882 his father renovated the church at Moheda, which was built in 1050 A.D. The experience of having been nurtured in this particular religious culture had deeply affected Nyden, and the power of religious architecture was a daily reminder of this heritage. In 1892 at Moheda, the Reverend Gösta Ydström confirmed Nyden into the State Lutheran Church. During his career, Nyden designed several churches, most of which reflected the Gothic style of northern Europe.

Nyden completed his studies at the Art Institute in 1901, and the following year he and Ottilia were married. After their honeymoon in Sweden, the Nydens began their marriage in a modest house in Chicago. They later moved to a better one in the Edgewater neighborhood as their family expanded. Their first child Adelaide was born in 1902 and their second, Valborg, in 1904. That same year Nyden completed his architectural education at the University of Illinois at Urbana. He passed the examination that allowed him to practice architecture and engineering in the state of Illinois. With his certification, Nyden began to make his mark on the construction industry.

Following a brief period of employment with the Barnett, Haymer and Barnett Company, he assumed the position of chief designer and planner for Arthur Heun of Chicago, serving in this capacity from 1907 to 1909. His most significant work for Heun was the design of the J. Ogden Armour estate in Lake Forest, Illinois. This structure is not typical, however, of his dominant style because of its Italian Renaissance ambience and a lack of symmetry on the side elevations. Nonetheless, it does have some features that would characterize Nyden’s subsequent work, for example, its frontal symmetry. He also directed the construction of the Illinois Athletic Club and the New Southern Hotel.

In addition to being employed by Heun, Nyden also worked on his own jobs. In 1907 he opened an office on LaSalle Street in downtown Chicago and launched his career as an independent architect. He focused his efforts on the Swedish-American communities in the North Park and Edgewater neighborhoods of Chicago. In these areas he designed and constructed several buildings, apartment complexes, and residences. One was for his cousin John E. Mohlin (Nyden designed several apartment houses for members of his family as sources of income for them). He played an important role, moreover, in the building of these communities.
The North Park area, along with Edgewater, had attracted Swedish Americans since the 1890s. Real estate promoters first advertised the sale of lots in Chicago's Swedish-language newspapers. The North Park subdivision possessed those qualities that an upwardly mobile population wanted. Nyden also took an interest in the area. It had access to the Loop via the Chicago and Northwestern Railroad. Lake Michigan lay only three miles to the east. There was an air of suburban exclusiveness surrounding it. This was especially attractive to families who wanted to escape the problems of the inner city. Its promoters also emphasized education; North Park College and Theological Seminary, founded in 1891 by the Swedish Evangelical Mission Covenant Church, was central to the advertisements. Above all, the community offered a homogenous society of Swedish Americans. In these neighborhoods, Nyden worked to build a community for upwardly mobile Swedish Americans. Those who had located here were devout in their religious beliefs and were pursuing their dreams. To preserve their cultural heritage, many wanted to remain separate from the rest of Chicago's growing ethnic populations.
In 1908 Nyden moved his family to the Edgewater community directly northeast of North Park. Here he built his home on Wayne Avenue and was a founding member of a new congregation, the Edgewater Evangelical Lutheran Mission Church (which later became the Edgewater Mission Covenant Church). He designed the permanent church building, completed in 1909. This was the first of Nyden's numerous charitable projects primarily for the Mission Covenant Church. Along with Strandberg Contractors and Company, Nyden donated his services in the construction of the Women's Building at Augustana College in Rock Island, Illinois. Between 1907 and 1932, his charitable works included the Colony of Mercy in Bartlett, Illinois; the Swedish Covenant Home of Mercy in Chicago; the Covenant Children's Home and its gymnasium in Princeton, Illinois; alterations on the Swedish Covenant Hospital and Home of Mercy in Chicago; the Missionary Home for the Mission Covenant Church, also in Chicago; and the Minnehaha Academy Auditorium Building in Minneapolis, Minnesota.

Nyden also took an active interest in North Park College and
Theological Seminary. He became one of its trustees and an energetic participant in the growth of this institution. In 1914 he designed several buildings as well as the landscape, that is, his "Plan for Development of the North Park College Campus." His buildings included Caroline Hall, the President's Home (now the Student Services Building), and the school's first gymnasium, which originally had a porch, a typical characteristic of his work. He was also the architect of the central heating plant that was completed in 1925 but only part of which remains.26

At the beginning of his practice, Nyden's own distinct style was emerging. This was a period of transition in American society as well as its political and economic systems. Transitions were also occurring in architecture. Many practitioners of this art clung to traditional styles yet also adopted modern elements, as did Nyden. Unlike other architects, however, Nyden wanted to maintain a link with the past while making the transition to modernity. This also provided security
and solace for immigrants in the process of adapting from an Old World culture to a modern American idiom. In this regard, Nyden was an historic preservationist managing cultural change. This is apparent in those of his apartment and church building designs that have strong Gothic elements. His eclectic house designs have elements of the Prairie School in their low sweeping lines along with nuances of an eighteenth-century Swedish style.27

In 1917 when the United States entered World War I, Nyden had established himself as an important architect in Chicago. The following year he became a naturalized citizen of this country and joined the Army. He received a commission as a Major in the Construction Division of the Quartermaster Corps. During the war, he acted as the liaison officer between the Construction Division of the United States Army and the Surgeon-General. While in the armed services he supervised the construction of forty-two general and debarkation hospitals throughout the country. In 1923 he received a commission of Lieutenant-Colonel in the Reserves, and in 1926 the Army promoted him to Colonel.28

After the war, Nyden returned to Chicago and continued his practice. He prospered, along with the economy during the 1920s. He also became involved in several business ventures during this time. In 1919 he moved his practice to North State Street and launched a prosperous and successful period in his career. By 1921 he had the financial wherewithal to move to the wealthy suburb of Evanston. As he had done in Edgewater, Nyden contributed to the building of a community here, too. His daughter Valborg has credited him with the construction of one-third of the buildings in Evanston.29 His colleagues elected him Director of the A.I.A. Chicago Chapter. During 1920 and 1921 he served as Vice President of the Illinois Society of Architects. He was also Vice President of the North Shore Association of Architects.

The war, however, had brought a decided change to his life and practice. He now expanded his business activities into the sphere of banking and moved into large-scale real estate investment. The popularity of real estate bonds fueled the growth of housing construction, and the sale of Liberty Bonds during World War I had started this phenomenon. Nyden continued to design apartment buildings and residences, but he also began to design skyscrapers that revealed contemporary influences.30 In the early 1920s he founded the Admiral Hotel Company of Chicago and served as its president, and in 1922 he completed the Admiral Apartment Hotel Building. He
subsequently built the Commonwealth and Melrose hotels. To help finance their real estate ventures many developers and builders invested in savings and loan banks, and Nyden did likewise. In 1926 he founded the Belmont—Sheffield Savings Bank of Chicago and constructed its building. He also became a member of the board of the City National Bank and Trust Company of Evanston.

By 1926 Nyden had reached the peak of his career. He incorporated his business and turned his attention to other matters. That same year Governor Len Small appointed Nyden as State Architect of Illinois, in which capacity he served until 1927. He now supervised several state construction projects and designed the grandstand of the State Fairgrounds Stadium in Springfield (now demolished). In a letter to his daughter Valborg, he mentioned his sensing the omnipresence of Abraham Lincoln. These experiences seemed to have impressed upon him the importance of public service and of history itself.

Upon returning to Chicago, Nyden allotted time to scholarly activities. He studied literature, languages and fine arts; but his research on ancestry and the preservation of his Swedish heritage were dominant activities. As an avid genealogist, he wrote to people in Sweden inquiring about his forbears. This enabled him to produce a complex genealogy that traced the lineage of his own and his wife's families. Nyden also traveled to Sweden several times and remained in close contact with relatives and friends there. After his trip in 1925, he donated funds to restore the belfry of the church in Moheda. To reaffirm a link to his past, he purchased Öhrsholm, his maternal ancestral estate, in 1930.

Nyden also became an active participant in Swedish-American historical enterprises. He was a member of the Swedish Colonial Society in Philadelphia and contributed to the planning for the tercentenary celebration of the New Sweden colony in the Delaware Valley. Along with P. A. Waller and Amandus Johnson, Nyden was a charter member of the committee organized in 1926 to raise funds for the forthcoming tercentenary. In 1938 their plans were that the celebration would culminate with the grand opening of a museum in Philadelphia. Nyden often complained about a lack of support outside of Illinois, but the committee managed nonetheless to raise sufficient funds to begin.

Surely the highlight of Nyden's career was his commission in 1926 to design the John Morton Memorial Museum (now the American Swedish Historical Museum) in Philadelphia. Eric P. Strandberg of
Chicago was the building contractor. Amandus Johnson founded the museum that same year. The intention was to honor John Morton, a signatory of the Declaration of Independence and an American of Swedish descent. The exterior of Nyden's design strikingly illustrates his desire to preserve historical styles, in that he has deferred to the Swedish and American pasts by combining elements from both countries. The structure itself is a replica of Eriksberg, a seventeenth-century Swedish manor house in Södermanland. Its cupola is based on the one atop the City Hall in Stockholm. Integrated into the main structure's exterior sides are arcades that resemble those at George Washington's residence, Mount Vernon.

Crown Prince Gustaf Adolf and his consort Princess Louise of Sweden laid the cornerstone of the building on 2 June 1926. It was during this ceremony that the crown prince failed to acknowledge the work of Nyden, which later so upset his daughter Valborg. Nyden himself, however, did not mention the oversight; and this seems in keeping with his Swedish values—his work would stand on its own
merits. This omission was somehow brought to the attention of the crown prince. To make amends, he sent his personal chief of staff Count Göran Posse and his private secretary Captain Gösta Åsbrink to visit Nyden at his home in Evanston. All the same, this inadvertent disregard for his work seems to prefigure his lack of recognition perhaps in the remaining years of his life, certainly in the period following his death. But Nyden was still undeterred in his efforts to preserve the heritage of his Swedish ancestors. In anticipation of the tercentenary celebration, he wrote and published *The Story of Our Forefathers* (1928). The successful phase of his work, however, was now a thing of the past.

Following the Stock Market Crash of 1929, Nyden suddenly retired at the age of 51. Taking into consideration the facts of his career to this point, it hardly seems possible that he would decide so abruptly to retire from his life's work of architectural design. At present, however, further research is needed to determine his financial status at the time. But it does appear that the economic crash dealt him a severe blow similar to numerous other real estate investors and financiers. He was forced to sell the family home in Sweden and other properties. Nyden lived for three more years apparently without doing any more work. He was stricken by a heart attack and died on 4 September 1932.

John Augustus Nyden was a remarkable person. His biography reflects the general experience of many immigrants who came to America from an impoverished Sweden in search of a better life. Through assimilation, he made the American Dream come true, that is, by means of study and hard work, he aspired to and indeed became a leading architect in Chicago, the downward turn of events of his last three years notwithstanding. He also strove to maintain continuity with his Swedish heritage, thereby contributing to the preservation of historic architectural styles by way of his designs. This, too, was a notable accomplishment in a day and age when architects were by and large embracing modernity. Nyden's life story provides an example of the general upward mobility that many immigrants experienced in America. It also serves, however, to illustrate how precarious and uncertain the human condition was during the Great Depression.

**NOTES**


1 Valborg Nyden to Maurice Pratt Dunlap, Scottish Consul to the United States, 9 August 1938, Box 6, The Nyden Collection.

2 Valborg Nyden, "Family Recollections" (unpublished, undated), Box 7, The Nyden Collection.

3 Valborg Nyden, "Scenes of His Childhood."


7 Valborg Nyden, "John A. Nyden Chronology;" Alumni Record Card, Archives, Moellering Library, Valparaiso University, Valparaiso, Indiana.


9 John A Nyden Drawings, Chicago Historical Society.

10 Item 95, Box 3, The Nyden Collection.

11 Item 3, Box 1, The Nyden Collection.

12 John A Nyden Drawings, Chicago Historical Society.


14 Valborg Nyden, "John A. Nyden Chronology;" military records are also located at the National Personnel Records Center in St. Louis, Missouri.
September 1926, The Nyden Collection.

34 Item 3, Box 1, The Nyden Collection.


36 Benson and Hedin, Americans from Sweden, 278, 283, 355, 357, 408-09.


39 Valborg Nyden, "John A. Nyden Chronology."
John A. Nyden, Prominent Architect Taken by Death

The noted Swedish architect, John A. Nyden, died early this week in his home, 1726 Hinman Avenue, of a heart Ailment. The disease seems to have developed suddenly, and the news of his passing comes as a shock to his many friends in Chicago and other parts of the country.

Nyden was born in Moheda, Sweden, in 1878. His father was a building contractor, and John became familiar with the building industry at an early age. When he was fifteen years old he was already helping his father to supervise the work on the large army buildings which he was erecting for the Swedish government. The boy took advantage of this opportunity to learn to read blueprints and other intricacies of the trade, and thus laid the foundation for his future career.

But he also developed a strong desire to see America, which he had heard so much about, and at the age of seventeen he came to Chicago. Here he attended technical schools and also obtained practical experience by working on building projects.

In 1898 he entered the technological department of Valparaiso University, Indiana, and studied there for two years. Later he obtained employment with the George A. Fuller Company, a large building firm in New York State, and in 1902 he went abroad on a study trip, during which he visited England, France, Belgium, Germany, Sweden, Norway, and Denmark. Upon his return to Chicago he became an executive in the Northwestern Terra Cotta Company here, and remained there until 1905. During 1906 and 1907 he was office manager of the architectural firms of Barnett, Hoynes, and Barnett and Arthur Huen.

It was in 1904 that Nyden graduated from the Department of Architecture of the University of Illinois and in 1907 he established his own business.

He was successful from the beginning, and enjoyed a fine reputation as an architect. He drew up the plans for many of the larger buildings here in Chicago and in the suburbs, among which are several hotels, churches, and schools. It may also be mentioned that he was engaged as consulting architect for the Minnehaha Academy in Minneapolis and the North Park College here.

During the World War Nyden served in the army's construction corps with the rank of colonel, and he also served a term as state architect for Illinois. He was much interested in the preservation of Swedish-American historical relics and was a member of the Swedish Historical Society of America and of the John Morton Foundation in Philadelphia. The drawings for the new John Morton Museum in that city were prepared by him.

He is survived by his widow, Alma Ottelia Nyden, and two daughters, and by one brother here in Chicago and one brother and a sister who are living in Sweden.

Primary Listing

Swedish // Representative Individuals (IV)
Memorandum

To: Honorable Mayor and Members of the City Council
Planning and Development Committee

From: Johanna Leonard, Director of Community Development Department
Scott Mangum, Planning and Zoning Administrator
Meagan Jones, Neighborhood and Land Use Planner

Subject: Ordinance 37-O-17
Planned Development, 831 Emerson St, 17PLND-0011

Date: June 7, 2017

Recommended Action
The Plan Commission and staff recommend adoption of Ordinance 37-O-17 for approval of the Planned Development with rezoning from C1 Commercial and R5-General Residential to C1a Commercial Mixed use and a Special use for a convenience store. The 9-story 242-unit residential building would include 3,300 square feet of ground floor commercial space and 174 parking spaces on site. Due to the requested development allowances listed below, per subsection 6-3-6-6, approval of this project will require a favorable vote of two-thirds of the City Council.

Staff will continue to work with the applicant on the design of the building throughout the approval process. If the project is approved, final Design and Project Review (DAPR) approval and issuance of the building permit will not be granted until there is agreement between staff and the applicant regarding building elevations.

The development includes 10 site development allowances for: number of dwelling units (242 units proposed where maximum 121 are allowed by Code), building height (103 feet proposed where maximum 67 is allowed by Code), floor area ratio (4.66 proposed where maximum 4.0 is allowed by Code), number of parking spaces (174 spaces proposed where 358 are required by Code), 0-foot rear yard setback for open parking along the north property line where minimum 10 feet is required, 0-foot side yard setback for open parking along the east property line where minimum 10 feet is required, 0-foot side yard setback for open parking along the west property line where 5 feet is required, no landscaping buffer along the rear (north) property line where minimum 10-foot landscape buffer is required, loading berths in the front yard which are open to the sky and within 30 feet of an intersection and reduced setback and screening for transformers located within 2 feet of a building.
Livability Benefits
Built Environment: Provide compact and complete streets and neighborhoods.

Update Since 4/17/17 Planning & Development Committee Meeting
Since the Ordinance was introduced on April 17, the applicant has proposed to revise the development site plan to provide a 3 ft. 6 in. front building setback, where the building was initially proposed to be constructed at the front property line. A revised site plan showing this setback will be provided prior to the June 12 City Council meeting. Staff recommends making this a condition of approval within the Ordinance.

Additionally, during the April 17, 2017 Planning & Development Committee meeting, the Committee requested that staff provide additional information regarding recent apartment trends in order to inform Council discussion of the proposed 831 Emerson Street Planned Development project. Staff conducted research regarding regional and national trends for apartment size and pricing and has provided links to articles below. Also included in this research is information regarding unit sizes for recently approved and constructed apartment buildings in Evanston (chart provided below).

<table>
<thead>
<tr>
<th>Development Name</th>
<th>Address</th>
<th>Year Approved</th>
<th>Apartment Unit Sizes (sq. ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>824 Noyes*</td>
<td>824-828 Noyes St.</td>
<td>2016</td>
<td>Studio 500-502 663-751 900-1021 1193-1247</td>
</tr>
<tr>
<td>1571 Maple*</td>
<td>1571 Maple Ave.</td>
<td>2015</td>
<td>586-610 579-895 976-1151 1463-1485</td>
</tr>
<tr>
<td>Chicago + Main</td>
<td>835 Chicago Ave.</td>
<td>2014</td>
<td>568-658 752-854 1009-1120 1306</td>
</tr>
<tr>
<td>1620 Central*</td>
<td>1620 Central St.</td>
<td>2015</td>
<td>NA 633-836 1167-1214 1285</td>
</tr>
<tr>
<td>Central Station</td>
<td>1700-1720 Central St.</td>
<td>2011</td>
<td>590-635 785-885 1185-1305 1485</td>
</tr>
<tr>
<td>E2</td>
<td>1881 Oak Ave./1890 Maple Ave</td>
<td>2013</td>
<td>504-542 590-810 1000-1250 1391</td>
</tr>
<tr>
<td>1717 Ridge</td>
<td>1717 Ridge Avenue</td>
<td>2011</td>
<td>514 656-1057 1050-1261 1273-1411</td>
</tr>
</tbody>
</table>

*Construction not yet completed*

The majority of the research provided mentioned a trend towards smaller dwelling units. This trend was seen as being driven largely by millennials seeking affordable living in areas near transit and amenities while not requiring a large living space. A similar trend was noted in several studies for the growing senior population, who may look to downsize and also seek to have amenities in closer vicinity to their residence. One article indicated that in some areas, apartment and condominium units may actually begin to increase in size.

Much of the research noted a steady increase in rents within larger multi-family residential buildings in recent years. Data varied on whether or not this trend was expected to continue or begin to taper off in the coming years as more rental units
become available on the market. Staff research is included as attachments in addition to an article summary provided by the applicant.

**Background**
The 0.97-acre property, commonly known as 831 Emerson Street, is improved with a two-story commercial building and a 57-space open parking lot.

![831 Emerson Street Proposed Planned Development - South Elevation](image)

The uses surrounding the site include an 11-story multiple-family senior residential building (Perlman Apartments) owned by the Cook Co. Housing Authority adjacent to the east and CTA railroad right-of-way adjacent to the west. The parking lot located immediately to the north is owned by and serves the Sherman Gardens Co-op residential development that is located to the south of the site. A one-story commercial bank with a drive-through and a restaurant use are also located directly to the south.

**Site Layout**
The massing of the proposed building creates a U-shaped structure with the bulk of the 9-stories adjacent to the east, west and north property lines and opening onto an amenity space along Emerson Street on the second level. There is a 16-foot wide alley to the east of the site and the CTA railroad property and elevated tracks to the west.
The building meets all required setbacks of the C1a Zoning District. The building height is 103 feet with an amenity level at a height of 20 feet along a large portion of the front (south) property line along Emerson Street. At its closest points, the building is located 8 feet from the west property line, 10 feet from the north property line 15 feet from the east property line and is built to the south property line.

A majority of the ground level is devoted to an open parking lot (59 spaces) that is largely covered by the building. One level of underground parking (69 spaces), mezzanine level parking (44 spaces) and two car-share spaces bring the total amount of on-site parking spaces to 174. Of that, four parking spaces on the west end of the site closest to Emerson Street and the loading area will be devoted for the commercial tenant and two parallel parking spaces next to the alley will be devoted for car-share vehicles (i.e. Zipcars or Enterprise Car Share cars or similar).

The vehicular access to the site will be provided in two locations; a two-way drive-aisle from the alley and a two-way drive-aisle from Emerson Street next to the railroad tracks near where the current access driveway exists. The access is located on the applicant’s property; however, the loading berths and a portion of the parking are located on CTA property. The property next to the railroad tracks is part of the CTA right-of-way for which the current property owner has access rights and the applicant has provided a land lease agreement with the CTA.

The applicant will install an eleven-foot wide public sidewalk with four new street trees and 9 new bike racks for building visitors along Emerson Street. A bike room for approximately 162 bicycles spaces for building residents will be located on the ground floor of the building. The applicant is also proposing a new 5-foot wide sidewalk on the east end of the property along the alley with additional landscaping near the two car-share spaces located in this area. The sidewalk will also improve access from Emerson Street to the parking lot adjacent to the north.
Compliance with the Zoning Ordinance

Rezoning
The applicant is requesting rezoning of the property from C1, Commercial and R5, General Residential, to C1a, Commercial Mixed-use. Unlike the C1, Commercial district, the proposed C1a, Commercial Mixed-use district allows residential dwellings above the ground floor. There is one other C1a, Commercial Mixed-use district in the City located along Chicago Avenue near the Main Street Metra and CTA stations.

Special Use
The applicant is requesting Special Use approval for a 3,300 square foot convenience store on the ground floor. A convenience store is allowed as a Special Use in the C1a district. The existing 7-Eleven convenience store is expected to occupy the space.

Planned Development
The applicant is also requesting Special Use approval for a Planned Development to construct the 9-story (103-foot high) multiple-family building with 242 dwelling units, 3,300-square foot commercial area and 174 parking spaces.
The applicant is requesting approval of ten site development allowances:

<table>
<thead>
<tr>
<th>831 Emerson St. Site Development Allowances</th>
<th>Required / Max. Permitted</th>
<th>Site Development Allowance</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Size (# of dwelling units)</td>
<td>121 (350 sq. ft. /DU)</td>
<td>+48 (40%)=169</td>
<td>242</td>
</tr>
<tr>
<td>Building Height</td>
<td>67 ft.</td>
<td>+30 ft. = 97 ft.</td>
<td>103 ft.</td>
</tr>
<tr>
<td>FAR</td>
<td>4</td>
<td>+1.5 = 5.5</td>
<td>4.66</td>
</tr>
<tr>
<td># of parking spaces</td>
<td>358</td>
<td>N/A</td>
<td>174</td>
</tr>
<tr>
<td>Rear (north) setback for open parking</td>
<td>10 ft.</td>
<td>N/A</td>
<td>0 ft.</td>
</tr>
<tr>
<td>Side (east) setback for open parking</td>
<td>10 ft.</td>
<td>N/A</td>
<td>0 ft.</td>
</tr>
<tr>
<td>Side (west) setback for open parking</td>
<td>5 ft.</td>
<td>N/A</td>
<td>0 ft.</td>
</tr>
<tr>
<td>Landscape buffer along the north property line abutting residential district</td>
<td>10 ft. wide</td>
<td>N/A</td>
<td>None proposed</td>
</tr>
<tr>
<td>Loading berth location</td>
<td>Must not be open to sky if in front yard nor w/in 30 ft. of intersection</td>
<td>N/A</td>
<td>Within 30 ft. of intersection and open to sky w/in front yard</td>
</tr>
<tr>
<td>Generator and Transformer setback</td>
<td>8 ft. or 4 ft. if within 2 feet of bldg. and screened</td>
<td>N/A</td>
<td>&lt; 4 ft. and no landscaping (transformers)</td>
</tr>
</tbody>
</table>

Packing and Traffic
Based on the number and type of dwelling units proposed (71 studio units, 40 one-bedroom units, 93 two-bedroom units and 38 three-bedroom units) and 3,300-square foot commercial space, the proposed building is required to have a total of 358 parking spaces. The applicant is proposing a total of 174 parking spaces (0.71 per dwelling unit) for the proposed development. All of the 174 parking spaces, including the two car-share spaces, will be provided on site.
The Parking and Traffic Study submitted by the applicant concludes that the proposed parking arrangement will meet the parking demand of the building tenants. The study provides an analysis of the existing traffic conditions (including vehicle, bicycle and pedestrian traffic) and assesses the impact of the proposed development on the existing road network. Based on the traffic counts on roadways surrounding the site, the peak traffic volume is expected to occur weekday mornings between 8 am - 9 am and weekday evenings between 5 pm - 6 pm. According to the most recent Census Data, only 30% of residents in the area commute to work by car.

The traffic study anticipates the same commute behavior as is currently the trend in the neighborhood. Considering this, the location of the development within a denser area and proximity to other modes of transportation, the anticipated morning and evening peak hour traffic is reduced by 70%. As a result, the traffic study anticipates approximately 36 new trips generated by the residential portion of the development during the morning peak hour and 141 vehicular trips during the evening peak hour. There are no increases in traffic volumes expected to be generated by the commercial use on the site (7-Eleven convenience store) since traffic this use generates is included in the existing peak hour volumes. The study indicates that all surrounding streets will continue to operate at acceptable levels of service due to the minimal addition of new traffic based on building residents.

The applicant is proposing a $20,000 contribution towards pedestrian countdown timers for the traffic signals near the proposed development (outlined in the Public Benefits below). The proposed Ordinance also includes a condition that the residents of the development would not be eligible for residential on-street parking permits in the area.

Public Benefits
The proposed development will replace an underutilized two-story commercial building with a minimum LEED Silver certified development (as required by the Green Building Ordinance) and generate additional property tax to the community. The applicant will also be paying a fee in-lieu contribution towards the City’s Affordable Housing Fund in the amount of $2,400,000 in compliance with the Inclusionary Housing Ordinance. As there is groundwater contamination from previous uses on site, environmental cleanup will occur prior to construction.

The applicant has committed, and the Ordinance includes the following public benefits as part of the Planned Development proposal:

1. A $20,000 contribution to the City of Evanston towards the installation of pedestrian countdown timers for nearby traffic signals.
2. Incorporation of two car-share spaces on the site.
3. Repaving of the alley to the east adjacent to the property to city standards and installation of a sidewalk to aid in access to the car-share spaces and the
parking lot immediately north of the property.
4. Streetscape improvements along Emerson Street including lighting, new sidewalk and landscaping.
5. Street crosswalk restriping in the vicinity of the site and a raised crosswalk installation at the Emerson Street entrance to the adjacent alley.
6. Utilization of measures to mitigate harm to migratory birds.
7. Bicycle parking for visitors and customers along Emerson Street for approximately 18 bicycles.

Standards of Approval
The proposed development meets the standards for approval of Zoning Ordinance Map Amendment (rezoning) in Section 6-3-4-5, standards for Special Use in Section 6-3-5-10, the Standard for Planned Developments in Section 6-3-6-9 and standards and guidelines established for Planned Developments in the C1a, Commercial Mixed-Use District. (Section 6-10-1-9)

The proposed rezoning of the property into a mixed-use commercial district to accommodate a mixed-use development is consistent with the Comprehensive General Plan. The proposal is consistent with the vision and goals of the Plan for redevelopment of underutilized properties with uses compatible with surrounding neighborhood. The Plan also calls for higher density of residential development on the outskirts of the downtown and near transit stops.

The ten proposed site development allowances are necessary for a desirable redevelopment of the site with significant public benefits. The proposed development will not have an adverse effect on the value of adjacent properties. There are adequate public utility services and infrastructure available adjacent to the property. The applicant has submitted a detailed report of the availability of public utility infrastructure in the area.

The proposal will not cause undue traffic congestion. The access to the rear parking lot will be provided via the alley and an existing driveway access adjacent to the railroad tracks. The applicant will close one existing curb cut on Emerson Street. The applicant is also proposing a new sidewalk on the subject property adjacent to the alley that will provide access to two car-share vehicles on-site and improve the access from Emerson Street to the private parking lot north of the site. The loading docks and parking for the commercial use are located adjacent to the railroad tracks and away from Sherman Gardens and Pearlman Apartments buildings to minimize adverse effects on adjacent residential uses.

The proposed development is compatible with other similar developments in the area and is not of such nature in height, bulk and scale to exercise any influence contrary to the purpose and intent of the Zoning Ordinance.
Legislative History
March 22, 2017 – The Plan Commission recommended, 6-1, to approve the proposed Planned Development with conditions outlined in the staff report memo dated March 16, 2017 and incorporated into the Ordinance.

March 8, 2017 – The Plan Commission opened the public hearing and heard testimony by the applicant and general public. At the request of a nearby resident, the hearing was continued to March 22, 2017.

March 1, 2017 – The Design and Project Review Committee (DAPR) Committee recommended unanimous approval of the proposed development subject to compliance with developmental allowances, comments at DAPR, and subsequent written staff comments.

Attachments
Proposed Ordinance 37-O-17
Staff Researched Apartment Trend Articles
- Responding to Changing Households (77 pages)-
- CMAP, Rental Multi-family Housing Development Trends in the CMAP Region
- The Macro View on Micro Units (included in applicant attachment):
- 2016 3rd and 4th Quarter Apartment Trends
- Midwest Experts Forecast 2017 Multi-family Real Estate Trends
Applicant Review of Urban Land Institute Study on Micro-Units and study
Plan Commission Meeting Minutes 03/08/2017 and 03/22/2017
Link to Plan Commission Packet for 03/22/2017
  https://www.cityofevanston.org/home/showdocument?id=11906
AN ORDINANCE

Granting Special Use Approval for a Planned Development and Special Use Approval for a Convenience Store Located at 831 Emerson Street and Amending the Zoning Map to Re-Zone Certain Properties from the C1 Commercial Zoning District and R5 General Residential Zoning District to the C1a Commercial Mixed Use District

WHEREAS, the City of Evanston is a home-rule municipality pursuant to Article VII of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the City has the authority to adopt ordinances and to promulgate rules and regulations that protect the public health, safety, and welfare of its residents; and

WHEREAS, Article VII, Section (6)a of the Illinois Constitution of 1970, states that the “powers and functions of home rule units shall be construed liberally,” was written “with the intention that home rule units be given the broadest powers possible” (Scadron v. City of Des Plaines, 153 Ill.2d 164, 174-75 (1992)); and

WHEREAS, it is a well-established proposition under all applicable case law that the power to regulate land use through zoning regulations is a legitimate means of promoting the public health, safety, and welfare; and

WHEREAS, Division 13 of the Illinois Municipal Code (65 ILCS 5/11-13-1, et seq.) grants each municipality the power to establish zoning regulations; and
WHEREAS, pursuant to its home rule authority and the Illinois Municipal Code, the City has adopted a set of zoning regulations, set forth in Title 6 of the Evanston City Code of 2012, as amended, ("the Zoning Ordinance"); and

WHEREAS, CA/Focus Evanston JV, LLC ("Applicant"), the Applicant for the proposed development located at 831 Emerson Street, Evanston, Illinois (the "Subject Property"), legally described in Exhibit A, which is attached hereto and incorporated herein by reference, applied, pursuant to the provisions of the Zoning Ordinance, specifically Section 6-7-2, “Zoning Map,” 6-3-5, “Special Uses,” Section 6-3-6, “Planned Developments,” and Subsection 6-10-1-9, “Planned Developments” in Commercial Zoning Districts, to place certain properties within the C1a Commercial Mixed Use Zoning District (“C1a District”) and permit the construction and operation of a Planned Development with a Convenience Store and accessory parking located at the Subject Property in the C1a District; and

WHEREAS, the Applicant sought approval to re-zone the Subject Property from the current C1 Commercial and R5 General Residential Zoning Districts to the proposed C1a Commercial Mixed-Use Zoning District; and

WHEREAS, the Applicant sought approval to construct a new nine (9) -story one hundred three (103) foot tall mixed-use building consisting of up to two hundred forty-two (242) dwelling units, with a floor area ratio of approximately 4.66, approximately three thousand, three hundred (3,300) gross square feet of commercial space, one hundred seventy-four (174) open on-site parking spaces, zero (0) foot rear yard setback for open parking along the north property line, zero (0) foot side yard setback for open parking along the east property line, zero (0) foot side yard setback for
open parking along the west property line, zero (0) foot landscape buffer along the rear (north) property line, an uncovered loading berth in the front yard and within thirty (30) feet of an intersection, and reduced setback and screening for transformers located within two (2) feet of a building; and

WHEREAS, construction of the Planned Development, as proposed in the application, requires exception from the strict application of the Zoning Ordinance with regards to the number of dwelling units, building height, floor area ratio, number of parking spaces, rear yard setback from the north property line for open parking, side yard setback for the east property line for open parking, side yard setback from the west property line for open parking, landscape buffer along the north property line, location and configuration of the loading berth and transformer location requirements; and

WHEREAS, pursuant to Subsection 6-3-6-5 of the Zoning Ordinance, the City Council may grant Site Development Allowances from the normal district regulations established in the Zoning Ordinance; and

WHEREAS, on March 8, 2017 and March 22, 2017, in compliance with the provisions of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.) and the Zoning Ordinance, the Plan Commission held a public hearing on the application for Special Use Approval for a Planned Development with a Convenience Store and Rezoning from C1 and R5 Zoning Districts to C1a Zoning District, case no. 17PLND-0011, heard extensive testimony and public comment, received other evidence, and made written minutes, findings, and recommendations; and

WHEREAS, the Plan Commission’s written findings state that the application meets applicable standards set forth for Special Uses in Subsection
6-3-5-10 of the Zoning Ordinance and Planned Developments in the C1a Commercial Mixed-Use District per Subsection 6-10-1-9 of the Zoning Ordinance and Map Amendments per Subsection 6-3-4-5 of the Zoning Ordinance; and

WHEREAS, on March 22, 2017, the Plan Commission recommended the City Council approve the application with conditions; and

WHEREAS, on April 17, 2017, the Planning and Development ("P&D") Committee of the City Council held a meeting, in compliance with the provisions of the Open Meetings Act and the Zoning Ordinance, received input from the public, carefully considered and adopted the findings and recommendations of the Plan Commission, and recommended approval thereof by the City Council; and

WHEREAS, at its meetings on April 17, 2017 and April 24, 2017, held in compliance with the Open Meetings Act and the Zoning Ordinance, the City Council considered the recommendation of the P&D Committee, received additional public comment, made certain findings, and adopted said recommendation; and

WHEREAS, it is well-settled law that the legislative judgment of the City Council must be considered presumptively valid (see Glenview State Bank v. Village of Deerfield, 213 Ill.App.3d 747) and is not subject to courtroom fact-finding (see National Paint & Coating Ass’n v. City of Chicago, 45 F.3d 1124),

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The foregoing recitals are hereby found as facts and incorporated herein by reference.
SECTION 2: The City Council hereby amends the Zoning Map to remove those properties with the addresses and PINs listed in Exhibit B and identified in Exhibit C, both attached hereto and incorporated herein by reference, from the C1 Commercial and the R5 General Residential Districts and place them within the C1a Commercial Mixed-Use District.

SECTION 2: Pursuant to the terms and conditions of this ordinance, the City Council hereby grants the Special Use Approval applied for in case no. 17PLND-0011, to allow construction and operation of the Planned Development with a Convenience Store for a nine (9) -story one hundred three (103) foot tall mixed-use building consisting of up to two hundred forty-two (242) dwelling units, with a floor area ratio of approximately 4.66, approximately three thousand, three hundred (3,300) gross square footage of commercial space, one hundred seventy-four (174) open on-site parking spaces, zero (0) foot rear yard setback for open parking along the north property line, zero (0) foot side yard setback for open parking along the east property line, zero (0) foot side yard setback for open parking along the west property line, zero (0) foot landscape buffer along the rear (north) property line, an unenclosed loading berth in the front yard and within thirty (30) feet of an intersection, and reduced setback and screening for transformers located within two (2) feet of a building.

SECTION 3: The City Council hereby grants the following Site Development Allowances:

(A) **Number of Dwelling Units:** A Site Development Allowance is hereby granted for two hundred forty-two (242) residential dwelling units, whereas subsection 6-10-3-4(B) of the Zoning Ordinance allows for a maximum of one hundred twenty-one (121) residential dwelling units in the C1a District.
(B) **Height:** A Site Development Allowance is hereby granted for a building height of one hundred three (103) feet, whereas subsection 6-10-3-9 of the Zoning Ordinance allows for a maximum building height of sixty-seven (67) feet in the C1a District.

(C) **Floor Area Ratio ("FAR"):** A Site Development Allowance is hereby granted for an FAR of 4.66, whereas subsection 6-10-3-7 of the Zoning Ordinance requires a maximum FAR of 4 in the C1a District.

(D) **Number of Parking Spaces:** A Site Development Allowance is hereby granted for a total of one hundred seventy-four (174) parking spaces, whereas subsection 6-16-3-3 of the Zoning Ordinance requires a minimum of three hundred fifty-eight (358) parking spaces for the proposed Planned Development in the C1a District.

(E) **Rear Yard Setback for Open Parking Along the North Property Line:** A Site Development Allowance is hereby granted for a rear (north) yard setback of zero (0) feet, whereas subsection 6-10-3-8(D) of the Zoning Ordinance requires a rear yard setback of ten (10) feet when abutting a residential district.

(F) **Side Yard Setback for Open Parking Along the East Property Line:** A Site Development Allowance is hereby granted for a side yard setback of zero (0) feet, whereas subsection 6-10-3-8(C) of the Zoning Ordinance requires a side yard setback of ten (10) feet when abutting a residential district.

(G) **Side Yard Setback for Open Parking Along West Property Line:** A Site Development Allowance is hereby granted for a side yard setback of zero (0) feet, whereas subsection 6-10-3-8(E) of the Zoning Ordinance requires a side yard setback of five (5) feet when abutting a residential district.

(H) **Landscape Buffer Along the North Property Line:** A Site Development Allowance is hereby granted for a landscape buffer along the north property line zero (0) feet wide, whereas subsection 6-10-1-6 of the Zoning Ordinance requires a landscape buffer ten (10) feet wide when abutting a residential district.

(I) **Loading Berth Location and Screening:** A Site Development Allowance is hereby granted for an unenclosed loading berth to be located within the front yard setback within thirty (30) feet of an intersection, whereas subsection 6-16-4-1(B) requires that a loading berth may be in the rear yard when open to sky and may not be located within thirty (30) feet of street intersections.

(J) **Transformer Location:** A Site Development Allowance is hereby granted for reduced setback and screening of transformers, whereas subsection 6-4-6-9 of the Zoning Ordinance requires a four-foot setback when located within two (2) feet of the principal structure and obscured from view by screening methods such as landscaping.
SECTION 4: Pursuant to Subsection 6-3-5-12 of the Zoning Ordinance, the City Council imposes the following conditions on the Special Use Approval granted hereby, which may be amended by future ordinance(s), and violation of any of which shall constitute grounds for penalties or revocation of said Special Use Permit pursuant to Subsections 6-3-10-5 and 6-3-10-6 of the Zoning Ordinance:

(A) Compliance with Applicable Requirements: The Applicant shall develop and operate the Planned Development authorized by the terms of this ordinance in substantial compliance with the following: the terms of this ordinance; the Site and Landscape Plans in Exhibit D and E, attached hereto and incorporated herein by reference; all applicable City Code requirements; the Applicant's testimony and representations to the Design and Project Review Committee, the Plan Commission, the P&D Committee, and the City Council; and the approved documents on file in this case.

(B) Change in Use: Any change in use of the property, except change in occupancy of the commercial space by one or more uses permitted in the C1a Commercial Mixed-Use District, must be approved as an amendment to the Planned Development

(C) Construction Management Plan: The Applicant shall sign and agree to a Construction Management Plan (CMP) with the City of Evanston prior to issuance of the Building Permit. The CMP shall include but is not limited to the following: construction staging plan, on-street and on-site construction parking restrictions, hours of operation, a plan including cross sections showing pedestrian access around the site with the use of curb ramps, signage and/or striping, if necessary, foundation survey of surrounding structures including weekly reporting of seismographs for the duration of construction, submittal of environmental testing report prior to construction, visibility diagram for all construction site access points, proposed schedule for street opening for utility connections with cross section details, and project updates via monthly newsletter and project website.

(D) Building Resident Parking Permits: Building residents shall not be eligible for residential on-street parking permits.

(E) Landscaping on Emerson Street: Applicant must install and maintain the landscaping materials on the Subject Property along Emerson Street, adjacent to the loading area and along the alley off of Emerson Street, as depicted in Exhibit E.

(F) Traffic Study: The Applicant shall submit a traffic study within one year after issuance of the final Certificate of Occupancy for the building, analyzing the
turning movements at the western access drive, including analysis of any traffic incidents adjacent to the Subject Property. Upon review of the Applicant’s submitted traffic study, the City reserves the right to restrict movement in or out of the proposed western access drive.

(G) Environmental Clean-Up of Any Contaminations: The Applicant shall remove and remedy any contaminations located on the Subject Property in accordance with the Illinois Environmental Protection Agency.

(H) Illinois Environmental Protection Agency Approval: The Applicant shall submit an approval letter from the Illinois Environmental Protection Agency prior to the issuance of the Final Certificate of Occupancy. Said letter must explicitly state that any and all environmental contamination on the Subject Property has been remedied and/or removed.

(I) Delivery Hours for the On-Site Commercial Use: Delivery hours for the on-site commercial use is prohibited between the hours of 7:00 a.m. to 9:00 a.m. and between the hours between 4:00 p.m. and 6:00 p.m. on any given Monday through Friday.

(J) CTA Access Agreement: The Applicant shall provide an executed copy of the access agreement between the CTA and the Applicant for the use of the CTA property adjacent to the railroad tracks prior to the issuance of the building permit.

(K) Affordable Housing Contribution: The Applicant shall pay a one-time contribution of two million four hundred thousand dollars ($2,400,000.00) to the City’s Affordable Housing Fund. The contribution will be made prior to the issuance of a Temporary Certificate of Occupancy (TCO).

(L) Alley Resurfacing: The Applicant shall resurface the alley to the east adjacent to the Subject Property per City Engineering standards and install a sidewalk to aid in access to the car-share spaces and the parking lot immediately north on the Subject Property.

(M) On-Site Car Share Spaces: Two on-site car share spaces must be available through an arrangement with a common third party commercial car-share company.

(N) On-Site Electric Charging Stations: One on-site electric charging stations must be installed.

(O) City of Evanston Employment: The Applicant agrees to employ at least five (5) Evanston residents during construction.

(P) LEED Silver Certification: The Applicant agrees to comply with the City of Evanston Green Building Ordinance and obtain a LEED Silver Certification Rating or higher for the Planned Development on the Subject Property.
(Q) **Streetscape Improvements:** The Applicant shall construct the streetscape improvements inclusive of new street trees along Emerson Street per proposed development plans and landscape plans in Exhibit D and Exhibit E.

(R) **Street Crosswalk Improvements:** The Applicant shall install a raised crosswalk at the Emerson Street entrance to the alley and restripe the following crosswalks to high-visibility: (1) all sides of the intersection of Elgin Road and Benson Avenue; (2) all sides of the intersection of Sherman Avenue and Emerson Street; (3) all sides of the intersection of Maple Avenue and Emerson Street; and (4) the west side of the intersection of Emerson Street and public alley located immediately adjacent to and east of the subject property.

(S) **Pedestrian Countdown Timers:** The Applicant shall make a twenty thousand dollar ($20,000.00) contribution to the City of Evanston prior to issuance of the Final Certificate of Occupancy (FCO) as a contribution towards the installation of pedestrian countdown timers for nearby traffic signals.

(T) **Migratory Bird Consideration:** The Applicant shall install utilization measures to mitigate harm to migratory birds, including use of fritted glass on the amenity deck railing.

(U) **Bicycle Parking:** The Applicant shall install bicycle parking for visitors and customers along Emerson Street for approximately eighteen (18) bicycles.

(V) **Front Yard Building Setback:** The Applicant shall provide a three and a half foot (3'6") front yard building setback.

(W) **Notice to Sherman Gardens for Remediation:** The Applicant shall provide adequate notice to the residents of Sherman Gardens prior to demolition of the existing building and remediation of the site.

(X) **Construction Schedule:** Pursuant to Subsection 6-11-1-10(A)4 of the Zoning Ordinance, the Applicant shall obtain a building permit within twelve (12) months of the passing of this Ordinance. Additionally, the Applicant must complete the construction of this Planned Development within twenty-four (24) months from the date the Applicant receives its building permit.

(Y) **Recordation:** Pursuant to Subsection 6-3-6-10 of the Zoning Ordinance, the Applicant shall, at its cost, record a certified copy of this ordinance, including all exhibits attached hereto, with the Cook County Recorder of Deeds, and provide proof of such recordation to the City, before the City may issue any permits pursuant to the Planned Development authorized by the terms of this ordinance.

**SECTION 5:** When necessary to effectuate the terms, conditions, and purposes of this ordinance, “Applicant” shall be read as “Applicant’s tenants, agents, assigns, and successors in interest.”
SECTION 6: This ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

SECTION 7: Except as otherwise provided for in this ordinance, all applicable regulations of the Zoning Ordinance and the entire City Code shall apply to the Subject Property and remain in full force and effect with respect to the use and development of the same. To the extent that the terms and provisions of any of said documents conflict with the terms herein, this ordinance shall govern and control.

SECTION 8: All ordinances or parts of ordinances that are in conflict with the terms of this ordinance are hereby repealed.

SECTION 9: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

SECTION 10: The findings and recitals herein are hereby declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

Introduced:___________________, 2017

Adopted:___________________, 2017

Approved:___________________, 2017

______________________________
Elizabeth B. Tisdahl, Mayor

Attest:__________________________
W. Grant Farrar, Corporation Counsel

Rodney Greene, City Clerk
EXHIBIT A

Legal Description

Parcel 1:
LOT 11 IN PAUL PRATT'S ADDITION TO EVANSTON, SAID ADDITION BEING A
SUBDIVISION OF THE SOUTHWEST 8 1/2 ACRES OF THE SOUTH 1/2 OF THE
NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 18, TOWNSHIP 41
NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK
COUNTY, ILLINOIS.

Parcel 2:
LOT 10 (EXCEPT THE WEST 40.0 FEET THEREOF) IN PAUL PRATT'S ADDITION
TO EVANSTON, BEING A SUBDIVISION OF THE SOUTHWEST 8 1/2 ACRES OF
THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION
18, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN,
IN COOK COUNTY, ILLINOIS.

Parcel 3:
THE SOUTH 25.30 FEET OF LOT 14 IN HUSE AND POWER'S ADDITION TO
EVANSTON IN SECTION 18, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE
THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

Parcel 4A:
THAT PART OF THE NORTH 24.70 FEET OF LOT 14 IN HUSE AND POWER'S
ADDITION TO EVANSTON IN SECTION 18, TOWNSHIP 41 NORTH, RANGE 14
EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS:
COMMENCING AT THE SOUTHEAST CORNER OF THE NORTH 24.70 FEET OF
LOT 14 OF HUSE AND POWER'S ADDITION; THENCE WEST PARALLEL WITH THE
NORTH LINE OF SAID LOT 14, 30.09 FEET TO THE EAST LINE OF LOT 12 IN PAUL
PRATT'S ADDITION; THENCE SOUTH 0.77 FEET TO THE SOUTHEAST CORNER
OF SAID LOT 12 IN PAUL PRATT'S ADDITION; THENCE WEST ON THE SOUTH
LINE OF LOTS 12 AND 13 OF PAUL PRATT'S ADDITION TO A POINT 15.0 FEET
EAST OF THE SOUTHWEST CORNER OF LOT 13; THENCE NORTHWESTERLY
19.12 FEET TO A POINT 13.34 FEET EAST OF THE WEST LINE OF SAID LOT 13
AND 19.05 FEET NORTH OF THE SOUTH LINE OF SAID LOT 13; THENCE
EASTERLY IN A STRAIGHT LINE TO A POINT ON THE EAST LINE OF LOT 14 IN
HUSE AND POWER'S ADDITION, WHICH POINT IS 19.04 FEET NORTH OF THE
SOUTH LINE OF THE NORTH 24.70 FEET OF LOT 14 OF SAID HUSE AND
POWER'S ADDITION; THENCE SOUTH ON THE EAST LINE OF SAID LOT 14 OF
HUSE AND POWER'S ADDITION, 19.04 FEET TO THE PLACE OF BEGINNING.

Parcel 4B:
THAT PART OF LOTS 12 AND 13 IN PAUL PRATT'S ADDITION TO EVANSTON, A SUBDIVISION OF THE SOUTHWEST 8 1/2 ACRES OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 18, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF THE NORTH 24.70 FEET OF LOT 14 OF HUSE AND POWER'S ADDITION; THENCE WEST PARALLEL WITH THE NORTH LINE OF SAID LOT 14, 30.9 FEET TO THE EAST LINE OF LOT 12 IN PAUL PRATT'S ADDITION; THENCE SOUTH 0.77 FEET TO THE SOUTHEAST CORNER OF SAID LOT 12 IN PAUL PRATT'S ADDITION; THENCE WEST ON THE SOUTH LINE OF LOTS 12 AND 13 OF PAUL PRATT'S ADDITION TO A POINT 15.0 FEET EAST OF THE SOUTHWEST CORNER OF LOT 13; THENCE NORTHWESTERLY 19.12 FEET TO A POINT 13.34 FEET EAST OF THE WEST LINE OF SAID LOT 13 AND 19.05 FEET NORTH OF THE SOUTH LINE OF SAID LOT 13; THENCE EASTERLY IN A STRAIGHT LINE TO A POINT ON THE EAST LINE OF LOT 14 OF HUSE AND POWER'S ADDITION WHICH POINT IS 19.04 FEET NORTH OF THE SOUTH LINE OF THE NORTH 24.70 FEET OF LOT 14 OF SAID HUSE AND POWER'S ADDITION; THENCE SOUTH ON THE EAST LINE OF SAID LOT 14 OF HUSE AND POWER'S ADDITION, 19.04 FEET TO THE PLACE OF BEGINNING.

Parcel 5:
LOT 13 IN HUSE AND POWER'S ADDITION TO EVANSTON, A SUBDIVISION OF LOT 7 OF ASSESSOR'S DIVISION OF SECTION 18, TOWNSHIP 41 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**PINs:** 11-18-109-062-0000
11-18-109-064-0000
11-18-109-053-0000
11-18-109-052-0000
11-18-109-020-0000
11-18-109-019-0000
11-18-109-018-0000
11-18-109-043-0000

**Commonly Known As:** 815 - 821 Emerson Street, Evanston, IL 60201
EXHIBIT B

Addresses and PINs of Properties Removed from the C1 Commercial and R5 General Residential Districts and Placed Within the C1a Commercial Mixed-Use District

Commonly Known As: 815 - 821 Emerson Street

PINs:
11-18-109-062-0000
11-18-109-064-0000
11-18-109-053-0000
11-18-109-052-0000
11-18-109-020-0000
11-18-109-019-0000
11-18-109-018-0000
11-18-109-043-0000
EXHIBIT C

Map of Properties Removed from the C1 Commercial and R5 General Residential Districts and Placed Within the C1a Commercial Mixed-Use District
Proposed Zoning Change
815-823 Emerson - C1 & R5 to C1a
EXHIBIT D

Development Plans
PROPERTY SIZE
42,331.40 SF

831 EMERSON

EMERSON ST.

SITE PLAN
AERIAL VIEW

CITY OF EVANSTON PLANNED DEVELOPMENT ZONING MAP - SPECIAL USE APPLICATION
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<th>LEVEL</th>
<th>USE</th>
<th>FTF HEIGHT</th>
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TOTALS 279,648 197,067 170,375 9,564 4 170

Site Area: 42,331.40 sf

UNIT COUNT | STUDIO 380sf AVG | 1BD 575sf AVG | 2BD 815sf AVG | 3 BD 1153sf AVG
---|------------------|--------------|--------------|--------------|
31 | 9 | 5 | 12 | 5 |
31 | 9 | 5 | 12 | 5 |
31 | 9 | 5 | 12 | 5 |
31 | 9 | 5 | 12 | 5 |
31 | 9 | 5 | 12 | 5 |
25 | 8 | 5 | 9 | 3 |

242 | 71 | 40 | 93 | 38 |

% of Mix 29% 17% 38% 16%

INCLUDES 2 CAR SHARE

CITY OF EVANSTON PLANNED DEVELOPMENT ZONING MAP - SPECIAL USE APPLICATION

458 of 677
1. **Brick**  
   Medium Ironspot 46
2. **Architectural Metal Panel**  
   Silver Storm
3. **Architectural Metal Panel**  
   Fawn Metallic
4. **Glazed Window Wall / Spandrel Glass**

---

**Building Materials**

**Project No. 15012**  
03.07.2017

---

**City of Evanston Planned Development Zoning Map - Special Use Application**

---

**831 Emerson**

**Focus Ventures**

---

Page 462 of 677
- Consider installation of countdown pedestrian signals
EXHIBIT E

Landscape Plans
### PLANTING PALETTE

<table>
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<tr>
<th>CODE</th>
<th>BOTANICAL NAME</th>
<th>COMMON NAME</th>
<th>QTY</th>
<th>CAL HT</th>
<th>SPRD</th>
<th>ROOT</th>
<th>REMARKS</th>
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<td>1'-6&quot;</td>
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</tbody>
</table>

### ORNAMENTAL TREE INSTALLATION DETAIL

**PARKWAY PLANTER AND TREE PLANTING DETAIL**

Scale: 1/4"=1'-0"

**ORNAMENTAL GRASSES / PERENNIALS DETAIL**

Scale: Not to Scale

**SHRUB INSTALLATION DETAIL**

Scale: Not to Scale

### CITY OF EVANSTON PLANNED DEVELOPMENT ZONING MAP - SPECIAL USE APPLICATION

831 EMERSON PROJECT NO. 1012

03.07.2017

Fig 3 of 25

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1. LOADING DOCK GATE DETAIL

SCALE: 1/2"=1'-0"

- PREFINISHED 2" SQUARE BY 1/4" STEEL TUBE WELDED GATE FRAME
- PREFINISHED 6" SQUARE BY 9'-0" HEIGHT 1/4" STEEL GATE POST. PLACE IN 18" DIAMETER CONCRETE FOOTING 48" DEEP
- 1 X 4 GALVANIZED STEEL LOUVER GATE
- TRUSS ROD, TYPICAL
- STEEL GATE LATCH
- DROP RODS
- 3 PREFINISHED HINGES PER GATE WELDED TO POST AND GATE FRAME
- PREFINISHED POST CAP WELDED TO TOP OF POST
- NOTE: POWDER COATED TO MATCH METAL PANEL OF BUILDING

2. LOUVER DETAIL

SCALE: 1 1/2"=1'-0"

- PREFINISHED 2" SQUARE BY 1/4" STEEL TUBE WELDED GATE FRAME
- POWDER COATED LOUVER
- POWDER COATED ALUMINUM LOUVER FRAME
- 6" SQUARE GALVANIZED STEEL POST
- PREFINISHED POST CAP WELDED TO TOP OF POST
- DROP RODS
- NOTE: POWDER COATED TO MATCH METAL PANEL OF BUILDING

CITY OF EVANSTON PLANNED DEVELOPMENT ZONING MAP - SPECIAL USE APPLICATION

831 EMERSON PROJECT NO. 15012
03.01.2017 PG 6 of 25
© 2021 KILMER LAWrence LLLC

FOCUS
VENTURES
WOLFF LANDSCAPE ARCHITECTURE

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Rental Multifamily Housing Development Trends in the CMAP Region

May 31, 2013

While rental of single-family homes has grown (http://www.cmap.illinois.gov/policy-updates/-/blogs/single-family-housing-tenure-changes-in-the-cmap-region) in the region over the last decade, multifamily developments house the majority of the region’s renters. Since 2000, the region has experienced significant shifts in the balance of multifamily rental units, with a decrease prior to the recession and an increase during and after. Since 2000, construction of large new multifamily rental buildings has tended to be concentrated in the City of Chicago. During 2012 and the first quarter of 2013, however, new multifamily rental permits (http://www.cmap.illinois.gov/policy-updates/-/blogs/residential-building-permits-in-2012) and construction shifted outward into suburban areas of the region. According to Reis, Inc, a provider of data on multifamily rental developments, this trend is projected to continue for the next several years. Compared to Chicago in the first quarter of 2013, suburban areas experienced higher year-to-year gains in terms both of permitted units and of completed and under construction large rental developments with 40 units or more.

Multifamily Units Since 2000

Post-recession gains in multifamily rental development in the region, while positive in terms of encouraging housing balance, must overcome a loss of multifamily rental units since 2000. For example, Reis, Inc. (https://www.reis.com/), which tracks rental buildings with 40 units or more in Cook, DuPage, Kane, Lake, McHenry, and northern Will Counties, has collected data on the conversion of rental buildings to condominiums since 2003. From 2003-10, 4.2 percent of the units Reis, Inc. tracked...
were converted to condominiums. The region will not reach its 2003 levels of rental units in large buildings until later this year. According to U.S. Census and American Community Survey data, approximately 12 percent of the region’s multifamily rental units were converted to the for-sale market, demolished, or left vacant from 2000-07. By 2011, this loss had halved, likely due to a combination of new construction and rental of formerly for-sale units. Loss of multifamily rental units was concentrated in the region’s core, while Kane, Lake, and Will Counties gained multifamily rental units from 2000-11.

<table>
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<th>Percent change in CMAP region multifamily rental units, 2000-11 by county</th>
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<td>City</td>
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<tr>
<td>Chicago</td>
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<tr>
<td>Suburban Cook County</td>
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<td>Will County</td>
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<tr>
<td>Total</td>
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<td>-16%</td>
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<td>11%</td>
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<tr>
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Note: Multifamily rental includes units in buildings with two or more attached units. It does not include rental townhomes.

While the region gained rental units in buildings with 50 or more units from 2000-11, it lost rental units in all other multifamily building types. These losses were generally concentrated in the City of Chicago and suburban Cook County. The loss of multifamily rental units was most pronounced in buildings with 10 to 49 units, which declined by 20 percent from 2000-11, while owner-occupied units in 10 to 49 unit buildings increased by 23 percent over the same time period. Including vacant, for-rent, and for-sale units, total units in this building type declined by five percent from 2000-11.
The region’s decline in small multifamily building rental units may be due to currently vacant units, the continuing impact of foreclosures, demolition of these smaller buildings, or conversion to for-sale housing during the housing boom. A 2010 analysis of multifamily foreclosures in Chicago (http://lcbh.org/wp-content/uploads/2010/05/LCBH-2009-REPORT-Chicago-Apartment-Building-Foreclosures-Impact-on-Tenants-RB.pdf) found that in 2009 alone, newly foreclosed multifamily properties contained nearly 20,000 rental units, with an average of three units per building. In many of these cases, tenants were evicted during the foreclosure process, leading to an increase in vacant rental units in small buildings and a loss of affordable rental options. Both the 2010 analysis and the Woodstock Institute’s 2009 report Roadblock to Recovery (http://www.woodstockinst.org/blog/blog/chicago%27s-communities-of-color-face-slower-recovery-from-foreclosure-crisis/) found that these foreclosures were concentrated in minority and low-income communities. Additionally, once vacant, these properties were found to be more likely to deteriorate to a condition that made their rehabilitation cost-prohibitive. There are also many roadblocks to obtaining...
loans for the purchase and renovation of these small rental buildings, particularly the two- to-four unit buildings (http://www.preservationcompact.org/our-activities/preserving-2-4-unit-building/) that house 30 percent of the region's renters.

Since 2007, the transition of many for-sale condominium units and buildings to the rental market has greatly reduced the region's previous loss of multifamily rental units. However, the region still has approximately six percent less multifamily rental housing available today compared to 2000. In the near term, much of the unmet demand for multifamily rental units has shifted to rental of single-family homes and/or for-sale condominium units. This shift has the positive impact of providing more housing options for renters who may not desire a unit in a multifamily rental building, and it has also reduced vacancies in the for-sale market resulting from the housing crisis. However, it is unclear whether the recent increase in condominium and single-family rentals will be sustained over the long term.

**Rents and Vacancy**

Vacancy rates in the region's large rental buildings with 40 units or more have plummeted to 3.7 percent since a recessionary peak of nearly seven percent in 2009, according to Reis, Inc. This vacancy rate is likely lower than the vacancy rate found in all multifamily rental buildings in the region. For example, the American Community Survey has estimated that rental vacancy rates ranged from a low of 5.6 percent in Lake County to 11.9 percent in Kane County in 2011.

Lower vacancies indicate a tighter rental market and often lead to rising rents. Recent increases in rent have outpaced household incomes. According to American Community Survey data, median rents in the region increased by nearly nine percent from 2007-11, but median household income declined by slightly more than two percent, leading to higher housing cost burdens. The number of households in the region that are rent-burdened, or households paying more than 30 percent of their income in rent, has increased by 18 percent from 2007-11. This follows a nationwide trend (http://www.realestateeconomywatch.com/2013/05/housing-costs-rose-for-working-families-during-housing-bust/) of increased housing cost burdens for both renters and homeowners. Data from Reis, Inc. indicates that rents in the region’s large rental buildings rose by a lesser 3.6 percent from 2007-11. Reis, Inc. projects accelerated increases in rent in the region's large buildings, with average annual increases in rent of nearly 3.6 percent from 2013-17.

**Development of New Multifamily Rental Buildings**

Multifamily rental units under construction in the region have increased, following the trend of increasing multifamily building permits in 2012.
While 2012 saw completion of few new rental units, a historically high number of units are under construction in the region. Reis, Inc. therefore projects that more new multifamily rental units in large buildings will be completed during 2013 and 2014 than any year since the company began collecting such data in 1990.

Note: Reis, Inc. tracks trends in rental housing developments of 40 units or more, Axiometrics tracks rental housing developments of 100 units or more, and CoStar tracks user-reported developments of all sizes. Planned developments have a set construction start date.

Source: CMAP analysis of Axiometrics, CoStar, and Reis, Inc. data.
Also, following on the 2012 trend of more multifamily permits being issued in suburban areas, a higher proportion of the region’s multifamily rental units are now being constructed in suburban areas. While data from the U.S. Census and Reis, Inc. indicate that the majority of multifamily units were constructed in suburban areas prior to 2000, the 2000-10 period saw a significant shift of multifamily development, both rental and for-sale, into Chicago. According to Reis, Inc. data, from 2000-10, approximately 60 percent of large multifamily rental developments built in the region were within Chicago. In the latter half of the decade, that proportion rose to 87 percent. Of the currently under-construction multifamily rental projects in the region, 35 percent of the units are in suburban areas. Reis, Inc. projects that at least half of the region’s new multifamily units by 2014 will be built in suburban areas, with increasing proportions through 2017. This is a positive trend that supports livable communities, as recommended by GO TO 2040. Livability entails a balanced supply of owner-occupied housing and rental housing distributed throughout the region, ensuring that each household has access to the region’s assets.

Looking Forward
There have traditionally been many impediments to construction of multifamily rental developments in suburban areas. In the many communities that do not have...
zoning to allow development of rental buildings, developers must undertake long and costly approval processes when seeking to build rental housing. Additionally, many residents fear negative impacts from rental developments. While GO TO 2040 does not seek to increase density for its own sake, the plan does highlight adding density, particularly near transit assets, as one strategy to create livable communities. The addition of rental housing in areas served by transit is one method to add density and provide housing for residents at all stages of life. This diversity of housing options can help to create more vibrant, livable communities. Adding more housing options can help residents to live near where they work, reducing travel and congestion in the region. CMAP assists communities in planning for their future housing needs through the Homes for a Changing Region (http://www.cmap.illinois.gov/moving-forward/livable-communities-in-detail/-/asset_publisher/Q4En/content/homes-for-a-changing-region?isMovingForward=1) program.
The national apartment market’s vacancy rate largely remained flat in the third quarter, coming in at 4.4 percent. Asking and effective rents did rise, both registering a one percent increase in the third quarter, but these are markedly weaker figures compared to the third quarter of 2014, or to the third quarter of 2015. Last quarter we noted that the economy and specific property types looked much like what we saw in 2013 – and the same observation holds for apartment rent growth this year.

Expect 2016 to sport much slower asking and effective rent growth relative to the banner year that was 2015 – but this is no surprise. For years, we’ve been predicting weakness in the apartment markets given how supply growth will eventually catch up to demand.
Supply and Demand Trends

As we can see in the chart of Reis's top 50 Apartment markets, with new construction at levels unseen since 1998 – and for some metros, historic highs – supply growth has certainly caught up to demand, which remains strong. We are expecting vacancies to rise for the next five years at a modest pace, but the world isn’t ending if vacancies rise to the low 5’s by 2020. After all, the long run vacancy rate is at 5.4 percent and we will just be reverting to that mean. In the meantime, there’s ample evidence that lenders and investors are putting the brakes on financing new multifamily development, so we should see a drop off in construction starting at or around late 2018.

Topics: Apartment, Vacancy Rates, Articles, Rents, Absorption Rates, Construction, All
National vacancies remained flat at 4.2 percent for the last three quarters of 2016, but that is a sign of strength given the amount of new supply that was coming to market. How did landlords accomplish this feat of stable occupancies? By reintroducing concessions and giving up some of their ability to extract higher rents from tenants.

Asking and effective rents rose by a paltry 0.3 percent in the fourth quarter, the sector’s weakest showing since the first quarter of 2010, when the recovery began. On a year-over-year basis, asking rents grew by 3.7%, and effective rents grew by 3.6%. This is a steep descent of over 200 basis points relative to the sector's 2015 cyclical highs, when both asking and effective rents rose by 5.8 percent.

The fact that effective rents rose at a slower rate than asking rents is evidence that concession packages have returned with a vengeance. In the third quarter, about five metro markets actually exhibited a decline in effective rents; in the fourth quarter, that number rose to fifteen, and the negative growth group includes former superstars like New York and San Francisco.
One reason why occupancies remained stable – aside from significantly weaker rent growth relative to 2015 – was because a lot of projects earmarked for 2016 openings appear to have been postponed to 2017. That suggests continuing pressure on landlords to compete against new stock, and Reis expects these market dynamics to keep a lid on rent growth for the next five years.

TOP AND BOTTOM APARTMENT MARKETS

Topics: Apartment, Vacancy Rates, Articles, Cap Rates, Rents, Absorption Rates, Sales, Construction, All
Continuing their seven-year run, Chicago apartment developers added another 3,800 units to the downtown market in 2016, with an additional 8,700 expected to deliver over the next 24 months, according to Chicago-based Appraisal Research Counselors. While Class A rents are projected to soften in 2017, the combination of higher land and construction costs, tighter lending standards and rising real estate taxes – along with stricter regulations under Chicago’s Affordable Requirements Ordinance – is expected to keep supply in check with demand, extending the current cycle.

How will the market evolve as new buildings open their doors in the New Year? Chicago’s leading multifamily experts recently weighed in on the trends that will drive development and leasing activity in 2017 and beyond. (Note: please see trend headlines below, then scroll down for full write-ups and click here for photos):

- Bigger is Better
- Rightsizing Apartment Amenities
- Co-Living Goes Mainstream
- Luxury Rentals Racing to the Neighborhoods
- It’s a New Dawn for Deliveries
- Seeing Green in Gray
- Not Your Grandfather’s Retirement Home
- Luxury ‘Trickle Down’ Ups Affordable Housing Game

1) **Bigger is Better**: The number of people opting to rent in the U.S. once again increased in 2016, prompting many developers to up the square footage of their units for the first time in years. In 2017, Fifield Realty Corp. will deliver The Sinclair, a luxury rental development in Chicago’s Gold Coast that will include three- and four-bedroom residences. “The Gold Coast is a neighborhood where renters, particularly high
earners, want more square footage,” said Randy Fifield, chairwoman of Fifield Realty Corp. “What’s interesting is the larger units often have only one or two occupants – they just want the extra room. And with the Sinclair’s penthouses, it’s not just that the bedroom count is larger, but all rooms, including the terraces, are bigger for entertaining.”

Forrest D. Bailey, president and CEO of Draper and Kramer, Incorporated, noted his firm’s residential management and leasing division is also experiencing significant demand for larger rentals due to a more diverse renting population. “At properties we currently own and manage, particularly in high-demand neighborhoods, we have more renters looking for three bedrooms or simply more space,” Bailey said. “That’s informing our decision to include more three-bedroom apartments in the overall unit mix and increase the square footage of units at our new rental developments still in the planning stages.”

Renters aren’t alone in wanting more space. At Renelle on the River, a new downtown condominium tower along the Chicago River, residences start at $1,584,900 and offer up to four bedrooms, 4½ baths and 3,434 square feet. “Just because buyers are looking to trade in their suburban home for a city residence doesn’t mean they want to downsize,” said Buzz Ruttenberg, founder of Belgravia Group. “These residences offer all the space of a single-family home but without the maintenance. They have the same mix of casual and formal spaces that people expect in a single-family home, yet are hard to come by in a condominium.”

In the same vein, Related Midwest’s One Bennett Park, a Robert A.M. Stern Architects-designed ultra-luxury residential tower under construction in Streeterville, will offer gracious three- and four-bedroom floor plans among its 69 condominiums and 279 apartments. Priced from $1.85 million, the condos will average 3,200 square feet. “We’re creating distinctive vertical homes for a range of buyers, including families and empty nesters seeking a downtown lifestyle, as well as those in search of a centrally located pied-a-terre,” said Curt Bailey, president of Related Midwest.

2) Rightsizing Apartment Amenities: While amenities continue to be king among renters, look for developers to move away from the one-upmanship that defined recent market cycles. “Developers will continue to offer strong amenity packages, but the spaces will be more thoughtful instead of putting in an amenity for the sake of having one,” said Aaron Galvin, owner and managing broker of Luxury Living Chicago Realty. “We’re counseling developers to center amenities around building a
community within a building, which helps with retention. As the Chicago apartment market becomes increasingly competitive, it will be more important than ever to create connections with, and among, residents.”

Other developers are putting a new twist on tried-and-true amenities they know resonate with renters. For example, Draper and Kramer, Incorporated, is introducing a saltwater pool at EVO, a new rental development in the St. Louis area. “A pool is a must-have amenity for our residents, but we’re improving on it with a saltwater pool that is gentler on the skin because it uses fewer chemicals,” said Forrest Bailey, Draper and Kramer’s president and CEO. “We’re also testing the concept of having the pool open 24 hours a day, so residents are able to make the most of the amenity within their schedule.”

According to Kristin Larkin, ASID and principal at FitzGerald Associates Architects, the million-dollar amenity word is adaptability. “Developers want spaces they can easily convert to other uses when amenity trends shift,” said Larkin. “We’re designing a lot of common spaces for high-tech hobbies, like video gaming as well as ‘vintage’ arcade rooms that include table games like foosball and ping-pong. These areas are configured so they can be easily re-worked as tastes, and technology, change.”

Meanwhile, with affordable apartments in short supply, renovating older apartments to replicate amenities in Class A buildings will be a popular strategy in 2017. “Standard ‘A’ amenities like workout rooms, business centers and community areas are also becoming the norm in the Class B market,” said David Schwartz, co-founder and CEO of Waterton. “These additions not only have a high impact on resident satisfaction, but also translate to rent premiums that enable owners to recoup the costs in as little as five years.”

3) Co-Living Goes Mainstream: With services like WeWork, Uber and Airbnb skyrocketing in popularity, co-living has emerged as a way to make luxury rentals accessible to those who can’t afford to – or don’t want to – lease their own units. “Millennials, including college students and young professionals, want to live in urban centers where jobs and nightlife are steps from their front door, yet many have been priced out of housing in these areas,” said JJ Smith, chief operating officer at CA Ventures. “While co-living is a newer strategy for market-rate communities, it’s a model we’ve been using for more than a decade in our off-campus student housing developments.”
Across the firm’s portfolio, the share of non-student residents in co-living residences has doubled from less than 2 percent a few years ago to 5 percent today. Non-student residents, including transient corporate workers in search of furnished housing, make up as much as 15 percent of the tenant mix at the company’s multifamily properties in urban centers.

Aaron Galvin, owner and managing broker of Luxury Living Chicago Realty, estimates that if units are designed correctly, have the right marketing strategy and are located in a desirable area, developers can potentially achieve more aggregate rent on some unit types than they would in a typical market rate apartment. In turn, renters can lease a bedroom for approximately 20 percent less than what they would pay for a studio in the same building. “This can save hundreds of dollars each month, and these are renters who appreciate the sharing economy,” said Galvin, whose firm recently leased-up “L”, a 120-unit development in Chicago’s Logan Square neighborhood that includes 30 co-living bedrooms.

Apartment-sharing also benefits property owners by reducing vacancy, according to Mark Durakovic, principal of Kass Management Services, which manages the “L” community in Logan Square. “Take, for example, a three-bedroom apartment that has been set up as a co-living unit,” said Durakovic. “In theory, each bedroom would have its own separate lease – ideally with staggered terms – rather than a single lease for the entire unit. This helps minimize or even eliminate loss of rent when someone moves out, as a portion of the unit is still generating income.”

4) Luxury Rentals Racing to the Neighborhoods: While companies like McDonald’s and Motorola are trading the suburbs for the city, luxury rentals are embarking on a reverse commute as they make their way into Chicago neighborhoods. “With land and construction costs rising, developers known for their downtown high-rises are pursuing boutique apartment projects in neighborhoods where land is more abundant and affordable,” said Aaron Galvin, owner and managing broker of Luxury Living Chicago Realty. “Not only is the demand there, but so are the profits. New developments along Milwaukee Avenue are generating rents near $3 per square foot, which was unheard of a few years ago.”

One neighborhood welcoming a new Class A rental building is Wrigleyville. “Most people view Wrigleyville as a fun place to be during Cubs games, but with excellent transit and dining options, the neighborhood also offers the perfect location for new rentals and year-round entertainment,” said Anthony Rossi Sr., president of M&R
Development, which is developing Addison & Clark, a mixed-used development across from Wrigley Field. Upon completion in 2018, the project will bring 148 luxury apartments and 150,000 square feet of retail to the neighborhood, including a 10-screen luxury CMX movie theater and Lucky Strike.

And just down the street from Wrigley Field, BlitzLake Partners has begun pre-leasing at Lakeview 3200, a 90-unit transit-oriented development that will house one of the first flexible-format Target stores in Chicago. “Everyone from millennials to empty nesters is interested in this area of Lakeview, yet there has been no new apartment development within a half-mile radius,” said David Blitz, managing partner of BlitzLake. “The addition of buildings like Lakeview 3200 allows renters to enjoy the modern finishes and amenities of a downtown high-rise in a classic Chicago neighborhood.”

5) **It’s a New Dawn for Deliveries**: Just when multifamily developers and property managers had a handle on the influx of packages delivered to their buildings due to online shopping, new services like Amazon Prime Now have emerged, compelling owners and operators to fine-tune their delivery processes for 2017.

The Habitat Company was ahead of the curve when it introduced its package delivery locker system in 2013 at Hubbard Place, a luxury rental tower in downtown Chicago. Today, the lockers are one of the building’s most-used amenities. “Amazon Prime Now’s one-hour delivery didn’t even exist when we opened Hubbard Place, but our package process works seamlessly with expedited deliveries,” said Matt Fiascone, president of The Habitat Company. “On one hand, technology has created this delivery dilemma, but it’s also part of the solution. We’re constantly exploring how to manage future changes, like the use of delivery drones through Amazon Prime Air and other services.”

With the emergence of companies like Blue Apron, deliveries of perishables also are growing rapidly. “Fresh food delivery is very popular with the 29-39 year-old demographic as they want to eat healthy, but don’t necessarily have the time to cook or the resources to dine out every night,” said Diana Pittro, executive vice president of RMK Management Corp. To keep food fresh, the company is retrofitting some of its existing properties with coolers and adding separate refrigeration rooms to future developments.
Even smaller buildings without on-site staff or coolers are making adjustments. At select apartment communities it manages, Kass Management Services has started offering Doorman, a service through which packages are sent to, signed for and stored at an off-site location until residents schedule a delivery for later that same day or when they are next available. “In buildings small and large, package delivery has become a service that residents expect, so we wanted to find a solution that addressed the need, yet was still economical,” said Mark Durakovic, principal of Kass Management.

But it’s not just an increase in package deliveries that developers need to prepare for – soon, entire services will arrive on residents’ doorsteps. “We already have refrigerated storage to meet the demand of Peapod and other grocery deliveries, but we’re also starting to coordinate the delivery of ‘lifestyle services’ – everyone from Pilates instructors, to dog groomers, to personal chefs – who are providing more of their services in-home,” said Steve Fifield, president of Fifield Companies.

6) Seeing Green in Gray: Looking to replicate their success in the apartment sector, a number of developers and investors that specialize in market-rate rentals are diversifying into a new, but very familiar, segment of multifamily housing: senior living.

In 2015, Waterton, which owns and operates a portfolio of nearly 20,000 apartments and 13 hotels across the country, acquired a 50 percent interest in Chicago-based senior housing developer/operator Pathway Senior Living, marking the firm’s foray into senior housing. “The senior living sector holds tremendous potential for growth and profitability,” said Waterton CEO David Schwartz. “While the wants, needs and lifestyles of this age cohort are very different from those of a typical renter, from an operations standpoint, there are a lot of synergies between the two sectors, making senior housing a natural extension of our core business.”

As some firms invest in existing entities, others are launching their own senior divisions. Drawing on more than a decade of student housing and apartment development experience, CA Ventures formed CA Senior Living in 2012, partnering with many of the same equity partners. The firm opened its first senior community in summer 2016 and has entered into a joint venture with a Goldman, Sachs & Co. affiliate to develop 14 senior housing communities across the U.S. “With capital pouring into the sector, it’s important to move quickly and strategically to grow market share,” said John Dempsey, principal of CA Senior Living.
The demand for senior housing will attract new players well beyond 2017, noted Steve Rappin, president of Evergreen Real Estate Group, a developer of affordable and market-rate rental communities, including assisted living and memory care facilities for seniors. “This diversification was very evident at the National Investment Center for Seniors Housing & Care Fall Conference in Washington, D.C.,” said Rappin. “Almost half of the attendees were experienced real estate developers but new to senior housing – it’s a number that has continued to climb over the past five years and will likely do so again in 2017.”

7) Not Your Grandfather’s Retirement Home: The rising interest in senior housing from developers is bringing more than just capital to the sector – new players also bring new concepts and designs. “Amenities and services that are standard in luxury rental communities are increasingly being incorporated into senior communities for boomers who want to avoid the stigma associated with typical ‘retirement homes,’” said John Dempsey, principal of CA Senior Living, the senior housing division of CA Ventures.

At the firm’s Travanse Living at Olathe assisted-living development in Olathe, Kan., residents enjoy kitchens featuring granite countertops and stainless steel appliances. Shared amenities range from a spa, fitness center and therapy gym, to a movie theater/chapel, library, craft room, teaching kitchen and tech center. “In terms of marketing, it’s similar to student housing in that you’re selling a lifestyle – instead of targeting the future resident and their parents, it’s typically the future resident and their children,” said Dempsey.

David Kennedy, principal at KTGY Architecture + Planning’s Chicago/Midwest office, agrees that adult children have come to play a significant role in the design of today’s senior communities. “After consulting with their children, seniors tend to gravitate toward communities that feel less institutional and more like home,” said Kennedy. “Even assisted living communities are being designed in a way that makes essential healthcare features less visible, such as wearable nurse-call systems instead of emergency pull-down cords.”

The emphasis on amenities also is leading some developers to take a closer look at existing properties that could easily be converted into senior housing, including former hotels. “The footprint of a hotel is very similar to a senior housing community – from the entrance and common areas, to the layout of individual units, many of which already include a small kitchen or kitchenette,” said Rick Whitney, principal of
FitzGerald Associates Architects, which in 2016 helped convert the former Bollero Hotel in Palatine, Ill., into The Grand at Twin Lakes, a senior-oriented housing development.

As new communities open their doors in 2017, existing facilities will undergo remodeling projects to stay competitive, according to Chuck Taylor, director of operations for commercial general contractor Englewood Construction. “Waiting areas are being turned into sophisticated hotel-style lounges where residents can spend time with each other and visitors,” said Taylor. “And outdoors, we’re seeing demand for low-impact amenities like community gardens, fire pits, and walking paths that allow residents to socialize while staying active.”

8) Luxury ‘Trickle Down’ Ups Affordable Housing Game: Class A apartment buildings may be known for their five-star service, but they aren’t alone in upping the ante when it comes to design. To offer a similar residential experience at an attainable price point, affordable housing developers have started incorporating finishes and amenities inspired by those in the newest buildings, a trend that’s expected to continue in 2017 as offerings that were once ‘extras’ become standard.

“Within units, we’ve added wood-inspired flooring, premium-looking cabinets and countertops, modern appliances, and contemporary lighting,” said Steve Rappin, president of Evergreen Real Estate Group, which develops and manages both affordable and market-rate communities. “Common-area enhancements include lounges with fireplaces and kitchens; computer rooms; playgrounds and landscaped courtyards. We’ve found these upfront investments can translate to long-term savings, as residents are more likely to take care of a community they’re proud to call home and also more likely to stay, which reduces turnover costs.”

Like market-rate communities with retail space leased to a restaurant or fitness studio, some affordable housing developments have added a mixed-use component designed to complement its residential units. KTGY Architecture + Planning’s Kennedy notes that while commercial space in an affordable development may attract a different set of users than space in a luxury high-rise, the concept remains the same. “Affordable housing focuses less on entertainment and more on social services, so we’re seeing developments that include libraries and YMCAs,” he said. “Incorporating a mix of uses that address the residents’ daily needs elevates the overall experience.”
Affordable housing is also getting greener as developers realize the value of features like LED lighting, high-efficiency heating and cooling systems, and Energy Star appliances. “Expect to see affordable housing become more energy efficient in 2017 as developers incorporate features that can reduce utility costs by 20 percent or more,” said Jeffrey Head, vice president of community development at The Habitat Company, a leading multifamily property developer and manager in the United States and the largest property manager for the Chicago Housing Authority (CHA), “These cost savings can then be put back into the communities in terms of increased services, amenities or building improvements.”

PHOTOS: Click HERE to view photos and captions that accompany this story via Flickr.
April 20, 2017

Evanston City Staff:

Enclosed is the complete study from the Urban Land Institute, *The Macro View on Micro Units*. While the units at 831 Emerson are not micro-units, they will exemplify some of the same characteristics. The ULI study gives evidence to the trend towards smaller units in multifamily housing among young professionals.

We recognize that this is a lot of information to review. However, the Executive Summary on pages 4-6 is instructive and provides a high level overview of compact living.

**Urban Land Institute** (full study attached)

- Smaller and micro units outperform conventional units in the marketplace, in terms of achieving **higher occupancy rates and garnering significant rental rate premiums** (rent per square foot) compared with conventional units.
- The market is shifting toward a greater mix of smaller studio and one-bedroom units being included in traditional apartment communities, as well as more construction of micro-unit communities. **Studio and one-bedroom units accounted for nearly 51 percent of the 2012–2013 completions, up drastically from 41 percent in 2002–2003.**
- The appeal of the micro unit is largely about economics, as well as place and privacy. Those interested in micro units are seeking to **lower their rental costs** (the units typically rent for 20 to 30 percent less); they are also drawn to the **trendy “hip” locations** where micro units tend to be built, and by the ability to live alone.
- The target market profile for micro units is predominantly **young professional singles, typically under 30 years of age, earning less than $40,000 per year**, trending slightly more toward males than females. Other market segments include couples, older single empty nesters, and temporary users. Singles currently living with roommates tend to be the most interested in making the switch from a traditional unit to a micro unit.

Thank you,
Tim Anderson
Focus Development
The Macro View on Micro Units

The Urban Land Institute Multifamily Housing Councils were awarded a ULI Foundation research grant in fall 2013 to evaluate from multiple perspectives the market performance and market acceptance of micro and small units.
About the Urban Land Institute

The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. ULI is committed to

- Bringing together leaders from across the fields of real estate and land use policy to exchange best practices and serve community needs;
- Fostering collaboration within and beyond ULI’s membership through mentoring, dialogue, and problem solving;
- Exploring issues of urbanization, conservation, regeneration, land use, capital formation, and sustainable development;
- Advancing land use policies and design practices that respect the uniqueness of both the built and natural environments;
- Sharing knowledge through education, applied research, publishing, and electronic media; and
- Sustaining a diverse global network of local practice and advisory efforts that address current and future challenges.

Established in 1936, the Institute today has more than 33,000 members worldwide, representing the entire spectrum of the land use and development disciplines. Professionals represented include developers, builders, property owners, investors, architects, public officials, planners, real estate brokers, appraisers, attorneys, engineers, financiers, academics, students, and librarians.

ULI relies heavily on the experience of its members. It is through member involvement and information resources that ULI has been able to set standards of excellence in development practice. The Institute has long been recognized as one of the world’s most respected and widely quoted sources of objective information on urban planning, growth, and development.

About the ULI Foundation

The mission of the ULI Foundation is to serve as the philanthropic source for the Urban Land Institute. The Foundation’s programs raise endowment funds, major gifts, and annual fund monies to support the key initiatives and priorities of the Institute. Philanthropic gifts from ULI members and other funding sources help ensure ULI’s future and its mission of providing leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.

The Foundation exists to support the content development and dissemination efforts of the Urban Land Institute and to educate the public—and those making decisions on behalf of the public—about responsible land use practice and patterns. Whether creating scholarship opportunities for worthy students, publishing original research on critical land use issues, or convening decision makers to discuss current industry developments, the ULI Foundation enables members to make a visible difference in communities around the world—and in the lives of countless individuals within those communities. The ULI Foundation has benefited from the generous philanthropy of many donors, who see in their giving an opportunity to provide for others through an organization that has meant so much in their own lives and careers.

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A common perception exists that unit sizes in new apartments have been shrinking as developers seek higher density and higher revenue per square foot to offset rising land value and construction costs and to hold monthly rent at an affordable level relative to income. The ultimate incarnation of this trend has been the introduction—or the reintroduction—of very small units, often referred to as micro units. These very small (by traditional standards) apartments, leasing at approximately 20 percent to 30 percent lower monthly rent than conventional units, yet at very high value ratios (rent per square foot), have been offered or are being considered in urban and urbanizing locales, particularly high-density, expensive metropolitan markets such as Boston, New York, San Francisco, Seattle, and Washington, D.C. This research report explores this renewed trend in the United States and seeks to answer the following key questions:

- What exactly is a micro unit?
- How have smaller and micro-unit rental apartments performed in the marketplace compared with larger, more conventional apartments?
- Does the higher per square foot rent justify the higher construction cost?
- What are some of the examples across the country where micro units have been successfully developed and operated?
- What are the critical success factors and lessons learned from developers, owners, operators, and design professionals that have experience with this new breed of micro-unit community?
- What has been the experience of residents who have actually lived in one of these tiny apartments, what do they like and dislike, and what motivated them to consider a micro unit in the first place?
- What would motivate potential renters of conventional apartments to live in a smaller unit?
- Based on a compilation of all of the above, what is the likely future for micro units; is this a passing fad or a growing trend?

To answer these and other questions, the research team for this report analyzed hard data to understand the performance of smaller and micro units in the marketplace. The team also conducted consumer research with residents of micro units to understand their experience and satisfaction levels compared with occupants of conventional units. Finally, the team compiled case studies of micro-unit rental apartment communities and conducted a series of interviews with industry experts to identify best practices and lessons learned. The ultimate objective of this research is to gather and share innovative ideas that can contribute to the successful development of micro-unit communities in the future.

Some of the key findings, which the report provides in greater detail, follow:

- Although micro unit has no standard definition, a working definition is a small studio apartment, typically less than 350 square feet, with a fully functioning and accessibility compliant kitchen and bathroom. Under this definition, a 160-square-foot single-room-occupancy (SRO) unit that relies upon communal kitchen or bathroom facilities does not qualify as a true micro unit.

- Smaller and micro units outperform conventional units in the marketplace—they achieve higher occupancy rates and garner significant rental-rate premiums (rent per square foot) compared with conventional units. However, the stock of very small units is still quite limited, and it is difficult to know whether the performance of these smaller units is driven by their relative scarcity or whether significant pent-up demand for micro units actually exists.

- Both the consumer research and the case studies indicate that a segment of renters is indeed interested in the micro-unit concept; nearly a quarter of renters in conventional apartments indicate they would be interested or very interested in renting a micro unit. Depending upon one’s perspective,
either this speaks to a potentially huge untapped market, or it remains a niche market.

- The appeal of micro units is largely about economics, but place and privacy are all part of the equation. Most respondents interested in micro units are willing to consider them in exchange for a lower monthly rent (approximately 20 percent to 30 percent below that of a conventionally sized unit), a highly desirable (typically authentic, urban/urbanizing, walkable, trendy) location, and the ability to live alone.

- The target market profile for micro units is predominantly young professional singles, typically under 30 years of age, with most under 27 years of age, trending slightly more male than female. Secondary segments include some couples and roommates, some older move-down singles, and pied-à-terre users.

- Developing and operating a rental apartment community with micro units are more expensive, but the premium rent per square foot achieved more than makes up for the added cost.

- Developers and design professionals have come up with a number of creative solutions that ensure micro units are compliant with Fair Housing Amendment Act and accessibility requirements, livable, and actually feel larger than they really are. Such items include flexible furniture systems, high ceilings (more than nine feet), oversized windows, built-in storage, gadget walls, and movable kitchen islands.

- Rental apartment communities with micro units also emphasize what is outside the confines of the unit itself. Developers tend to offer an extensive array of amenities, intimate gathering spaces, and services to residents that enable them to experience community outside their micro unit.

- A definite shift has taken place toward a greater mix of smaller studio and one-bedroom apartments, and micro units are a growing trend across the country with a number of communities under construction and many more in the planning stages. However, to hedge their bets, some savvy developers are building in the flexibility to convert side-by-side micro units back into conventional one- and two-bedroom units, just in case the concept is a flash in the pan.

Definition of Micro Unit

What exactly qualifies as a micro unit? A micro unit might be 300 square feet in New York City or 500 square feet in Dallas. This study learned that no standard definition exists. A micro unit is a somewhat ambiguous term that covers anything from a relatively small studio or one-bedroom apartment to a short-term lease, SRO unit with communal kitchen and common room areas. In fact, many in the industry are moving away from branding their units as micro because the term has begun to arouse negative connotations associated with higher density, overcrowding, and transient populations.

In New York City and Philadelphia, the minimum size requirement for a new dwelling unit is 400 square feet. However, former New York City mayor Bloomberg waived this requirement for the adAPT NYC competition, which defined micro apartments as studio apartments that range between 275 and 300 square feet and include fully functioning kitchens and accessible bathrooms. In the city of San Francisco, new legislation was passed allowing apartments as small as 220 square feet, so long as 70 square feet of this space is allocated to a bathroom and kitchen.

In the District of Columbia, the minimum size for an apartment is also 220 square feet but with no prescription regarding allocation of space within the unit. In Boston, the minimum size for a dwelling unit is determined by the market in which it exists. An average micro unit on the East and West Coasts, such as those proposed in the adAPT NYC competition, can be around 300 square feet (top), but in some Midwestern and Texas markets, units, such as those designed by Urban Studio, can range between 400 and 500 square feet (bottom).

The size of what qualifies as a micro unit is determined by the market in which it exists. An average micro unit on the East and West Coasts, such as those proposed in the adAPT NYC competition, can be around 300 square feet (top), but in some Midwestern and Texas markets, units, such as those designed by Urban Studio, can range between 400 and 500 square feet (bottom).
is 450 square feet within one mile of public transit, but again this requirement was waived for a demonstration project in the Innovation District to allow development of smaller units. In some Midwestern and Texas markets, units ranging between 400 and 500 square feet are described as micro units. Seattle and Portland have no minimum size requirements, which probably explains why these markets are two of the best examples of cities demonstrating a tremendous amount of experimentation with very small units, including a wide range of communities offering SROs and micro units.

Thus, the concept of micro units is to some degree relative to the market in which they exist. For the purposes of this research effort, a distinction was made between SRO units and micro-unit apartments with fully functioning kitchens and bathrooms. Although some trading range probably exists in the square footage depending upon the market, a good definition of a micro unit is a purpose-built, typically urban, small studio or one-bedroom using efficient design to appear larger than it is and ranging in size from as little as 280 square feet up to as much as 450 square feet (which roughly equates to 20 percent to 30 percent smaller than conventional studios in a given market). Many micro units under 350 square feet feature built-in storage units and flexible furniture systems (e.g., Murphy beds, hideaway kitchen modules, convertible tables, and so on) to make these smaller spaces work.

To put the size of a micro unit into perspective, a 300-square-foot micro-unit studio apartment is slightly larger than a one-car garage but considerably smaller than a two-car garage.

Approach

This study evaluates the market performance and market acceptance of small and micro units from multiple perspectives, including the following:

- **Market performance**—MPF Research, a division of RealPage Inc., took a data-driven look at performance metrics of small and micro units (as available), including rents, value ratios, and occupancy, compared to conventionally sized units. This analysis examined key characteristics of apartments completed during 2012–2013 in significant construction centers across the United States, documenting the evolution of typical unit size and mix compared to the product built previously. In addition, variations in occupancy and rent achievement performance are compared across unit size and floor plan categories to determine whether small units (not just micro units) have outperformed or underperformed other unit types in occupancy and rent rate premiums.

- **Consumer research**—Kingsley Associates conducted the apartment resident survey portion of this research to ascertain attitudes toward smaller and micro units by both conventional apartment renters and current micro-unit renters. The survey examined what interior, common area and neighborhood amenities, and locational conveniences would drive residents’ decisions to rent a small or micro unit over other options; what amenities actually matter most to consumers when making the choice of where and what to rent; and what tradeoffs they would be willing to make in deciding to rent a small or micro unit.

- **Best practices and lessons learned**—RCLCO (Robert Charles Lesser & Co.) interviewed ULI Multifamily Council member participants and other developers, operators, and design professionals to obtain feedback on their experience and innovative ideas (both tested or under consideration) regarding micro units to shape and inform the debate. This input was also used to shape the survey instrument used in the consumer research component of this report previously described. RCLCO also conducted a series of case studies of existing rental apartment communities that had micro units. From this effort, RCLCO prepared a summary of best practices and lessons learned with smaller and micro units, including unit features and finishes, community amenities and services, locational characteristics, operating experience, and construction and operational costs.
The Multifamily Research Committee enlisted the services of MPF Research, Kingsley Associates, and RCLCO as research partners for this project. A brief corporate biography of each of these partners follows.

**MPF**

A division of RealPage, MPF Research has been providing apartment market trends and objective insights to the multifamily industry since 1961. With exclusive access to a completely unique data source and a solid foundation of sound statistical methodologies, MPF Research publishes 72 individual apartment market reports covering the top 100 markets nationally. MPF is relied upon to formulate and fine-tune business strategies in a variety of multifamily industry specialties, including investment, operations, and development. Visit the company website at www.realpage.com/mpf-research for additional information.

**Kingsley Associates**

Since 1985, real estate leaders have turned to Kingsley Associates to maximize their portfolio and organizational performance. With a depth and breadth of insight unmatched in the industry, Kingsley Associates is a leader in resident and tenant satisfaction surveys, client perception studies, employee engagement surveys, strategic consulting, and operations benchmarking. Learn more at www.kingsleyassociates.com.

**RCLCO**

Since its founding in 1967, RCLCO has been at the leading edge of real estate trends and issues, offering strategic guidance that is market-driven, analytically based, and financially sound. RCLCO’s multidisciplinary team combines real-world experience with the analytical underpinnings drawn from thousands of consulting engagements and proprietary research to develop and implement plans that strengthen our clients’ position in their markets, at every point in the market cycle. Visit the company website at www.rclco.com for additional information.
To assess the market response to very small, or micro, units, MPF Research examined key characteristics of apartments completed during 2012–2013 in significant construction centers across the United States and documented the evolution of typical unit size and mix compared to the product built in previous cycles. MPF also identified patterns in occupancy and rent achievement across unit size and floor plan categories.

The properties studied were located in the 35 metropolitan areas where U.S. deliveries were concentrated in 2012–2013; these metros accounted for 82 percent of all apartment product built in the nation’s 100 biggest markets during this two-year period. (The specific communities included in the analysis totaled some 90,000 units in more than 400 properties, representing 41 percent of all units delivered in 2012–2013 in these 35 metros.)

To understand how product design has evolved, MPF compared characteristics of the newest generation of apartments with (a) those of properties built a decade earlier, in 2002–2003 (based on 920 properties with 220,000 units), and (b) those built in 2008–2009 (950 properties with 232,000 units), which represent the tail end of the last development cycle before the Great Recession briefly brought construction of conventional market-rate apartments to a virtual standstill. (All figures in this section are courtesy of MPF Research, Real Page Inc.)

**Product Characteristics**

Confirming the general perception that exists in the industry, typical unit size has been shrinking. This shift is not as pronounced as some might think and, as discussed later, the key driver behind shrinking average unit size does not necessarily align with conventional wisdom.

The average unit size for the nation’s 2012–2013 completions registers at 950 square feet, which is almost 50 square feet less than the norms recorded in 2002–2003 (995 square feet) and 2008–2009 (998 square feet).

Metros in the South and West regions of the United States accounted for the biggest portions of supply completed in each period examined and most clearly illustrate the general trend toward smaller average unit size. Apartments built in the South during 2012–2013 average 967 square feet, compared with norms of 1,021 square feet for the 2002–2003 deliveries and 1,011 square feet for 2008–2009 additions. In the West, unit size for 2012–2013 deliveries averages 919 square feet, falling from norms of 954 square feet in the 2002–2003 stock and 963 square feet in 2008–2009’s new supply.

With less new product delivered across the Midwest and Northeast regions, the evolution of average unit size there is less clear-cut. In the Midwest, average size for the most recent round of completions comes in at 914 square feet, smaller than the 2002–2003 deliveries but a little bigger than the 2008–2009 additions. In the Northeast, unit size for 2012–2013 deliveries averages 939 square feet, virtually unchanged from the 2002–2003 standard but down drastically

![Average Unit Size by Region (Three Development Cycles)](chart)
from the figure recorded in 2008–2009. The very large units built in the Northeast during 2008–2009 appear out of line with other point-in-time readings, perhaps influenced by the possibility of sale as condominiums.

The dominant influence behind the general trend toward smaller average unit size is a shift in the mix of unit types. Studio and one-bedroom units account for 50.9 percent of the 2012–2013 completions, marginally higher than 2008–2009’s 48.6 percent share but up drastically from 2002–2003’s norm of 41.0 percent. Clearly driving the move toward more studio and one-bedroom units, the share of 2012–2013’s new supply in urban core settings—downtown or downtown-adjacent locales—is significantly higher than the urban core’s share in 2008–2009 or 2002–2003. Because singles living alone and couples or roommate households dominate the apartment-resident base in the typical urban core environment, building product that features more studio and one-bedroom units simply makes sense.

Over the course of the past decade, the share of deliveries in two-bedroom configuration has declined to 38.5 percent from 45.4 percent. And for units with three or more bedrooms, 2012–2013 completions came in at 10.6 percent of the additions, down from 13.6 percent ten years earlier.

The shift in unit-type emphasis will be interesting to watch over the next phase of the current development cycle. While near-term completions of urban core properties will continue to be disproportionately heavy relative to the historical norm, the suburbs are increasingly seeing recent starts and thus anticipate 2015–2016 completions. However, the jump in suburban construction does not necessarily translate to a shift back toward larger units. New suburban product in this cycle also tends to be focused in higher-density neighborhoods that are hubs for employment, transportation, or entertainment. Thus, a sizable percentage of studio and one-bedroom units is appropriate for this style of suburban project. In addition, developers are not surprisingly backing away from units with three or
more bedrooms to an even greater degree in suburban settings, ceding families with children to the single-family-home rental sector.

Illustrating that current development is focused on high-density urban core settings or medium- to high-density suburban hubs, the share of deliveries found in mid-rise and high-rise buildings has surged during the past decade. IMPF Research defines high-rise projects as those with seven or more stories. For mid-rise buildings the height is four to six stories, with low-rise properties totaling one to three floors. For mid-rise buildings the height is four to six stories, with low-rise properties totaling one to three floors. The shift toward higher density was already occurring by the end of the building cycle that ran from the late 1990s through 2009, as the mid- or high-rise share of 2008–2009 product almost matched the most recent wave of new supply.

Perhaps surprising is that the industry is reducing average unit size by increasing the mix of smaller studio and one-bedroom units, rather than by decreasing floor plan sizes. The typical one-bedroom unit is shrinking today, but the shift is not drastic. The average size for a one-bedroom apartment in 2012–2013 completions is 763 square feet, compared with 779 square feet a decade ago and 800 square feet on average in 2008–2009. Average unit sizes for studios (now at 545 square feet) and two-bedroom units (now at 1,104 square feet) do not show any distinct trend across the three periods studied.

In contrast, units with three or more bedrooms are getting larger. The average three-bedroom unit is now 1,410 square feet, increasing from 1,377 square feet in 2008–2009 and 1,329 square feet in 2002–2003, perhaps targeting a growing number of downsizing baby boomers.

### Occupancy Performance

In general, smaller units enjoy higher overall occupancy rates. Small units with less than 600 square feet were the top occupancy performers in recently finished developments as of early 2014. These units reported noticeably higher occupancy (91.3 percent) than the 89.6 percent rate for mid-sized units from 600 to 1,000 square feet and the 89.3 percent in large units of more than 1,000 square feet.

Although early 2014 occupancy was strongest in the small-unit segment across every part of the country, the premium did not reach meaningful levels in the West or Midwest. The biggest premium registered in the Northeast, where occupancy in small units outperformed mid-sized units by 600 basis points and large units by 820 basis points. Important to remember, however, is that those units in the Northeast do not account for a large share of the nation’s total stock added in 2012–2013. More significant in boosting the country’s overall occupancy premium for smaller units, then, was the advantage for these units in the construction-heavy southern region. Small units built in the South...
during 2012–2013 were 92.7 percent full as of early 2014. That performance topped the occupancy rate for the region’s mid-sized units by 380 basis points and surpassed the occupancy norm for large units by 420 basis points.

In more fine-grained unit-size categories, the most significant premiums registered among units smaller than 500 square feet (91.1 percent occupied), in the 500- to 599-square-foot range (91.5 percent occupied), in the 900- to 999-square-foot segment (90.1 percent occupied), the 1,000- to 1,099-square-foot range (90.0 percent occupied), and the 1,200- to 1,299-square-foot category (90.5 percent occupied).

It is perhaps tempting to make pronouncements regarding popularity of units in various size segments based on those occupancy rates. In particular, on the surface the smallest units seem to be the rock stars. In fact, however, a strong relationship tends to exist between occupancy performance and the absolute number of units in that unit-size segment: the fewer the number of units built in any category, the higher the occupancy rate in that niche. For example, units of less than 500 square feet represent only 2.7 percent of the 2012–2013 completions studied, and the 500- to 599-square-foot segment is just 5.2 percent of the spectrum.

If a particular size niche is an outperformer for occupancy, it is the 1,000- to 1,099-square-foot category, given that segment constitutes a comparatively hefty 14.0 percent of the entire stock studied. This product may appeal to roommates who are also seeking affordable monthly rent (just as very small units offer smaller monthly rents).

### Rental-Rate Performance

Communities completed in 2012–2013 achieved effective rents for new leases of $1.684 per square foot as of early 2014. This pricing represented an 11 percent premium over rates of $1.576 per square foot for the 2008–2009 vintage stock and a 22 percent premium over pricing of $1.383 per square foot for the inventory built in 2002–2003.

The smaller unit size of the newest product would typically achieve higher rent per square foot, explaining a portion of these premiums in average rent per square foot. However, the current pricing premium for 2012–2013 vintage units of less than 600 square feet is especially sizable. Typical rents of $2.647 in these small units top the rates of units in the 600- to 1,000-square-foot category by 54 percent and exceed the pricing of units of more than 1,000 square feet by 81 percent.

The most notable pricing premium for small units is seen in the Northeast region. In that part of the country, square-foot pricing for units below 600 square feet tops the rates for mid-sized units by 97 percent and surpasses large-unit rents by 174 percent. Again, the inventory of new units in the Northeast (and in the Midwest) is fairly small and vulnerable to big variation when making comparisons.

More statistically significant, then, are the premiums seen in the South and West, which have many more new-generation projects. In the South, units less than 600 square feet achieve price premiums of 40 percent over mid-sized units and 56 percent over large units. In the West, price premiums for
small units reach 43 percent over their mid-sized counterparts and a whopping 80 percent over the large units.

By comparison to earlier completions, the small-unit premium is substantial in the 2008–2009 stock but not as big as in the newest units. In contrast, small units from 2002–2003 command gigantic price premiums over larger models. On the surface, these decade-old small units are getting rents that exceed pricing for the newest small units as well as those from 2008–2009. The reason behind those huge rents for small units built in 2002–2003 lies in geography. An outsized share of the tiny units from 2002–2003 are found in the Northeast generally and New York specifically, where pricing is higher relative to other locales across the country.

Performance of Properties with Units Less Than 500 Square Feet

Digging deeper into the performance of the smallest units now offered in the U.S. apartment market, MPF Research specifically analyzed properties completed in 2012–2013 with at least some units of sizes less than 500 square feet.
Not surprisingly, these units are found almost exclusively in urban core settings. Nine times out of ten, these very small units are found in mid-rise and high-rise buildings, rather than in low-density communities. The exception is that almost 30 percent of the 2002–2003 buildings with ultra-small units were low rise in design.

The properties that include any units with less than 500 square feet not surprisingly have overall unit mixes that are comparatively heavy on studio and one-bedroom floor plans. Studio and one-bedroom units constitute 64.7 percent of the total selection in the 2012–2013 inventory, 60.1 percent in the 2008–2009 stock, and 67.1 percent in the 2002–2003 mix.

In these 2012–2013 completions that have apartments under 500 square feet in size, small units are the top occupancy performers. Units that meet the broader “small” designation of less than 600 square feet were 90.3 percent occupied as of early 2014, compared with occupancy rates of 88.1 percent in the mid-sized units of 600 to 1,000 square feet and 87.3 percent in the large units of more than 1,000 square feet.

The early 2014 occupancy premium for small units registered primarily in the South and Midwest regions, with minimal differences in occupancy by unit size posted across the Northeast and the West.

In developments that offer very small units, these sub-500-square-foot models ranked among the top achievers as of early 2014. Not only were these ultra-small units 91.1 percent occupied, but they also comprise a significant 19.8 percent of the total mix in this sample set. For slightly larger units of 500 to 599 square feet, early 2014 occupancy was 88.9 percent, with that segment accounting for 11.2 percent of the total mix.

A comparable occupancy level (91.1 percent) was also seen in units of 900 to 999 square feet, with marginally smaller or larger models also more than 89 percent full. Units of 800 to 899 square feet ac-
counted for 12.3 percent of this product mix, making the comparatively high occupancy in those units meaningful. However, solid occupancy in units of 900 to 999 square feet and 1,000 to 1,099 square feet likely in part reflected how few of those apartments are offered.

Among 2012–2013 completions that include units less than 500 square feet in size, early 2014 effective rents for new leases averaged $2.989 per square foot in the units meeting the small designation (under 600 square feet). That’s a 25 percent premium over the square-foot rates for mid-sized units of 600 to 1,000 square feet and a 48 percent premium over the pricing for large units of more than 1,000 square feet. Interestingly, the price premium for small units is less pronounced within properties that emphasize this option than is the premium for small units over the total marketplace. That is a logical result because, generally, the greater the inventory of any unit type within a given property, the greater the number of units that have to be leased and, in turn, the less aggressive an operator can be on pricing.

### Occupancy by Unit Size for 2012–2013 Properties Including Units Less Than 500 Square Feet, United States

- **Less than 500 sq ft:** 88.9%
- **500–599 sq ft:** 87.3%
- **600–699 sq ft:** 86.0%
- **700–799 sq ft:** 89.0%
- **800–899 sq ft:** 89.7%
- **900–999 sq ft:** 91.3%
- **1,000–1,099 sq ft:** 86.9%
- **1,100–1,199 sq ft:** 86.3%
- **1,200–1,299 sq ft:** 85.4%
- **More than 1,299 sq ft:** 91.1%

### Occupancy by Unit Size for Properties with Units Less Than 500 Square Feet (2012–2013 Development Cycle), United States

- **Midwest:** 81.8%
- **Northeast:** 74.7%
- **South:** 97.3%
- **West:** 92.9%
- **U.S.:** 91.3%

### More than 1,299 sq ft

509 of 677
The Macro View on Micro Units

**Key Findings**

Among the key findings from the historical data are the following:

- In properties built during the 2012–2013 time frame, average unit size (950 square feet) is down nearly 50 square feet from the average recorded in the previous cycle (both early in that cycle and late in the cycle).

- Although a tendency exists toward slight downsizing of units in one-bedroom configuration, the real driving force behind the smaller overall average unit size is a shift in the mix of floor plans offered, with more studio and one-bedroom units and fewer two-bedroom units and apartments with three or more bedrooms. The shift in unit mix corresponds to a greater share of development occurring in urban settings, where household size is smaller.

- A review of historical data reveals that 2012–2013 completions featuring units less than 500 square feet are concentrated in mid-rise or high-rise buildings in urban core settings. Among properties that offer very small units, those specific units tend to be the top-performing floor plans in the individual communities. However, the more small units in the mix at an individual property, the smaller the performance premium is for those units.

- The smallest units offered in the current generation of product tend to achieve the strongest occupancy levels and significant rent (per square foot) premiums over larger floor plans. Small units thus appear underrepresented in the inventory relative to demand potential. However, the total stock of units under 600 square feet that has been introduced is very limited, making up less than 8 percent of the current apartment development cycle’s total supply. Very small, or micro, units constitute less than 3 percent of the 2012–2013 deliveries. Given this limited number of units, it is difficult to derive from available data the viability of moving this product type beyond niche status.

In the following section, Kingsley Associates has conducted extensive consumer research that examines and documents consumer sentiment toward micro units.

### Rent per Square Foot by Unit Size for Properties with Units Less Than 500 Square Feet (2012–2013 Development Cycle), United States

<table>
<thead>
<tr>
<th>Region</th>
<th>Less than 600 sf</th>
<th>600-1,000 sf</th>
<th>More than 1,000 sf</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwest</td>
<td>$2.331</td>
<td>$2.381</td>
<td>$2.276</td>
</tr>
<tr>
<td>Northeast</td>
<td>$5.705</td>
<td>$4.998</td>
<td>$3.496</td>
</tr>
<tr>
<td>South</td>
<td>$2.403</td>
<td>$1.795</td>
<td>$1.679</td>
</tr>
<tr>
<td>West</td>
<td>$3.001</td>
<td>$2.524</td>
<td>$2.401</td>
</tr>
<tr>
<td>U.S.</td>
<td>$2.989</td>
<td>$2.386</td>
<td>$2.013</td>
</tr>
</tbody>
</table>
Kingsley Associates conducted consumer research to explore satisfaction with, and attitudes and preferences toward, micro units. The specific goal of the assessment was twofold: first, to identify potential renters’ attitudes and impressions toward small and micro units as well as factors influencing the rental decision; and second, to gauge current micro-unit renters’ opinions regarding their living experience and initial leasing decisions.

Participants

Two surveys were administered via e-mail to the two respondent groups of potential and current micro-unit renters.

The first group of respondents was identified as potential renters. They are conventional apartment renters who are not currently living in a micro unit. With the permission of the apartment owner or operator, the residents were sent invitations to participate in the online survey on January 22, 2014, and were able to respond through February 18, 2014. Kingsley Associates distributed surveys to more than 37,000 conventional-unit renters across 180 apartment communities nationally and received 3,407 responses for a response rate of 9 percent.

Potential renter survey participants provided feedback in the following general survey areas:
- Initial micro-unit interest;
- Decision factors;
- Amenities (neighborhood, community, and in unit); and
- Demographics.

For the purposes of gauging potential renter interest in micro units, a simplified unit description was used along with the same image of a micro-unit plan shown in previous images.

Micro-unit apartments are a new type of residential community designed to provide small but affordable housing in urban areas. These units are typically 20 percent to 30 percent smaller than a conventional studio apartment and feature compact kitchens and bathrooms. Innovative installations such as customizable space partitions and convertible furniture are frequently used to maximize space efficiency.

Living in a micro-unit apartment generally includes having a single-occupancy unit at a lower cost than comparable studio apartments in the same neighborhood. To compensate for the smaller unit size, micro-unit apartments tend to have a stronger emphasis on shared communal areas in lobbies, hallways, and rooftops.

The second group of respondents was micro-unit renters. They are apartment renters currently living in a micro unit. With the apartment owner’s or operator’s permission, invitations were sent to participate in a separate online survey beginning February 28, 2014, to which they could respond through May 29, 2014. Because micro units are an emerging product type, the accessibility of micro-unit renters for research is limited. Kingsley Associates distributed 422 surveys to micro-unit renters across five different apartment communities identified in partnership with the ULI Multifamily Research Committee. Of these surveys, 110 responses were received for a response rate of 26 percent. Although more micro-unit communities are under construction, these properties were unavailable to survey at the time of publishing.

Micro-unit renter respondents answered questions on the following topics:
- Satisfaction with micro-unit living experience;
- Initial leasing decision, including amenities factors;
- Micro-unit lifestyle and use;
- Renewal intentions; and
- Demographics.
Survey Results

The complete findings of both surveys are included in the appendix of this report. The following are highlights of some of the key findings and results from the research. In addition, where appropriate, the findings from micro-unit renter responses are compared to the Kingsley Index for contrast to conventional-renter satisfaction levels and opinions. The Kingsley Index is a proprietary real estate tenant and resident opinion database that includes a multifamily index of data from more than 100 companies, including seven of the ten largest apartment managers. (All figures in this section are courtesy of Kingsley Associates.)

Potential-Renter Results

Results from the survey of potential micro-unit renters currently living in conventional units revealed that the majority of respondents (58 percent) were probably or definitely not interested in renting micro units, with 18 percent unsure and 24 percent probably or definitely interested. Those uninterested in a micro unit most frequently cited lack of a separate bedroom (75 percent), less storage space (63 percent), and less living or dining space (60 percent) as the reasons for their disinterest. Interestingly, similar questions were asked of current micro-unit renters regarding their initial leasing decision. A majority of the current micro-unit renters (82 percent) were not intentionally looking for a micro unit.

Consumer feedback from best practices research (in the following chapter) confirms survey responses received. When focusing on the potentially interested group, age, income, and living situation emerge as the top indicators of micro-unit interest. For example, 47 percent of respondents who are single, under 34 years of age, living with roommates, and earning less than $40,000 indicated they would consider renting a micro unit, which is twice the rate of interest for the entire conventional-unit respondent pool. (Please see the appendix for a detailed breakdown based on each category.) More generally, the demographic characteristics of the interested potential-resident group show that males are slightly more interested than females (26 percent versus 23 percent), single persons living with roommates (40 percent) are most interested (with singles living alone the next most favorable reading at 27 percent), and those under 25 years of age (34 percent) are the most interested age group.

Which perceived attributes of a micro unit are most appealing to potential renters? The survey revealed that the primary reasons potential renters would

<table>
<thead>
<tr>
<th>Micro-Unit over Conventional-Unit Trade-off</th>
<th>I would choose a micro unit over a conventional-size apartment unit in exchange for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ranking areas</td>
<td>1st- or 2nd-rank mentions</td>
</tr>
<tr>
<td>Lower rent compared with conventional studios</td>
<td>73%</td>
</tr>
<tr>
<td>Desired location/neighborhood</td>
<td>44%</td>
</tr>
<tr>
<td>Reduced utility costs</td>
<td>35%</td>
</tr>
<tr>
<td>Ability to live alone (i.e., without roommates)</td>
<td>28%</td>
</tr>
<tr>
<td>Shorter commute to work</td>
<td>19%</td>
</tr>
<tr>
<td>Minimal apartment upkeep, cleaning, etc.</td>
<td>10%</td>
</tr>
<tr>
<td>Neighbors with a similar lifestyle</td>
<td>8%</td>
</tr>
<tr>
<td>More community amenities/shared spaces</td>
<td>7%</td>
</tr>
<tr>
<td>Proximity to public transportation</td>
<td>6%</td>
</tr>
</tbody>
</table>
choose a micro unit over a conventional-size unit are lower rent (and utility costs), desired location, and ability to live alone.

Regarding cost, respondents largely expect micro-unit rent to be 21 percent to 30 percent lower than for a comparable studio. This is not too far from the 25 percent to 30 percent rent reduction obtained from the best practices effort in the next section, as well as in line with the original micro-unit definition. As to which micro-unit qualities made potential renters most hesitant, the wide majority cited the perceived lack of storage.

With reduced unit space, surrounding amenities are an especially important consideration for potential micro-unit renters. Conventional-unit respondents assessed the importance of various types of amenities (neighborhood, community, and in unit) that would matter most to them if living in a micro unit. Across all the different types of amenities, the following were rated as important by over 80 percent of respondents: proximity to a grocery store, in-unit washer and dryer or community laundry room, and in-unit storage space (such as built-in closets and drawers).

Surprisingly, regarding in-unit furnishings, only 30 percent of respondents reported they would be interested in a fully furnished unit, though 55 percent would be interested in multifunctional furniture (e.g., a bed that converts to a table or a couch that converts to a bed). Perhaps market participants should strike a balance between providing well-designed multifunctional furniture without fully furnishing the unit.

### Results for Micro-Unit Renters

As previously mentioned, the micro unit is an emerging product type. The accessibility of micro-unit renters for research was extremely limited. Given the relatively small data set of micro-unit renter responses (110 responses from five communities), these results may not be nationally representative. Nonetheless, the response rate for the micro-unit renters was high compared with that of the conventional-unit renters.

The survey distributed to micro-unit residents aimed to measure satisfaction levels with the current living experience as well as their decision-making process and resident lifestyles. The majority of the micro-unit renters were not specifically looking for micro units in

### Importance of Amenities in Rental Consideration

<table>
<thead>
<tr>
<th>Neighborhood amenities</th>
<th>Percent 4s and 5s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grocery store</td>
<td>88%</td>
</tr>
<tr>
<td>Restaurants/bars</td>
<td>68%</td>
</tr>
<tr>
<td>Gym</td>
<td>56%</td>
</tr>
<tr>
<td>Entertainment</td>
<td>53%</td>
</tr>
<tr>
<td>Retail centers</td>
<td>52%</td>
</tr>
<tr>
<td>Cafés</td>
<td>49%</td>
</tr>
<tr>
<td>Recreation</td>
<td>46%</td>
</tr>
<tr>
<td>Public transit</td>
<td>41%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community amenities</th>
<th>Percent 4s and 5s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry room</td>
<td>83%</td>
</tr>
<tr>
<td>Assigned parking</td>
<td>72%</td>
</tr>
<tr>
<td>Visitor parking</td>
<td>72%</td>
</tr>
<tr>
<td>Fitness center</td>
<td>70%</td>
</tr>
<tr>
<td>Roof/outdoor space</td>
<td>62%</td>
</tr>
<tr>
<td>Pool</td>
<td>56%</td>
</tr>
<tr>
<td>Living room area on each floor</td>
<td>43%</td>
</tr>
<tr>
<td>Grill</td>
<td>43%</td>
</tr>
<tr>
<td>Business center</td>
<td>30%</td>
</tr>
<tr>
<td>Pet services</td>
<td>29%</td>
</tr>
<tr>
<td>Central lounge</td>
<td>26%</td>
</tr>
<tr>
<td>Bike rack</td>
<td>23%</td>
</tr>
<tr>
<td>Cinema room</td>
<td>20%</td>
</tr>
<tr>
<td>Communal kitchen</td>
<td>19%</td>
</tr>
<tr>
<td>Car rental</td>
<td>14%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit amenities</th>
<th>Percent 4s and 5s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washer and dryer</td>
<td>86%</td>
</tr>
<tr>
<td>Built-in closet/drawers</td>
<td>82%</td>
</tr>
<tr>
<td>Storage space</td>
<td>81%</td>
</tr>
<tr>
<td>Full-size refrigerator</td>
<td>77%</td>
</tr>
<tr>
<td>Full-size kitchen sink</td>
<td>75%</td>
</tr>
<tr>
<td>Four-burner stove</td>
<td>75%</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>71%</td>
</tr>
<tr>
<td>Bathtub</td>
<td>61%</td>
</tr>
<tr>
<td>Space partitions</td>
<td>53%</td>
</tr>
<tr>
<td>High ceilings (9 feet+)</td>
<td>49%</td>
</tr>
<tr>
<td>Oversized windows</td>
<td>49%</td>
</tr>
<tr>
<td>Flat-screen television</td>
<td>42%</td>
</tr>
<tr>
<td>Juliet balcony</td>
<td>41%</td>
</tr>
</tbody>
</table>

Note: Importance ranked on a scale of 1 (least) to 5 (most) important.
their search. Once they become micro-unit residents, their overall satisfaction levels are similar to those of conventional renters or trail only slightly. This information was evident when the micro-unit satisfaction results were compared to the Kingsley Index. Dissecting the data further, micro-unit renters are more satisfied than conventional renters with community location, amenities, and unit features and fixtures. However, they rate the perceived value for amount paid and satisfaction with unit floor plan and layout considerably lower than renters of conventional units. This result leaves room for market participants to improve on space layout.

Going back to micro-unit renters’ initial leasing decision processes, the survey results suggest location-related factors, including proximity to work and school, neighborhood amenities, and public transportation, are key, as are price and the ability to live alone. All of these responses are not only similar to potential renters’ decision processes but are also in concurrence with current developer practice.

Market participants have indicated that occupants of micro units tend to stay for relatively short periods. This hypothesis was tested by asking micro-unit renters about future renewal intentions as well as purchase interest and likelihood of recommending micro-unit communities. The survey revealed that micro-unit renters generally indicate a lower likelihood of renewal than conventional renters do, with 41 percent of micro-unit respondents indicating likely renewal, compared with 57 percent in the Kingsley Index. The significantly lower renewal rate can potentially translate into higher operating cost, as has been witnessed in historical performance.

To further explore the renewal decision, Kingsley Associates analyzed the decision factors cited by each renewal group: unlikely, unsure, and likely. For micro-unit residents who indicated they were unlikely or unsure of their renewal decision, price was the primary decision factor, followed by space

### Micro-Unit Renters’ Priorities in Initial Lease Decision

<table>
<thead>
<tr>
<th>Lease decision factors</th>
<th>Percent 4s and 5s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>97%</td>
</tr>
<tr>
<td>Price</td>
<td>86%</td>
</tr>
<tr>
<td>Proximity to work/school</td>
<td>78%</td>
</tr>
<tr>
<td>Proximity to neighborhood amenities</td>
<td>73%</td>
</tr>
<tr>
<td>Ability to live alone</td>
<td>71%</td>
</tr>
<tr>
<td>Proximity to public transportation</td>
<td>62%</td>
</tr>
<tr>
<td>Internet/wifi services</td>
<td>54%</td>
</tr>
<tr>
<td>Quality of finishes</td>
<td>52%</td>
</tr>
<tr>
<td>Floor plan/layout</td>
<td>42%</td>
</tr>
<tr>
<td>Assigned parking</td>
<td>32%</td>
</tr>
<tr>
<td>Common areas/amenities</td>
<td>32%</td>
</tr>
<tr>
<td>Sustainability practices</td>
<td>29%</td>
</tr>
<tr>
<td>Sense of community</td>
<td>27%</td>
</tr>
<tr>
<td>Pets allowed</td>
<td>26%</td>
</tr>
<tr>
<td>In-unit storage</td>
<td>25%</td>
</tr>
<tr>
<td>Visitor parking</td>
<td>21%</td>
</tr>
<tr>
<td>Neighbors with similar lifestyles</td>
<td>20%</td>
</tr>
</tbody>
</table>
needs. Underscoring the previously mentioned attractiveness of micro-unit locations, almost all residents likely to renew cited location as a decision factor (95 percent). Micro-unit renters likely to renew are also positively influenced by the apartment features.

While micro-unit respondents’ likelihood of renewal fell below the traditional renter average, likely recommendation was comparable, with 77 percent of respondents indicating they would probably or definitely recommend a micro unit to a peer with a similar lifestyle. Whereas 77 percent of conventional renters in the Kingsley Index are also likely to recommend their communities, the proportion that definitely would recommend (42 percent) is notably higher than for micro-unit respondents (22 percent). When asked about the prospect of owning a micro unit, over one-third of micro-unit renters (37 percent) indicated they would consider purchasing their micro unit (or a similar unit), if available for sale.

Key Findings

The following is a summary of key consumer survey findings:

Conventional Renters

- **Interest:** 24 percent of conventional-unit renters indicated they would be interested or very interested in renting a micro unit.

- **Trade-offs:** Respondents interested in renting a micro unit would be most likely to pick a micro unit over a conventional-size unit in exchange for lower rent, desired location, and ability to live alone.

- **Rent expectations:** A large margin of respondents expect micro-unit rent to be 21 percent to 30 percent less than that of a comparable studio.

- **Decision factors:**
  - Most appealing: lower rent; and
  - Greatest hesitancy: lack of storage.

- **Most important amenities:**
  - Grocery store nearby; and
  - Washer and dryer in unit.
Micro-Unit Renters

- Lease decision: Nearly all respondents (97 percent) indicated location was a top priority in choosing a micro unit.

- Renewal decision: Fewer micro-unit renters are likely to renew their lease than conventional-unit renters, 41 percent and 57 percent, respectively.
  - Top-cited factors for those likely to renew: location and apartment features; and
  - Top-cited factors for those unlikely to renew: price and space needs.

- Purchase interest: 37 percent of respondents would be interested in purchasing their micro unit or a similar unit if for sale.

In the following section, RCLCO examines best practices and lessons learned from ULI Multifamily Council member participants and other developers, operators, and design professionals that have experience with micro units.
To understand who the market audiences are for small units and micro units and how they may differ from residents in conventional units in the market, RCLCO (Robert Charles Lesser & Co.) prepared case studies of selected rental apartment communities that include micro units and conducted a series of interviews with developers, owners, operators, and design professionals regarding their experience with micro units. RCLCO identified 30 existing communities across the country that include micro units as all or part of their unit mix, with a total of nearly 1,700 micro units. In addition, 18 communities as of the writing of this report are either under construction or planned that will add approximately 1,850 new micro units to the inventory.

Relatively few rental apartments are purpose built entirely with very small units. Less than one-half of the existing communities identified previously have 80 percent or more of their mix represented by micro units. However, many of the communities under construction and proposed are mostly if not entirely micro units, illustrating that this is a growing national trend.

Although micro-unit communities are popping up all over the country, they have generated considerable controversy in some markets. For example, in Seattle, SRO and micro-unit rental communities have been introduced into several established neighborhoods with predominantly single-family detached homes. Detractors complain about the strain these communities put on parking in the neighborhood and the density of these types of communities that are, while permissible, often out of character with the existing housing stock. Moreover, they contend that micro-unit communities, particularly those structured with short-term leases, attract an undesirable, transient population. In southern California, a new rental apartment complex, the Eleve, was delivered with units averaging only 425 square feet. The community was met with such public backlash that the city of Glendale soon thereafter raised its minimum residential unit size to 600 square feet to preclude another micro-unit project being built within the city limits.

Through case study research and interviews with market participants with experience with micro units, this study has identified the following critical success factors and considerations for anyone contemplating development of or investment in a community with these very small units.

**Target Market Audiences**

The vast majority of residents who choose micro units are young professional singles. They are typically first-time renters who have not accumulated much “stuff” yet and are, therefore, completely comfortable with limited space. Many consider these units “launch pads” for new careers and lives in a new city or place. Micro-unit occupants are described as social animals, but ones who do not want or need to socialize in their units. Some couples occupy micro units, but singles are the norm. Some older individuals are looking for a part-time residence near family, and some use a micro unit as an in-town pied-à-terre, or crash or party pad, but this is only a small segment.

Market participants indicated that micro-unit occupants trend slightly more male than female, presumably because women are generally more interested in and tolerant of roommates. Micro-unit renters don’t tend to remain long in their unit: they stay only one or two years and then graduate to a larger unit. Often the consumer is a parent of children with “delayed-onset-adult syndrome.” Micro units seem to appeal to young renters in the tech and new media industries, though this may be a function of the markets in which many of the existing micro-unit communities have been built. This
The Macro View on Micro Units

Possibility was later confirmed by the consumer feedback survey described in the previous chapter. Perhaps not coincidentally, the rise in micro units has corresponded with an increase in millennials (or generation Y) entering the workforce and beginning to form households—the vast majority of whom rent in their early 20s. Examining some key gen-Y trends sheds light on why micro units are appealing to this generation. First, generation Y is highly mobile and tends to move frequently to follow opportunities and jobs. Many millennials choose where they want to live first and then look for a job. This generation has demonstrated a renewed interest in urban and urbanizing “authentic” locations—transit-rich locations are a plus, but walkable is a must. The Great Recession has had a disproportionately large impact on millennials, with unemployment among the under-30 set nearly double that of older members of the labor force. Gen-Yers have significantly lower incomes and much higher student loan debt loads, and therefore less disposable income to spend on things like expensive apartments. All of this has contributed to delayed household formation and delayed marriage among members of the millennial generation. Many of these same factors are what make micro units so attractive.

As an example, a community in Chicago converted a hotel into a rental apartment complex and kept a small portion of the mix as essentially hotel rooms in the 300-square-foot range. These units have performed extremely well and have attracted nurses, medical residents, and interns from the nearby Northwestern University medical campus. Nurses and aspiring doctors don’t spend much time in their apartments, so micro units are a perfect solution. The developer of this community wishes in retrospect that it had included many more micro units in the mix. Patrick Kennedy of Panoramic, who has conducted research on micro units, has built one small community and currently has a 160-unit all micro-unit community under construction in San Francisco. He describes four key trends that are increasing the appeal of micro units:

- Delayed household formation and/or post-collegiate odyssey;
- An increase in single-person households;
- A decrease in car ownership, particularly among millennials; and
- Younger households with less accumulated stuff and a growing “sharing economy.”
Purchase and Rent Motivations

In a separate survey that was conducted of 400 residents regarding purchase motivations, location ranked number one—locations that were walkable, not necessarily transit accessible—but “authentic” neighborhoods were valued most. Most respondents reported a willingness to trade size of unit in exchange for amenities (both community and neighborhood), but only for the locations that met the number-one location criterion. Price was not the primary factor, but cost ranked very high as a purchase motivation. (Figures for this section are courtesy of RCLCO.)

Based on the interviews, three closely interconnected “purchase motivations” have become apparent as driving the interest in micro units. The most important factor seems to be the desire among a growing segment of—particularly young—renters to live in walkable, trendy locations, primarily in the urban core of relatively expensive apartment markets. Next is economics and the willingness of renters to trade off a much smaller unit for less absolute rent in these highly desirable urban locations. Finally, the desire to live alone is the primary motivator that draws residents to the micro-unit concept. The consumer is often a parent who is paying rent for “delayed-adult-onset-syndrome” children. Micro units are competing with the private-bedroom underground market.

Closely related to square footage reduction, the “sweet spot” where potential residents seem to choose micro units over conventional studio and one-bedroom apartments is when micro units are positioned with absolute monthly rents that are approximately 25 percent to 30 percent below rents of conventional units, controlling for other factors [e.g., location, age, unit features], and are in line with or below the cost to share a larger apartment with one or more roommates. This seems to be the point at which a segment of the market is willing to trade off considerably less space for lower rent in a well-located, highly amenitized community. Few apartment residents think in terms of value ratio (cost per square foot per month) but rather think about their monthly rent cost. The hypothetical example in the table illustrates this positioning paradigm.

Although less powerful than the “lower” monthly rental rate, other important selling propositions for those marketing micro units include very low utility costs compared with conventional apartments—sometimes as low as only $15 per month. Another important message is the ease of moving into a micro-unit apartment, particularly those that come with built-in furniture systems. All a resident needs to move in is a small couch and a suitcase. Flexible lease terms that accompany some micro-unit communities and many SRO developments are also an attractive selling point for footloose millennials.

Selling Proposition

The selling proposition to developers, owners, and operators is all about the economics. Achieving higher density often translates into higher yields. From a construction standpoint, building a micro-unit community costs approximately 5 percent to 10 percent more per square foot because of the relatively fixed cost associated with building a kitchen and a bathroom, which is generally the same for a micro unit as for a conventional apartment. However, the typically 25 percent higher value ratio that can be achieved for these units reportedly more than compensates for the higher construction cost.

Managers of communities with micro units report slightly higher operating expense per square foot, perhaps an additional $5 per square foot higher annually, because a building with a high percentage of very small units tends to generate more trash per square foot than a similar-sized conventional project. Yet again, these same operators report that the higher value ratios more than compensate

### Unit-Size Comparison and Rent

<table>
<thead>
<tr>
<th>Size Description</th>
<th>Size</th>
<th>Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro-unit studio</td>
<td>300 sq ft</td>
<td>$1,500</td>
</tr>
<tr>
<td>Conventional studio</td>
<td>500 sq ft</td>
<td>$2,000</td>
</tr>
<tr>
<td>One bedroom</td>
<td>650 sq ft</td>
<td>$2,400</td>
</tr>
<tr>
<td>Two bedroom and roommate</td>
<td>500 sq ft</td>
<td>$1,700</td>
</tr>
</tbody>
</table>

### Rent Comparison

<table>
<thead>
<tr>
<th>Size Description</th>
<th>Conventional studio</th>
<th>Micro-unit studio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>500 square foot</td>
<td>300 square foot</td>
</tr>
<tr>
<td>Sticker price</td>
<td>$2,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Rent per square foot</td>
<td>$4.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
for the increased operating cost per square foot. Although identifying good case study analogs to test the financial implications of delivering micro units has been a challenge, one developer interviewed for this research estimated that this higher cost and higher revenue dynamic per square foot adds an additional 100 basis points to the going-in yield for a micro-unit development compared to a conventional rental apartment deal.

**Ideal Size**

In an attempt to understand what constitutes the ideal size for a micro unit, one developer interviewed for this effort revealed that it had conducted some primary consumer research on the subject. The developer created a series of micro-unit mock-ups and had a graduate student live in the units and provide feedback on what worked and what did not. Based on this research, this developer determined that a micro unit with less than 200 square feet was too small, that a unit with 375 square feet was too large, and that something in the 275- to 300-square-foot range was optimal for a “one person plus dog” household. This research also revealed the need to have flexible furniture systems and adequate storage for units this small to be workable.

Some design professionals interviewed for this research effort seriously questioned the ability to produce units compliant with the Fair Housing Amendments Act (FHAA) at under 300 square feet. If a hallway and a bathroom alone account for 150 square feet, then not much room is left for a kitchen, closet, and living room/bedroom. Some skeptical of sub-300-square-foot units believed that 350 square feet is a much more reasonable amount of space to create a truly compliant unit and that something in the 375- to 400-square-foot range would be much more marketable and could be accomplished without the need and expense of built-in furniture systems.

Despite this feedback, this survey found a number of examples of micro units across the country that were smaller than 300 square feet. A preliminary review of selected sub-350-square-foot micro units indicates that they are indeed FHAA compliant.

**Micro-Unit Solutions**

Most micro units in the sub-300-square-foot range cannot accommodate standard-sized furniture,
appliances, or cabinets, and developers have turned to manufacturers that have more typically provided furniture for smaller living spaces in trailers, boats, and mobile homes. One of the key impediments to making micro units smaller and more efficient is that all major U.S. suppliers make systems and appliances that are too big, including heating, ventilation, and air-conditioning systems, kitchen appliances, and cabinets. Many offer good-quality smaller products overseas, but these are not typically available in the United States, and often these appliances do not carry the important Underwriters Laboratory certification or are designed for 240-volt and not U.S. 120-volt electrical capacity. Many U.S. consumers are turned off by European and Asian brand appliances that are sufficiently compact but lack acceptable performance standards (e.g., all-in-one washer-dryers). One developer interviewed for this report wanted to provide smaller kitchen appliances but had to go commercial, and the cost of this option made no sense. This research has certainly surfaced the need to urge U.S. manufacturers to make smaller appliances, cabinets, and furniture that can be used in micro units.

Some developers and design professionals cited built-in furniture systems as essential in promoting the livability of micro units. These include modern versions of the old Murphy-bed system, typically with a queen-sized bed that easily converts to dining or desk area; bench seating in window nooks; and, in one case, a flat-screen TV mounted on an articulating arm. Convertible, built-in furniture promotes livability and versatility, and it helps show residents how to live in these small spaces.

Furniture systems come with high cost (anywhere from $4,000 to $12,000) but can be amortized and embedded in the unit rent at a reasonable price (say an extra $40 to $200 per month).

In addition to furniture and storage solutions, creative design ideas are being used in an attempt to reduce unit size while at the same time making them FHA compliant. One such solution is the use of a wall-hung vanity with no cabinet below in a bathroom, which allows the space allocated to a bathroom to be reduced yet keeps it accessible. Or, as one developer has illustrated (see image top right, page 27), including a “gadget” wall instead of a closet eliminates the need to clear 24 feet of a drywall closet at the entrance of the unit, again allowing the unit width to be reduced.

Amenity and Gathering-Space Trends

Rental apartment communities with micro units are enticing prospective residents to accept much smaller apartment footprints by offering an extensive array of amenities. What happens outside the walls of one’s apartment is just as important, if not more so, than what goes on inside. Therefore, in addition to the usual lineup of fitness amenities, pool, cyber café, and so on, large landscaped outdoor space is key. A number of micro-unit communities have extensive rooftop amenities that include fitness centers with fabulous views, fire pits, gas grills, catering kitchens, pools with private cabanas, and evening movies projected on large screens or walls.
Bigger is not necessarily better, and many communities are moving toward a wider variety of smaller amenity spaces that are laced throughout the building. The intent is to create a series of multiple smaller amenity or gathering spaces that enable residents to socialize, work, and gather outside their individual units. Most have some type of a clubroom or cyber café, but it is no longer the focus of the amenity space. The traditional business center is disappearing in favor of “ benching”—large communal tables with Wi-Fi like those found these days at Starbucks. Here, young millennials can “gather alone” and text.

Bikes are increasingly replacing cars in micro-unit communities as many more millennials are either “car-lite” or carless. Communities are going beyond just being pet-friendly; they are becoming pet-centric, with grooming stations; pet walk and park...
areas; pet sitting, pet walking, and pet play-date services. This survey learned of one community that is combining the pet and sharing economies and taking pet-centric to the next level by offering a community dog that can be borrowed for a short time!

For many of the communities that are situated in highly desirable, walkable mixed-use environments, developers are able to scale down their amenity offerings to some degree because the neighborhood itself is the primary attraction. For example, lobbies in some locations are going the way of boutique hotels and are getting smaller. However, in pioneering locations or in underserved retail markets, developers are finding they have to overcompensate for the lack of neighborhood amenities and are including an extensive array of features, sometimes even a convenience or mini-mart retail component just for residents.

In some larger micro-unit communities, developers are adding gathering spaces on individual floors to provide residents with a “living room” outside their units.

All amenities should be verified against consumer expectations in a given market.

General Design Considerations

Storage is critical to making micro units livable. It is definitely one of the top criteria for considering a micro unit. Short of providing fully furnished units, look for opportunities to provide built-in seating with storage below. Use the plenum above the bathroom for additional storage, and don’t hesitate to go vertical with shelving. Providing a built-in armoire removes the need for residents to bring large furniture storage solutions with them.

Interviews with developers and design professionals revealed other innovative ideas that were tried to make micro units successful but turned out to be unsuccessful. One such “don’t” was experimenting with a bathroom and shower combination, similar to what one might find on a boat or an RV. This saved a considerable amount of space but was overwhelmingly rejected by focus group participants.

Soundproofing in a community with micro units is critical—even more so given the higher density than in a conventional apartment.

Light, air, and volume can compensate for smaller size of micro units. Volume creates the illusion of additional space, so building with ceiling heights of nine feet or more is essential. In addition, the use of oversized (six to eight feet high) operable windows is critical to bring light and air into the units. Balconies are too expensive to build, but Juliet balconies work just fine and they allow residents to open their units to the outdoors. Bay windows also provide more light to the unit and can be an extra seating area.

Kitchen Design

The design and configuration of kitchens in micro units have received a lot of attention. Developers and design professionals have wrestled and experimented with what is essential, what is nice to have but not necessary, and what to avoid. Some of the feedback from developer interviews has shed light on the dos and don’ts of kitchen design in micro units.

The consumer survey indicates that it is true that occupants of micro units do not cook often, but experiments with reduced-size appliances, smaller sinks, and space-saving washer–dryer appliances from European and Asian manufacturers have not tested well with American audiences. Micro units need to supply smaller, but still full-size appliances (i.e., a full-height 24-inch refrigerator) because
residents do not like small, under-countertop refrigerator units like those found in hotel suites. A micro unit has to have a full-size 30-inch sink; attempts to use smaller fixtures did not appeal to renters and can create potential conflicts with accessibility requirements. Having a small cooktop is important, but including an oven is not necessary as long as the kitchen has a combination convection and microwave oven. But don’t put the microwave under the countertop, because this did not test well. Many communities that have micro units and smaller studio units include an 18-inch dishwasher and a small stacked washer-dryer, but this amenity varies by market, and dishwashers and in-unit laundry appliances may be possible to eliminate in some instances. Although no magic formula exists, most respondents indicated that a linear kitchen ranging between five and eight feet in length is ideal.

Some developers are experimenting with prefabricated and modular kitchens and baths that are trucked onto the construction site and “plugged in” to the units. However, the jury is still out on this technique, as there is a lack of consensus among developers on whether or not these units save time and money.

What’s Next—Micro Suites?
The next evolution of the micro-unit concept is currently under construction in San Francisco. Panoramic is building a 160-unit community in the SoMa district that will offer a mix of micro-unit studios and three-bedroom, two-bath “micro suites” that are approximately 700 square feet in size. That is 233 square feet per occupant—assuming only one person per bedroom—with five people that is 140 square feet per person. Cozy. These units will have no formal dining or living room but will have a kitchen. The unique selling proposition of the micro suite
over a micro unit is that the tenants enjoy the same benefits of lower absolute rent, and the developer is able to leverage the fixed cost of a kitchen and bathrooms over more bedrooms compared with a studio. As in a professional dorm, the developer plans to offer a roommate matching service, housekeeping will be embedded in the rent, and the developer will maintain rent protection insurance, which provides roommates with a two-month “abandonment grace period” for $20 per month.

According to the developer, one of the advantages of the micro suites is that these units are a good solution for corners of buildings that are typically difficult to access with micro units alone.

Some developers who are concerned that the trend toward tiny units may be just a fad are mitigating this risk by designing units, bearing walls, and utilities and systems so that micro units sitting side-by-side can easily be combined at a later date into conventional one-bedroom and two-bedroom units.

Location, Location, Location

Some of those interviewed for this effort hypothesize that the “affordable” price positioning advantage afforded by micro units would be a compelling proposition anywhere. If one could offer smaller units at a 25 percent to 30 percent discount relative to the existing inventory of conventional units, the concept would be equally as viable in suburban and lower-density locations as it would be in expensive urban locations. However, one operator active in southern California found that it had to temper expectations regarding how small it could make units because it was competing in submarkets that generally had older, much larger, and yet still relatively affordable units. Most of the respondents were convinced that micro units were most likely to succeed in high-density, expensive urban and urbanizing coastal markets.
Marketing and Branding

The term *micro unit* has a negative connotation in the marketplace among some consumers, communities, and jurisdictions. A number of developers and operators are attempting to rebrand micro units with more progressive labels. Suggested rebranding ideas include the following:

- Innovation units;
- Nano unit;
- Launch pad;
- Urban flats; and
- Fun unit.

Developer and operator Keener Squire in Washington, D.C., recently completed the Harper rental apartment community with 144 units, including small studios and junior one-bedroom units with as few as 350 square feet. Keener Squire is currently building another micro-unit community, the Drake, with 218 units that will average 419 square feet. The company makes no mention of micro units in any of its presentations or marketing material—they are just apartments in a great location.

This community is also trying to simplify the leasing process and differentiate itself from other new communities in the marketplace by including all utilities in the monthly rent.

Cautious Capital

Most institutional capital does not have experience with micro-unit developments and has generally shied away from taking the risk or required a much higher return to compensate for the perceived
increased risk profile associated with these types of developments. The Panoramic micro-unit/suite development in San Francisco previously mentioned was able to secure a $50 million construction loan in 2013. However, one-half the units in this development had been preleased to the California College of the Arts, and it is unknown whether funds would have been forthcoming had this development truly been a 100 percent “spec” market-rate rental. How-

ever, this caution may be fading as the market gains more experience with micro-unit developments. Reportedly, Hoffman-Madison recently secured financing from a Canadian pension fund manager for a large mixed-use residential and commercial project in Washington, D.C., the Wharf, which will include 330 rental units in the first phase, approximately 170 of which will be micro-unit studios ranging in size from 330 to 360 square feet.

Case Study Projects

These are a few of the case study communities that contributed to the best practices and lessons learned.

Factory 63, Boston, Massachusetts

Located in Boston’s newly minted “Innovation District,” this community includes 38 units in a converted shoe factory, 23 of which are dubbed “innovation” micro-studio units. The units range in size from 368 to 504 square feet and have lease rates ranging between $1,699 and $2,450 per month, which translates into value ratios of $4.62 to $4.86 per
The Flats, Chicago, Illinois

This community by Cedar Street Development is a converted hotel located immediately adjacent to Northwestern University’s medical campus near Navy Pier just north of the Loop. The community includes 350 units, of which approximately 15 percent are micro units—essentially the existing hotel rooms converted to apartments. These micro studios range in size from 275 to 350 square feet and start at $900-plus per month. According to the owner/operator, micro units have been very successful by appealing to medical residents, nurses, and university hospital staff, and the developer wishes it had had the guts to convert more of the hotel rooms into micro suites. According to the website, the Flats offers high-quality, amenity-rich, authentic environments at approachable rents, always.

Lofts at 7, San Francisco, California

This community by the Dolmen Property Group is a converted local television broadcasting facility with 88 micro units that range in size from 275 to 530 square feet and include a mix of studios and loft-style units. Rents range between $1,550 and $2,350 per month, which translates into a value ratio range of between $4.43 and $5.64 per square foot per month.

Despite its relatively small unit count, this community has an extensive 6,500-square-foot landscaped roof deck with an outdoor cinema, an open-air sun-deck with grills and a fire pit, and a fitness center with city views.

Flats Chicago, Chicago, Illinois.

Lofts at 7, San Francisco, California.
Micro Lofts at the Arcade Providence, Providence, Rhode Island

The community is another adaptive use—of one of the nation’s oldest indoor shopping malls. Developed by Evan Granoff and designed by Northeast Collaborative Architects, this complex features retail tenants on the lower floor and 48 micro units on two upper floors. Micro-unit junior one-bedrooms range in size from 225 to 450 square feet and feature full bathrooms, built-in beds, seating, and storage, as well as kitchens equipped with refrigerators, sinks, dishwashers, and microwave ovens. When residents need more space than their individual units offer, they can take advantage of a game room, a TV room, and porches. Other common amenities including on-site laundry facilities, bike storage, locked basement storage units, and a parking garage across the street.

ekoHAUS Freedom Center, Portland, Oregon

This community by WDC is one of the few new-construction, purpose-built micro-unit communities. The development consists of 150 micro units in a mid-rise building. Units range in size from 267- to 385-square-foot studios and rent for $895 to $1,550 per month, or $3.35 to $4.03 per square foot per month. Key marketing messages for this community include the following:

- “Live urban in Portland”;
- “Low-impact floor plans”; and
- “Eco-friendly living.”
My Micro NY, Kips Bay, New York

The community is the result of a design competition in New York City for which Mayor Bloomberg waived the city’s minimum unit size requirement for a demonstration project to help promote the development of affordable housing within the city. This community will include 55 micro-unit studios that range in size from 250 to 370 square feet. Approximately 40 percent of the units will be below-market affordable housing with rents targeting household earnings at 80 percent of area median income. The remaining 60 percent of the units will be market rate with rents starting at $1,900 per month, which compares with rents at conventional studios in the $2,500 to $2,700 per month range. These units will be entirely modular and will be constructed off site in a factory setting and assembled on site.

Key Findings

Approximately 30 rental apartment communities with nearly 1,700 micro units were identified as part of this research effort. In addition, 18 communities under construction or planned and proposed will include approximately 1,800 micro units.

- The target market audience for micro units is predominantly young professional singles. Secondary segments include younger couples, older move-down singles, and some pied-à-terre users. Micro-unit dwellers trend slightly more male.

- The most important, and interrelated, factors driving the interest in micro units include the following:
  - The desire of younger residents to live in walkable, hip locations, primarily in the urban core of relatively expensive apartment markets;
  - The willingness to trade off a much smaller unit for a lower absolute monthly rental payment in these highly desirable locations; and
  - The desire to live alone.

- The “sweet spot” where renters seem to choose micro units over conventional studios, one-bedroom apartments, or roommates is when micro-unit rents are positioned approximately 25 percent to 30 percent below conventional units.

- Developers and operators acknowledge that both building and operating rental apartment communities with a high percentage of micro units are more expensive, but the increased rent per square foot more than compensates for this added cost.

- Some interviewed for this research expressed doubts that it is possible to produce sub-300-square-foot micro units that are accessible; however, a cursory review of selected micro-unit floor plans in that category indicates that this is, indeed, possible.
It may be necessary to include built-in and/or flexible furniture systems and storage to make sub-300-square-foot micro units functional.

Design dos and don’ts include the following:

— Smaller, but still full-sized kitchen fixtures and appliances are more acceptable to renters than some of the compact or dual-function European or Asian versions (e.g., include a 30-inch sink, 24-inch full-height refrigerator, small stacked washer-dryer).

— Some question exists whether it is necessary to include a dishwasher or a washer-dryer appliance; this may vary by market.

— A linear kitchen ranging between five and eight feet in length is ideal.

— Storage is critical to making micro units livable, including built-in seating with storage below, storage above a bathroom plenum, built-in armoire furniture, vertical shelving, and so on.

— Tall ceiling heights of more than nine feet create a sense of volume and can counteract the small square footage of micro units.

Light and air are critical to making micro units feel bigger than they are. Use six- to eight-foot tall windows. Bay windows also provide light and extra seating in a micro unit.

— Build in flexibility to convert side-by-side micro units into conventional one-bedroom and two-bedroom units in the event the trend reverses.

— Provide extensive amenity space in the community to compensate for the lack of space in the units. Typical community amenities include the normal lineup of fitness, pool, and cyber café, but also incorporate extensive roof-top amenities, fire pits, catering kitchens, and the like.

— Provide additional “living room” spaces on each floor to serve as a gathering and entertaining space for residents outside their units.

Taking the micro-unit concept to the next level, a developer in San Francisco is building a new community with a combination of micro-unit studios and two-bedroom micro suites that are approximately 700 square feet, or 233 square feet per occupant.
Micro units have generated considerable interest and some controversy in the real estate community in the past several years. This research illustrates that the migration toward smaller average unit size, based on a shift in mix to studio and one-bedroom units, and the number of rental apartment communities offering micro units are a growing trend. Whether this turns out to be a lasting phenomenon or a passing fad, micro units have renewed the focus on efficient layouts and innovative design solutions. Many of these smaller units are designed and configured to feel larger to potential renters than older conventional units by virtue of higher ceiling heights, larger windows, built-in storage, and in some cases, flexible furniture systems. The evidence from the market indicates that smaller units tend to outperform conventional units; they tend to have higher occupancy and achieve significant rent premiums. Still unclear is whether this performance is driven by the relatively limited supply of these smaller units on the market, or whether a sizable, and perhaps untapped, segment of renters is willing to make the tradeoff and pay considerably more per square foot rent in exchange for highly desirable locations, better community amenities, the ability to forgo a roommate—or perhaps some combination of these factors. The consumer research indicates that, from the renter’s perspective, the micro-unit strategy that offers a lower monthly rent "sticker price" compared with conventional units is a compelling proposition. But it is also clear from the research that micro units are not for everyone and that micro units may not be the solution for every location.

The goal of this effort has not been to find conclusive answers to these questions, but rather to shed light on the key issues, challenges, and some of the solutions that market participants have experienced and experimented with to date in dealing with micro units. The real estate industry needs to investigate this issue further and continue to monitor the successes and challenges that this unique rental apartment product presents, including the risk/reward profile and long-term market viability of micro units. We thank those who have participated in this study, and we hope this report provides an objective background for future micro-unit developments as those of us in the industry collectively and individually seek solutions that best suit the markets we serve.
Bill Whitlow
Committee Chair
Terra Search Partners
San Francisco, California

Bill Whitlow’s 25-year tenure in the real estate industry provides the team with deep insights and industry and functional context across a broad spectrum of areas, including finance and capital markets, investment strategy, asset and property management, development, and leasing. During his career, Whitlow has held senior positions at firms such as Venture Corporation, Studley, Arthur Andersen, PricewaterhouseCoopers, and Aetna Realty Investors, where he has executed more than $3 billion in debt and equity transactions and has provided capital markets, strategic management consulting to clients on projects and portfolios valued in excess of $6 billion. Whitlow’s experience includes the leadership of three property management companies. He also has deep expertise in capital raising, strategic and operational advice, and client relations.

Whitlow is an active supporter of Project Open Hand, AIDS Foundation, Sacred Heart Schools, Urban Land Institute, and other charitable organizations. He is a past board member of the San Francisco Bay Area YMCA, the San Jose chapter of the American Red Cross, and the Silicon Valley Roundtable Executive Board of the University of Illinois Foundation.

He holds a master’s of management from the J.L. Kellogg Graduate School of Management and a master’s of architecture from the University of Illinois.

Charles Hewlett
RCLCO
Bethesda, Maryland

Charles Hewlett has more than 25 years of experience in real estate and has consulted on a broad spectrum of commercial and residential properties in most major metropolitan regions in the country. Before joining RCLCO, he was president of Lofty Builders Inc., a real estate service company concentrating in renovation, rehabilitation, and management of investment real estate properties in the Boston metropolitan area.

A graduate of Brown University in Providence, Rhode Island, Hewlett has conducted training seminars on the methodology for metropolitan-development trend analysis for regional branch offices of major national commercial developers. He is also a frequent speaker and ULI panelist, including the redevelopment of the Southeast Federal Center in Washington, D.C., and Atlantic City in Norfolk, Virginia. Hewlett has written articles published in the Corridor Business Journal, Urban Land Digest, and publications of the National Multi Housing Council.

Teresa Ruiz
SB Architects
San Francisco, California

Teresa Ruiz joined SB Architects with over 15 years of architectural experience and a focus on multifamily and residential projects. At SB Architects, she is responsible for advancing the firm’s multifamily practice in the Bay Area, nationally, and internationally. In her prior role at BAR Architects, Ruiz was responsible for multifamily and mixed-use projects totaling over 3 million square feet and built work with construction costs totaling more than $300 million. Her past projects have received numerous national awards including the ULI Jack Kemp Workforce Housing Award. Teresa was recognized in 2012 as a winner of ENR California’s Top 20 under 40.

Ruiz is a hands-on architect whose interests and areas of responsibility go far beyond that of the typical architect. She is immersed in evaluating best practices as they relate to the design efficiency, performance, scheduling, and optimization of the design team and of her projects. She works closely with the development team to ensure that goals are aligned and that development objectives are met or exceeded.
Ruiz’s interest in home design led her to volunteering for Habitat for Humanity, both in hands-on construction work and in providing design services. Throughout the past two decades, she also volunteered for Christmas in April, now known as Rebuilding Together. She is fluent in English, Chinese, and Spanish—something that came in handy during her volunteering as an architect-in-residence/instructor with Leap… Imagination in Learning in the San Francisco Public School District in 1998. Ruiz received her undergraduate degree in Architecture from the University of California, Berkeley, and master of architecture from the University of Oregon.

**Ron Witten**

*Witten Advisors  
Dallas, Texas*

Beginning at MPF Research in 1973, Ron Witten has spent a career studying and understanding the economic, demographic, and housing market forces shaping apartment market performance. President from 1978 through 2000, Witten led MPF as the firm became a national leader in apartment market data and market analysis for the nation’s leading apartment companies. In July 1999, MPF became a wholly owned subsidiary of RealPage Inc., the leading provider of property management software to the apartment industry. He continued as president of MPF before forming Witten Advisors in January 2001.

Witten has been a frequent speaker on market conditions as well as emerging demographic forces shaping apartment markets, addressing meetings sponsored by organizations including the National Multi Housing Council (NMHC), the Urban Land Institute, the National Association of Home Builders’ Multifamily Leadership Board, the National Apartment Association, and NAREIT. He routinely lectures on real estate markets at Southern Methodist University.

Witten wrote the chapter on market analysis in ULI’s *Multifamily Housing Development Handbook* and cowrote ULI’s *Real Estate Market Analysis* text as well as books on real estate markets and investment strategies. He currently serves as a director of Behringer Harvard REIT I Inc. as well as Apartment Life, a nonprofit that helps build a sense of community in apartment properties to reduce turnover and enhance resident satisfaction.

He has been active in the Urban Land Institute where he is past chair of both the silver and gold flights of the Multi-Family Council. He now serves as a member of the NMHC’s Research Roundtable, and he wrote NMHC’s quarterly *Market Trends* newsletter in its initial years of publication.

Witten received a BBA in marketing from Texas Tech University and has completed graduate classes in statistics and economics at Southern Methodist University.
## Micro-Unit Interest and Trade-offs

<table>
<thead>
<tr>
<th>Micro-Unit Interest</th>
<th>Rank of Trade-offs to Conventional Apartment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro-unit interest (%) interested/very interested</td>
<td>Lower rent compared to conventional studies</td>
</tr>
<tr>
<td>Rent expectation vs. studio (30% or greater discount)</td>
<td>Minimal apartment upkeep, cleaning, etc.</td>
</tr>
<tr>
<td>Ability to live alone (without roommates)</td>
<td>More community amenities/shared spaces</td>
</tr>
<tr>
<td>Desired location/neighborhood</td>
<td>Neighbors with similar lifestyles</td>
</tr>
<tr>
<td>Lower rent compared to conventional studios</td>
<td>Proximity to public transportation</td>
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<tr>
<td>Minimal apartment upkeep, cleaning, etc.</td>
<td>Reduced utilities cost</td>
</tr>
<tr>
<td>More community amenities/shared spaces</td>
<td>Shorter commute to work</td>
</tr>
</tbody>
</table>

### Appendix

**Micro-Unit Interest Rank of Trade-offs to Conventional Apartment**

<table>
<thead>
<tr>
<th>Micro-unit interest</th>
<th>Rank of Trade-offs to Conventional Apartment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio/efficiency</td>
<td>Lower rent compared to conventional studios</td>
</tr>
<tr>
<td>1 bedroom</td>
<td>More community amenities/shared spaces</td>
</tr>
<tr>
<td>2 bedroom</td>
<td>Proximity to public transportation</td>
</tr>
<tr>
<td>3 bedroom</td>
<td>Reduced utilities cost</td>
</tr>
<tr>
<td>Other</td>
<td>Shorter commute to work</td>
</tr>
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</table>

### Age Range

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Under 25</th>
<th>25–34</th>
<th>35–44</th>
<th>45–54</th>
<th>55–64</th>
<th>65+</th>
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<tbody>
<tr>
<td>Micro-unit interest</td>
<td>24%</td>
<td>34%</td>
<td>40%</td>
<td>65%</td>
<td>84%</td>
<td>22%</td>
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<tr>
<td>Ability to live alone (without roommates)</td>
<td>21%</td>
<td>12%</td>
<td>12%</td>
<td>12%</td>
<td>58%</td>
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<tr>
<td>Prospective renters</td>
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<td>31%</td>
<td>49%</td>
<td>56%</td>
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</tr>
<tr>
<td>25–34</td>
<td>25%</td>
<td>31%</td>
<td>42%</td>
<td>65%</td>
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<td>20%</td>
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<td>82%</td>
<td>18%</td>
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<tr>
<td>55–64</td>
<td>25%</td>
<td>44%</td>
<td>31%</td>
<td>66%</td>
<td>82%</td>
<td>37%</td>
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### Apartment Floor Plan

<table>
<thead>
<tr>
<th>Apartment Floor Plan</th>
<th>Micro-unit interest</th>
<th>Rank of Trade-offs to Conventional Apartment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio/efficiency</td>
<td>Lower rent compared to conventional studios</td>
<td></td>
</tr>
<tr>
<td>1 bedroom</td>
<td>More community amenities/shared spaces</td>
<td></td>
</tr>
<tr>
<td>2 bedroom</td>
<td>Proximity to public transportation</td>
<td></td>
</tr>
<tr>
<td>3 bedroom</td>
<td>Reduced utilities cost</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Shorter commute to work</td>
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### Living Arrangement

<table>
<thead>
<tr>
<th>Living Arrangement</th>
<th>Single living alone</th>
<th>Single with children</th>
<th>Spouse/partner</th>
<th>Spouse/partner with children</th>
<th>Living with roommate</th>
<th>Other</th>
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<tbody>
<tr>
<td>Age Range</td>
<td>27%</td>
<td>34%</td>
<td>40%</td>
<td>66%</td>
<td>84%</td>
<td>22%</td>
</tr>
<tr>
<td>Age Range</td>
<td>21%</td>
<td>34%</td>
<td>40%</td>
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<td>22%</td>
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<tr>
<td>Age Range</td>
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<td>41%</td>
<td>40%</td>
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<td>22%</td>
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<tr>
<td>15%</td>
<td>54%</td>
<td>45%</td>
<td>69%</td>
<td>92%</td>
<td>37%</td>
<td>9%</td>
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### Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
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<tr>
<td>Age Range</td>
<td>26%</td>
<td>34%</td>
</tr>
<tr>
<td>Age Range</td>
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<td>34%</td>
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<tr>
<td>Annual Household Income</td>
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<tr>
<td>Less than $25,000</td>
<td>34%</td>
<td>42%</td>
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<td>$26,000–$40,000</td>
<td>29%</td>
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<tr>
<td>$41,000–$50,000</td>
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<td>$51,000–$60,000</td>
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<td>$61,000–$80,000</td>
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<td>36%</td>
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<td>$81,000–$100,000</td>
<td>21%</td>
<td>38%</td>
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<td>$101,000–$150,000</td>
<td>14%</td>
<td>33%</td>
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<tr>
<td>More than $150,000</td>
<td>14%</td>
<td>33%</td>
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### Primary Method of Transportation

<table>
<thead>
<tr>
<th>Primary Method of Transportation</th>
<th>Micro-unit interest</th>
<th>Rank of Trade-offs to Conventional Apartment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle</td>
<td>Lower rent compared to conventional studios</td>
<td></td>
</tr>
<tr>
<td>Car</td>
<td>More community amenities/shared spaces</td>
<td></td>
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<tr>
<td>Public transit</td>
<td>Proximity to public transportation</td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>Reduced utilities cost</td>
<td></td>
</tr>
<tr>
<td>Car Ownership</td>
<td>Shorter commute to work</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Lower rent compared to conventional studios</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>More community amenities/shared spaces</td>
<td></td>
</tr>
<tr>
<td>Use a shared-car service</td>
<td>Proximity to public transportation</td>
<td></td>
</tr>
<tr>
<td>Pet Ownership</td>
<td>Reduced utilities cost</td>
<td></td>
</tr>
<tr>
<td>No pets</td>
<td>Lower rent compared to conventional studios</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>More community amenities/shared spaces</td>
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<tr>
<td>Primary Occupation</td>
<td>Shorter commute to work</td>
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<tr>
<td>Accounting</td>
<td>Lower rent compared to conventional studies</td>
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<tr>
<td>Construction/engineering/architecture</td>
<td>Proximity to public transportation</td>
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<tr>
<td>Consulting</td>
<td>Reduced utilities cost</td>
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<tr>
<td>Defense</td>
<td>Shorter commute to work</td>
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<td>Education/training</td>
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<td>Energy</td>
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<td>Entertainment/media</td>
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<tr>
<td>Food/beverage/hospitality</td>
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<td>Government</td>
<td>Shorter commute to work</td>
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<td>Insurance</td>
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<td>Medical/healthcare</td>
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<tr>
<td>Real estate</td>
<td>Lower rent compared to conventional studies</td>
<td></td>
</tr>
<tr>
<td>Retail</td>
<td>More community amenities/shared spaces</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Proximity to public transportation</td>
<td></td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Reduced utilities cost</td>
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<td>Transportation</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
<td>More community amenities/shared spaces</td>
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</tbody>
</table>
## Reasons Not Interested in Micro Unit

### Compact bathroom
- Under 25: 31%
- 25–34: 39%
- 35–44: 37%
- 45–54: 37%
- 55–64: 42%
- 65+: 42%

### Compact kitchen
- Under 25: 41%
- 25–34: 44%
- 35–44: 42%
- 45–54: 42%
- 55–64: 41%
- 65+: 41%

### Expecting need for more space
- Under 25: 141%
- 25–34: 201%
- 35–44: 161%
- 45–54: 222%
- 55–64: 141%
- 65+: 161%

### Lack of separate bedroom
- Under 25: 76%
- 25–34: 76%
- 35–44: 74%
- 45–54: 72%
- 55–64: 81%
- 65+: 79%

### Less living/dining space
- Under 25: 63%
- 25–34: 57%
- 35–44: 57%
- 45–54: 62%
- 55–64: 61%
- 65+: 63%

### Less space to host guests
- Under 25: 53%
- 25–34: 58%
- 35–44: 51%
- 45–54: 48%
- 55–64: 49%
- 65+: 45%

### Less storage space
- Under 25: 63%
- 25–34: 62%
- 35–44: 62%
- 45–54: 62%
- 55–64: 71%
- 65+: 65%
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<tr>
<th>Hesitancy Regarding Micro Unit</th>
<th>Percentage hesitant/very hesitant</th>
<th>Hesitancy Regarding Micro Unit</th>
<th>Percentage hesitant/very hesitant</th>
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<td>Conventional renters</td>
<td>Compact bathroom</td>
<td>Lack of separate bedroom</td>
<td>Less living/dining space</td>
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<td></td>
<td>Compact kitchen</td>
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<tr>
<td>Age Range</td>
<td>20%</td>
<td>25%</td>
<td>44%</td>
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<td>35–44</td>
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<td>44%</td>
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<tr>
<td>45–54</td>
<td>15%</td>
<td>17%</td>
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<tr>
<td>55+</td>
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<tr>
<td>Age Range</td>
<td>21%</td>
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<td>Studefficiency</td>
<td>Compact bathroom</td>
<td>Compact kitchen</td>
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<td>Annual Household Income</td>
<td>Less than $25,000</td>
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<td>Bicycle</td>
<td>20%</td>
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<tr>
<td></td>
<td>Car</td>
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<td>Other</td>
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<td>Cat</td>
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<td>Defense</td>
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<td>Education/training</td>
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<tr>
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<td>Energy</td>
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<td>42%</td>
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<tr>
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<td>Entertainment/media</td>
<td>13%</td>
<td>36%</td>
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<tr>
<td></td>
<td>Food/beverage/hospitality</td>
<td>23%</td>
<td>26%</td>
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<tr>
<td></td>
<td>Government</td>
<td>12%</td>
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<tr>
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<td>Insurance</td>
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<td>Legal</td>
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<td>22%</td>
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<tr>
<td></td>
<td>Medical/biotech</td>
<td>25%</td>
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<tr>
<td></td>
<td>Nonprofit or religious</td>
<td>23%</td>
<td>19%</td>
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<tr>
<td></td>
<td>Real estate</td>
<td>15%</td>
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<tr>
<td></td>
<td>Retail</td>
<td>20%</td>
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<tr>
<td></td>
<td>Student</td>
<td>25%</td>
<td>21%</td>
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<tr>
<td></td>
<td>Technology</td>
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<td>29%</td>
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<tr>
<td></td>
<td>Telecommunications</td>
<td>15%</td>
<td>21%</td>
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<tr>
<td></td>
<td>Transportation</td>
<td>12%</td>
<td>20%</td>
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<tr>
<td></td>
<td>Other</td>
<td>19%</td>
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</tbody>
</table>
The Macro View on Micro Units

### Importance of Factors in Micro-Unit Rental Decision

<table>
<thead>
<tr>
<th>Coles</th>
<th>Entertainment</th>
<th>Grocery store</th>
<th>Gym</th>
<th>Public transit</th>
<th>Recreation</th>
<th>Restaurant/bars</th>
<th>Retail centers</th>
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<td>49%</td>
<td>53%</td>
<td>66%</td>
<td>54%</td>
<td>41%</td>
<td>46%</td>
<td>68%</td>
<td>52%</td>
</tr>
</tbody>
</table>

#### Age Range

| Under 25 | 44% | 57% | 92% | 70% | 40% | 38% | 73% | 44% |
| 25–34    | 42% | 66% | 88% | 54% | 42% | 49% | 72% | 49% |
| 35–44    | 44% | 54% | 86% | 50% | 36% | 41% | 61% | 52% |
| 45–49    | 43% | 50% | 85% | 41% | 36% | 41% | 61% | 52% |
| 50–59    | 52% | 61% | 84% | 29% | 46% | 49% | 61% | 51% |

#### Apartment Floor Plan

| Studio/efficiency | 51% | 52% | 87% | 55% | 36% | 44% | 67% | 54% |
| 1 bedroom        | 49% | 54% | 87% | 55% | 38% | 44% | 65% | 52% |
| 2 bedroom        | 46% | 50% | 87% | 55% | 38% | 46% | 63% | 52% |
| 3 bedroom        | 45% | 60% | 95% | 48% | 44% | 58% | 63% | 54% |
| Other             | 58% | 71% | 67% | 58% | 25% | 67% | 75% | 82% |

#### Living Arrangement

| Single living alone | 51% | 52% | 87% | 55% | 36% | 44% | 67% | 54% |
| Single with children| 37% | 39% | 96% | 44% | 39% | 42% | 55% | 52% |
| Spouse/partner     | 57% | 57% | 90% | 48% | 47% | 74% | 54% | 54% |
| Spouse/partner with children | 33% | 35% | 83% | 48% | 42% | 56% | 58% | 54% |
| Living with roommate | 58% | 58% | 92% | 66% | 44% | 67% | 75% | 44% |

#### Gender

| Male | 48% | 54% | 85% | 56% | 38% | 47% | 68% | 47% |
| Female | 47% | 51% | 90% | 56% | 42% | 45% | 67% | 56% |

#### Annual Household Income

| Less than $25,000 | 39% | 52% | 88% | 54% | 39% | 48% | 59% | 41% |
| $26,000–$40,000 | 39% | 50% | 87% | 47% | 39% | 42% | 48% | 48% |
| $41,000–$50,000 | 48% | 50% | 87% | 53% | 32% | 45% | 66% | 54% |
| $51,000–$74,000 | 48% | 50% | 87% | 53% | 32% | 45% | 66% | 54% |
| $75,000–$100,000 | 48% | 50% | 87% | 53% | 32% | 45% | 66% | 54% |
| More than $100,000 | 67% | 52% | 85% | 78% | 54% | 54% | 77% | 45% |

#### Primary Method of Transportation

| Bicycle | 48% | 54% | 87% | 56% | 31% | 47% | 67% | 52% |
| Car | 60% | 53% | 90% | 48% | 39% | 44% | 73% | 45% |
| Public transit | 46% | 42% | 98% | 37% | 73% | 39% | 66% | 41% |
| Walking | 29% | 29% | 71% | 14% | 43% | 29% | 43% | 71% |

#### Pet Ownership

| No pets | 47% | 52% | 87% | 59% | 41% | 46% | 67% | 57% |
| Dog(s) | 51% | 55% | 90% | 51% | 38% | 50% | 69% | 57% |
| Cat(s) | 59% | 59% | 96% | 49% | 41% | 42% | 72% | 63% |
| Other | 37% | 43% | 80% | 55% | 47% | 59% | 70% | 53% |

#### Primary Occupation

| Accounting | 44% | 50% | 82% | 41% | 24% | 29% | 75% | 64% |
| Banking/finance | 48% | 52% | 91% | 41% | 29% | 49% | 76% | 52% |
| Consulting | 42% | 51% | 86% | 35% | 34% | 36% | 71% | 61% |
| Defense | 56% | 56% | 90% | 41% | 11% | 29% | 78% | 61% |
| Education/training | 45% | 47% | 87% | 55% | 35% | 47% | 58% | 52% |
| Energy | 55% | 55% | 91% | 44% | 46% | 82% | 73% | 72% |
| Entertainment/media | 55% | 57% | 91% | 53% | 25% | 48% | 79% | 61% |
| Food/beverage/hospitality | 41% | 46% | 88% | 50% | 25% | 46% | 63% | 49% |
| Government | 48% | 53% | 92% | 61% | 47% | 44% | 70% | 56% |
| Insurance | 42% | 53% | 84% | 50% | 16% | 50% | 84% | 56% |
| Legal | 65% | 58% | 87% | 48% | 39% | 48% | 82% | 52% |
| Medical/biotech | 52% | 54% | 87% | 61% | 40% | 47% | 65% | 61% |
| Nonprofit or religious | 59% | 55% | 84% | 42% | 51% | 40% | 79% | 59% |
| Real estate | 72% | 71% | 97% | 41% | 43% | 63% | 84% | 79% |
| Retail | 48% | 49% | 86% | 46% | 46% | 53% | 40% | 51% |
| Student | 43% | 49% | 85% | 87% | 48% | 42% | 65% | 39% |
| Technology | 59% | 52% | 90% | 59% | 42% | 42% | 65% | 42% |
| Telecommunications | 45% | 48% | 90% | 45% | 45% | 47% | 88% | 55% |
| Transportation | 43% | 48% | 92% | 58% | 25% | 48% | 87% | 54% |
| Other | 48% | 54% | 89% | 52% | 35% | 44% | 65% | 55% |
Importance of Factors in
Micro-Unit Rental Decision

Percentage important/very important
Conventional renters
Age Range
Under 25
25–34
35–44
45–54
55–64
65+
Apartment Floor Plan
Studio/efficiency
1 bedroom
2 bedroom
3 bedroom
Other
Living Arrangement
Single living alone
Single with children
Spouse/partner
Spouse/partner with children
Living with roommate
Gender
Male
Female
Annual Household Income
Less than $25,000
$26,000–$40,000
$41,000–$50,000
$51,000–$74,000
$75,000–$100,000
$101,000–$150,000
More than $150,000
Primary Method of Transportation
Bicycle
Car
Other
Public transit
Walking
Car Ownership
No
Use a shared-car service
Yes
Pet Ownership
No pets
Dog(s)
Cat(s)
Other
Primary Occupation
Accounting
Banking/finance
Construction/engineering/architecture
Consulting
Defense
Education/training
Energy
Entertainment/media
Food/beverage/hospitality
Government
Insurance
Legal
Medical/biotech
Nonprofit or religious
Real estate
Retail
Student
Technology
Telecommunications
Transportation
Other

44

On-site Amenities
Grill
43%

Laundry
room
83%

Living room
area on
each floor
43%

Pet
services
29%

Pool
56%

Roof/
outdoor
space
62%

74%
81%
68%
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Assigned
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Visitor
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72%

Bike rack
23%

Business
center
30%

Car rental
14%

Central
lounge
26%

Cinema
room
20%

Communal
kitchen
19%

Fitness
center
70%

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539 of 677

The Macro View on Micro Units


<table>
<thead>
<tr>
<th>Importance of Factors in Micro-Unit Rental Decision</th>
<th>Percentage</th>
<th>Least Important/Very Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age Range</td>
<td>56%</td>
<td>88%</td>
</tr>
<tr>
<td>Under 25</td>
<td>58%</td>
<td>83%</td>
</tr>
<tr>
<td>25–29</td>
<td>63%</td>
<td>83%</td>
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<tr>
<td>30–34</td>
<td>64%</td>
<td>83%</td>
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<tr>
<td>35–39</td>
<td>61%</td>
<td>82%</td>
</tr>
<tr>
<td>40–44</td>
<td>72%</td>
<td>88%</td>
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<tr>
<td>Under 25</td>
<td>52%</td>
<td>89%</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>68%</td>
<td>84%</td>
</tr>
<tr>
<td>2 Bedroom</td>
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<td>81%</td>
</tr>
<tr>
<td>3 Bedroom</td>
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<td>82%</td>
</tr>
<tr>
<td>Other</td>
<td>67%</td>
<td>92%</td>
</tr>
<tr>
<td>Living Arrangement</td>
<td>48%</td>
<td>83%</td>
</tr>
<tr>
<td>Single living alone</td>
<td>72%</td>
<td>78%</td>
</tr>
<tr>
<td>Single with children</td>
<td>43%</td>
<td>72%</td>
</tr>
<tr>
<td>Spouse/partner</td>
<td>64%</td>
<td>88%</td>
</tr>
<tr>
<td>Spouse/partner with children</td>
<td>68%</td>
<td>87%</td>
</tr>
<tr>
<td>Living with roommate</td>
<td>56%</td>
<td>79%</td>
</tr>
<tr>
<td>Gender</td>
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<td>80%</td>
</tr>
<tr>
<td>Male</td>
<td>55%</td>
<td>80%</td>
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<tr>
<td>Female</td>
<td>64%</td>
<td>84%</td>
</tr>
<tr>
<td>Annual Household Income</td>
<td>72%</td>
<td>82%</td>
</tr>
<tr>
<td>Less than $25,000</td>
<td>74%</td>
<td>80%</td>
</tr>
<tr>
<td>$25,000–$40,000</td>
<td>73%</td>
<td>81%</td>
</tr>
<tr>
<td>$41,000–$50,000</td>
<td>62%</td>
<td>81%</td>
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<tr>
<td>$51,000–$74,000</td>
<td>57%</td>
<td>82%</td>
</tr>
<tr>
<td>$75,000–$100,000</td>
<td>56%</td>
<td>84%</td>
</tr>
<tr>
<td>More than $100,000</td>
<td>55%</td>
<td>87%</td>
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<tr>
<td>Primary Method of Transportation</td>
<td>62%</td>
<td>82%</td>
</tr>
<tr>
<td>Bicycle</td>
<td>48%</td>
<td>78%</td>
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<tr>
<td>Car</td>
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<td>77%</td>
</tr>
<tr>
<td>Public transit</td>
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</tr>
<tr>
<td>Walking</td>
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<td>73%</td>
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<tr>
<td>Car Ownership</td>
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<td>82%</td>
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<tr>
<td>Use a shared-car service</td>
<td>39%</td>
<td>94%</td>
</tr>
<tr>
<td>Pet Ownership</td>
<td>55%</td>
<td>82%</td>
</tr>
<tr>
<td>No pets</td>
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<td>78%</td>
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<tr>
<td>Single</td>
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<td>84%</td>
</tr>
<tr>
<td>Cat</td>
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<td>83%</td>
</tr>
<tr>
<td>Other</td>
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<td>76%</td>
</tr>
<tr>
<td>Primary Occupation</td>
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<td>82%</td>
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<td>Accounting</td>
<td>48%</td>
<td>80%</td>
</tr>
<tr>
<td>Banking/finance</td>
<td>52%</td>
<td>75%</td>
</tr>
<tr>
<td>Construction/engineering/architecture</td>
<td>62%</td>
<td>86%</td>
</tr>
<tr>
<td>Consulting</td>
<td>61%</td>
<td>72%</td>
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<tr>
<td>Education/training</td>
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<td>80%</td>
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<tr>
<td>Energy</td>
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<td>82%</td>
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<tr>
<td>Entertainment/media</td>
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<td>81%</td>
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<tr>
<td>Food/beverage/hospitality</td>
<td>73%</td>
<td>83%</td>
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<tr>
<td>Government</td>
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<td>86%</td>
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<tr>
<td>Insurance</td>
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<tr>
<td>Legal</td>
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<td>83%</td>
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<tr>
<td>Medical/health/tech</td>
<td>59%</td>
<td>83%</td>
</tr>
<tr>
<td>Nonprofit or religious</td>
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<td>77%</td>
</tr>
<tr>
<td>Animal Rehabilitation</td>
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<td>90%</td>
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<td>Retail</td>
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<td>88%</td>
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<td>Student</td>
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<td>81%</td>
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<tr>
<td>Technology</td>
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<td>81%</td>
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<tr>
<td>Telecommunications</td>
<td>70%</td>
<td>85%</td>
</tr>
<tr>
<td>Transportation</td>
<td>41%</td>
<td>79%</td>
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<tr>
<td>Other</td>
<td>46%</td>
<td>80%</td>
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### Micro-Unit Rental Decision

<table>
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<tr>
<th>Importance of Factors</th>
<th>Percentage</th>
<th>Least Important/Very Important</th>
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</thead>
<tbody>
<tr>
<td>Unit Features</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathtub</td>
<td>41%</td>
<td>82%</td>
</tr>
<tr>
<td>Built-in closet/drawers</td>
<td>71%</td>
<td>42%</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Flat-screen TV</td>
<td>75%</td>
<td>75%</td>
</tr>
<tr>
<td>Four-burner stove</td>
<td>72%</td>
<td>72%</td>
</tr>
<tr>
<td>Full-size kitchen sink</td>
<td>77%</td>
<td>77%</td>
</tr>
<tr>
<td>High ceilings (nine feet+)</td>
<td>79%</td>
<td>49%</td>
</tr>
<tr>
<td>Juliet balcony</td>
<td>51%</td>
<td>81%</td>
</tr>
<tr>
<td>Oversized windows</td>
<td>41%</td>
<td>41%</td>
</tr>
<tr>
<td>Space partitions</td>
<td>41%</td>
<td>41%</td>
</tr>
<tr>
<td>Storage space</td>
<td>53%</td>
<td>81%</td>
</tr>
<tr>
<td>Washer and dryer</td>
<td>41%</td>
<td>41%</td>
</tr>
</tbody>
</table>

### Unit Features

- Bathtub
- Built-in closet/drawers
- Dishwasher
- Flat-screen TV
- Four-burner stove
- Full-size kitchen sink
- High ceilings (nine feet+)
- Juliet balcony
- Oversized windows
- Space partitions
- Storage space
- Washer and dryer

### Age Range

- Under 25
- 25–29
- 30–34
- 35–39
- 40–44

### Living Arrangement

- Single living alone
- Single with children
- Spouse/partner
- Spouse/partner with children
- Living with roommate

### Gender

- Male
- Female

### Annual Household Income

- Less than $25,000
- $25,000–$40,000
- $41,000–$50,000
- $51,000–$74,000
- $75,000–$100,000
- More than $100,000

### Primary Method of Transportation

- Bicycle
- Car
- Public transit
- Walking

### Car Ownership

- No
- Yes

### Pet Ownership

- No pets
- Single
- Cat
- Other

### Primary Occupation

- Accounting
- Banking/finance
- Construction/engineering/architecture
- Consulting
- Defense
- Education/training
- Energy
- Entertainment/media
- Government
- Insurance
- Legal
- Medical/health/tech
- Nonprofit or religious
- Animal Rehabilitation
- Retail
- Student
- Technology
- Telecommunications
- Transportation
- Other
### Satisfaction with Micro Unit

<table>
<thead>
<tr>
<th>Mean score</th>
<th>Micro-unit renters</th>
<th>Kingsley Index</th>
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</thead>
<tbody>
<tr>
<td>Overall satisfaction</td>
<td>3.88</td>
<td>3.97</td>
</tr>
<tr>
<td>Renewal intentions</td>
<td>3.05</td>
<td>3.53</td>
</tr>
<tr>
<td>Community recommendation</td>
<td>3.99</td>
<td>4.04</td>
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<tr>
<td>Value for amount paid</td>
<td>2.91</td>
<td>3.53</td>
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<tr>
<td>Community management</td>
<td>3.99</td>
<td>4.06</td>
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<tr>
<td>Community amenities</td>
<td>3.96</td>
<td>3.86</td>
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<tr>
<td>Floor plan/design and layout</td>
<td>3.70</td>
<td>4.12</td>
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<tr>
<td>Apartment features and finishes</td>
<td>3.96</td>
<td>3.72</td>
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<tr>
<td>Location</td>
<td>4.49</td>
<td>4.38</td>
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<tr>
<td>Sense of community</td>
<td>3.86</td>
<td>3.80</td>
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### Renewal Intentions

<table>
<thead>
<tr>
<th>Distribution of responses</th>
<th>Micro-unit renters</th>
<th>Kingsley Index</th>
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</thead>
<tbody>
<tr>
<td>Definitely would not</td>
<td>13%</td>
<td>9%</td>
</tr>
<tr>
<td>Probably would not</td>
<td>22%</td>
<td>11%</td>
</tr>
<tr>
<td>Unsure</td>
<td>22%</td>
<td>23%</td>
</tr>
<tr>
<td>Probably would have</td>
<td>29%</td>
<td>23%</td>
</tr>
<tr>
<td>Definitely would have</td>
<td>12%</td>
<td>24%</td>
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### Renewal Decision Factors

<table>
<thead>
<tr>
<th>Percentage responded</th>
<th>Micro-unit renters</th>
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</thead>
<tbody>
<tr>
<td>Unlikely to renew</td>
<td>Unsure</td>
</tr>
<tr>
<td>Access to transportation</td>
<td>3%</td>
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<tr>
<td>Apartment features/finishes</td>
<td>20%</td>
</tr>
<tr>
<td>Brand reputation</td>
<td>2%</td>
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<tr>
<td>Building size</td>
<td>14%</td>
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<tr>
<td>Community appearance</td>
<td>0%</td>
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<tr>
<td>Community features</td>
<td>6%</td>
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<tr>
<td>Community management</td>
<td>20%</td>
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<tr>
<td>Community's green practices</td>
<td>6%</td>
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<tr>
<td>Home purchase</td>
<td>2%</td>
</tr>
<tr>
<td>Length of lease</td>
<td>11%</td>
</tr>
<tr>
<td>Location</td>
<td>17%</td>
</tr>
<tr>
<td>Overall sense of community</td>
<td>9%</td>
</tr>
<tr>
<td>Parking</td>
<td>20%</td>
</tr>
<tr>
<td>Pet policy</td>
<td>9%</td>
</tr>
<tr>
<td>Quality of community</td>
<td>17%</td>
</tr>
<tr>
<td>Relocation/transfer</td>
<td>11%</td>
</tr>
<tr>
<td>Rental rate</td>
<td>77%</td>
</tr>
<tr>
<td>Security</td>
<td>6%</td>
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<tr>
<td>Space requirements</td>
<td>31%</td>
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### Importance in Initial Lease Decision

<table>
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<tr>
<th>Percentage high priority/very high priority</th>
<th>Micro-unit renters</th>
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</thead>
<tbody>
<tr>
<td>Ability to live alone</td>
<td>71%</td>
</tr>
<tr>
<td>Assigned parking</td>
<td>32%</td>
</tr>
<tr>
<td>Common areas/amenities</td>
<td>32%</td>
</tr>
<tr>
<td>Floor plan/layout</td>
<td>42%</td>
</tr>
<tr>
<td>Internet/wi-fi services</td>
<td>54%</td>
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<tr>
<td>In-unit storage</td>
<td>25%</td>
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<tr>
<td>Location</td>
<td>97%</td>
</tr>
<tr>
<td>Neighbors with similar lifestyles</td>
<td>28%</td>
</tr>
<tr>
<td>Pets allowed</td>
<td>26%</td>
</tr>
<tr>
<td>Price</td>
<td>86%</td>
</tr>
<tr>
<td>Proximity to neighborhood amenities</td>
<td>73%</td>
</tr>
<tr>
<td>Proximity to public transit</td>
<td>62%</td>
</tr>
<tr>
<td>Proximity to work/school</td>
<td>79%</td>
</tr>
<tr>
<td>Quality of finishes</td>
<td>52%</td>
</tr>
<tr>
<td>Sense of community</td>
<td>27%</td>
</tr>
<tr>
<td>Sustainability practices</td>
<td>29%</td>
</tr>
<tr>
<td>Visitor parking</td>
<td>21%</td>
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</tbody>
</table>
MEETING MINUTES
PLAN COMMISSION
Wednesday, March 8, 2017
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Jim Ford (Chair), Simon Belisle, Terri Dubin, Carol Goddard, Peter Isaac, Colby Lewis, Andrew Pigozzi, Jolene Saul

Members Absent: Patrick Brown

Associate Members Present: none

Associate Members Absent: Scott Peters

Staff Present: Meagan Jones, Neighborhood and Land Use Planner
Scott Mangum, Planning and Zoning Administrator

Presiding Member: Jim Ford, Chairman

1. CALL TO ORDER / DECLARATION OF QUORUM

Chairman Ford called the meeting to order at 7:04 P.M. and introduced Jolene Saul, who was recently appointed to the Plan Commission.

2. APPROVAL OF MEETING MINUTES: January 11, 2017

Commissioner Goddard requested a change to the minutes reflecting that the Northwestern parking lot site is key to the North Downtown Planning Area. Commissioner Lewis made a motion to approve the minutes from January 11, 2017 with the suggested change. Commissioner Goddard seconded the motion.

A voice vote was taken and the minutes were approved, 8-0.

3. NEW BUSINESS

A. PLANNED DEVELOPMENT

831 Emerson Street

Tim Anderson, CA/Focus Evanston JV, LLC, has applied for a Planned Development with a rezoning from C1 Commercial and R5 General Residential to C1a Commercial Mixed Use and Special Use for a Convenience Store to construct a 9-story, 242-unit residential building with a 3,330 square foot ground floor commercial space and 175 parking spaces. The applicant seeks site development allowances for: number of dwelling units, building height (103 feet), floor area ratio (4.66), number of parking...
spaces, 0-foot rear and side yard setbacks for open parking along the north, east, and west property lines, no landscaping buffer along the rear (north) property line, a loading berth in the front yard which is open to the sky and within 30 feet of an intersection, and reduced setback and screening for transformers located within 2 feet of a building. In addition, the applicant may seek and the Plan Commission may consider additional Site Development Allowances as may be necessary or desirable for the proposed development.

Katriina McGuire provided a brief introduction of the development team for the project (which included representatives from Focus Development, CA Ventures, BkL Architecture, KLOA and The Habitat Company) after which a brief presentation with an overview of the proposed development was given by Vicky Lee (Focus) and Angela Spadoni (BkL) pointing out changes from the previous 2015 submission. Luay Aboona of KLOA highlighted traffic and pedestrian items and Tim Anderson of CA/Focus Development highlighted some of the public benefits of the project.

Chair Ford opened the hearing to Commissioner questions and comments. Questions and comments included:
- Clarification on the proposed building materials and structural type for the development.
- Questions regarding the environmental remediation of the site and storm water detention.
- Target rental audience and rental rates.
- Clarification of details for the easement on the CTA property to the west of the property.
- Considerations for the affordable housing requirement.

Chair Ford opened the hearing to questions and comments from the public. Four members of the public spoke. General questions and comments included:
- Clarification on building and parking setbacks.
- Concerns over the amount of parking provided and the location of the proposed loading area.
- A statement of support from the Sherman Gardens Board of Trustees.

Chair Ford stated that a request for continuance had been received and that the public hearing would be continued to March 22, 2017 at 7:00 PM in the Council Chambers. At that time several members of the public who signed up to speak opted to speak at the March 22nd meeting. At the request of the developer, Susan Wolan, who requested the continuance, stated that there was concern over the remediation timeline and safety measure that would be taken. She explained that she and other residents of Sherman Gardens would like to conduct further research on this aspect of the project and gather documents from their experience with remediation of the parking lot north of the proposed development site.

Commissioner Belisle moved to continue the item to March 22, 2017 at 7:00 PM in Council Chambers. The motion was seconded by Commissioner Goddard.
voice vote was taken and the motion was approved unanimously 8-0.

B. TEXT AMENDMENT 17PLND-0015
Generators
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to establish regulations for allowed location of generators.

Ms. Jones provided a brief overview of the proposed text amendment, explaining that generators are not referenced within the zoning ordinance; however, staff uses regulations related to air conditioners when determining setbacks and other zoning related regulations.

The Commission had questions regarding the reason for initiating the text amendment and how it would apply, if at all to temporary generators. They also asked for clarification on whether this amendment would be for both commercial and residential use of generators. There was concern mentioned regarding the possible nuisances created by the use of generators and how that would be abated. Mr. Mangum stated that the subsection used for this item is a general provision that refers to all zoning districts and the idea was to place this in a section where a similar item is regulated and used with more frequency. Ms. Jones stated that there was a recent ordinance which regulates decibel levels for this type of equipment which lowered the maximum decibel level allowed.

There was a suggestion that additional information be obtained and perhaps separate the generator requirements from those of air conditioner requirements to address the questions and concerns.

Commissioner Saul made a motion to continue the text amendment in order for staff to obtain additional information and return to the Commission when ready. The motion was seconded by Commissioner Pigozzi. The motion was approved unanimously 8-0.

C. TEXT AMENDMENT 17PLND-0016
Micro-distilleries
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to amend the permitted and special uses within a number of the Business, Commercial, and Industrial Zoning Districts relating to micro-distilleries.

Ms. Jones provided a brief overview of the proposed text amendment, explaining where micro-distilleries and craft breweries were currently allowed, where these uses are currently operating within Evanston and how they are regulated.

The Commission discussed the definitions of each use, inquiring about how craft breweries and micro-distilleries are regulated outside of the zoning ordinance and if the elimination of the specific production quantity limits would lead to regulation inconsistencies in the future. Ms. Jones explained that craft breweries and micro-distilleries have production limits that align with state regulations and the City has
specific liquor license classes that further regulate these uses.

The Commissioners also discussed the necessity of eliminating the choice to include a tasting room, stating that in certain industrial districts, the inclusion may not be necessary versus in a smaller business district or downtown. Some discussion followed regarding the names for each use, specifically micro- versus craft- distillery or brewery and if the zoning titles for the uses should align with both the liquor control ordinance and state titles.

Commissioner Goddard made a motion to accept the recommendation for the proposed text amendment with the suggested provision for tasting rooms in Zoning Districts where Special Uses are required and title change to align micro-distilleries with craft-distilleries. Commissioner Lewis seconded the motion. The motion was approved unanimously by roll call vote 8-0.

4. PUBLIC COMMENT

There was no public comment.

5. ADJOURNMENT

Commissioner Pigozzi made a motion to adjourn the meeting. Commissioner Dubin seconded the motion.

A voice vote was taken and the motion was approved by voice call 8-0. The meeting was adjourned at 8:51 pm.

Respectfully Submitted,
Meagan Jones
Neighborhood and Land Use Planner
Community Development Department
MEETING MINUTES
PLAN COMMISSION
Wednesday, March 22, 2017
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Jim Ford (Chair), Patrick Brown, Terri Dubin, Peter Isaac, Colby Lewis, Andrew Pigozzi, Jolene Saul

Members Absent: Simon Belisle, Carol Goddard

Associate Members Present: none

Associate Members Absent: Scott Peters

Staff Present: Meagan Jones, Neighborhood and Land Use Planner
Scott Mangum, Planning and Zoning Administrator

Presiding Member: Jim Ford, Chairman

1. CALL TO ORDER / DECLARATION OF QUORUM

Chairman Ford called the meeting to order at 7:00 P.M.

2. APPROVAL OF MEETING MINUTES: March 8, 2017

Chair Ford requested changes to the minutes regarding motions made for the text amendment and Planned Development. Commissioner Pigozzi made a motion to approve the minutes from March 8, 2017 with the suggested changes. Commissioner Dubin seconded the motion.

A voice vote was taken and the minutes were approved, 7-0.

3. OLD BUSINESS

A. PLANNED DEVELOPMENT 17PLND-0011
831 Emerson Street
Tim Anderson, CA/ Focus Evanston JV, LLC, has applied for a Planned Development with a rezoning from C1 Commercial and R5 General Residential to C1a Commercial Mixed Use and Special Use for a Convenience Store to construct a 9-story, 242-unit residential building with a 3,300 square foot ground floor commercial space and 174 parking spaces. The applicant seeks site development allowances for: number of dwelling units, building height (103 feet), floor area ratio (4.66), number of parking spaces, 0-foot rear and side yard setbacks for open parking along the north,
east, and west property lines, no landscaping buffer along the rear (north) property line, a loading berth in the front yard which is open to the sky and within 30 feet of an intersection, and reduced setback and screening for transformers located within 2 feet of a building. In addition, the applicant may seek and the Plan Commission may consider additional Site Development Allowances as may be necessary or desirable for the proposed development.

Ms. Jones provided a brief presentation reviewing the plan details for the proposed development and outlining the Standards for Approval which would be reviewed and discussed by the Commission during deliberation.

Chair Ford opened the hearing to public testimony, allowing Ms. Wolan, who requested the continuance, to speak first. Ms. Wolan expressed concerns about the timeline for the proposed environmental remediation of the site and precautions that would be in place for removal of contaminants. Steve Newlin of Apex Companies which will be handling the remediation process explained environmental tests and research previously done on the property and provided the process and likely timeline for remediation of the site. Matt Otto later provided additional information regarding any possible remediation procedures for the existing building.

One additional member of the public spoke with comments including:
- The number of site development allowances.
- Concerns about construction noise and traffic as well as the state of the building in the future.
- Clarification on specific measures that will be taken in consideration of migratory birds.
- Concern regarding how Inclusionary Housing Fund money will be used.

Angela Spadoni, of BkL Architecture, provided some additional information regarding measures that will be taken to mitigate harm to migratory birds including fritting on amenity space railing and tinting of building windows. Katriina McGuire, of Thompson Coburn LLP, then made a closing statement.

Chairman Ford closed the public hearing portion and asked for comments from the Commission. The Commissioners discussed several items including:
- Referencing items required by ordinance as public benefits.
- Clarification on remediation procedures and consideration of additional noticing for Sherman Gardens residents prior to different phases commencing.
- Location and use of the loading berth.
- A contingency for loading and parking should the license between the applicant and the CTA become void.
- The effect of the proposed development on the school district. This also included discussion on how to incorporate determination of potential impact on school districts into the general review process for larger projects.

The Commission then reviewed the standards for approval of the Special Use, Rezoning and overall Planned Development project. Commissioner Isaac moved that
the item be continued so that additional information could be obtained regarding possible effects of the project on the school districts. Due to a lack of a second, the motion failed. Additional discussion occurred regarding addressing the concerns above within the conditions for approval of the planned development

Commissioner Lewis made a motion that the proposed planned development meets the established Standards for a Special Use, Map Amendment/Rezoning and Planned Development. Commissioner Dubin seconded the motion. A roll call vote was taken and the motion was approved 6-1.

Commissioner Dubin moved to recommend approval of the planned development including conditions as recommended by staff (below) with the added condition that adequate notice is provided to Sherman Gardens residents prior to various phases of demolition and environmental remediation of the subject property.

1. The proposed planned development shall substantially conform to the plans and documents attached to this report.
2. The building residents will not be eligible for residential on-street parking permits in the area.
3. The applicant must agree to a Construction Management Plan (CMP) before issuance of the building permit.
4. Any change in use must be approved as an amendment to the Planned Development.
5. Within one year of the issuance of the final Certificate of Occupancy for the building, the applicant must submit a traffic study analyzing the turning movements at the western access drive including analysis of any traffic incidents adjacent to the site. Based on the analysis of the traffic study, the City reserves the right to restrict movements in or out of the proposed western access drive.
6. Prior to issuance of the Final Certificate of Occupancy, the applicant must submit an approval letter from the Illinois Environmental Agency that any environmental contamination on site has been remedied.
7. The delivery hours for the on-site commercial use are prohibited during 7 AM – 9 AM and 4 PM – 6 PM Monday through Friday.
8. Prior to issuance of the building permit, the applicant must provide an executed copy of the access agreement from the CTA for the use of CTA property adjacent to the railroad tracks.

The motion was seconded by Commissioner Pigozzi.

A roll call vote was taken and the motion was approved 6-1.
Ayes: Brown, Dubin, Ford, Isaac, Pigozzi, Saul
Nays: Isaac
4. PUBLIC COMMENT

There was no public comment.

5. ADJOURNMENT

Commissioner Saul made a motion to adjourn the meeting. Commissioner Isaac seconded the motion.

A voice vote was taken and the motion was approved by voice call 7-0. The meeting was adjourned at 8:55 pm.

Respectfully Submitted,
Meagan Jones
Neighborhood and Land Use Planner
Community Development Department
For City Council meeting of June 12, 2017

Ordinance 48-O-17: Amending Portions of Title 8, Chapter 14, Drug Paraphernalia Control
For Introduction

Memorandum

To: Honorable Mayor and Members of the City Council
From: W. Grant Farrar, Corporation Counsel
Subject: Ordinance 48-O-17 Amending City Code Section 8-14-2, “Definitions,” and City Code Section 8-14-6, “Penalty,” of Title 8, Chapter 14, “Drug Paraphernalia Control”
Date: June 12, 2017

Recommended Action:
Administrative Adjudication Officer Sue Brunner recommends adoption of Ordinance 48-O-17 amending City Code Section 8-14-2, “Definitions,” and City Code Section 8-14-6, “Penalty,” imposing a two hundred dollar ($200.00) fine for violating Title 8, Chapter 14, “Drug Paraphernalia Control.”

Livability Benefit:

Summary:
Ordinance 48-O-17 amends City Code Section 8-14-6, “Penalty,” to conform to marijuana decriminalization revisions recently adopted by the State of Illinois. The State of Illinois amended 720 ILCS 600/3.5, “Possession of Drug Paraphernalia,” by replaced language stating that drug paraphernalia possession is a misdemeanor punishable by up to a year incarceration.

Drug paraphernalia is defined as all equipment, products and materials of any kind which are used, or intended for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body cannabis or a controlled substance in violation of the "Cannabis Control Act" 720 ILCS 550/1 et seq. or the "Illinois Controlled Substances Act" 720 ILCS 570/100 et seq. City Code Section 8-14-2. Revised statute now states that drug paraphernalia possession is a civil law violation punishable by a maximum fine of two hundred dollars ($200.00). City Code Section 8-14-6.
This Ordinance also amends Evanston City Code Section 8-14-2, “Definitions,” by amending the definition of “Controlled Substances” to conform to the Illinois Controlled Substance Act, 720 ILCS 570/111 et seq.

This Ordinance tracks state language. Adoption of this Ordinance permits drug paraphernalia cases to be heard by the City’s Administrative Adjudication system. Other jurisdictions who have amended include the City of Chicago and Cook County.

Attachment:
Ordinance 48-O-17
AN ORDINANCE

Amending City Code Section 8-14-2, “Definitions,” and City Code Section 8-14-6, “Penalty,” of Title 8, Chapter 14, “Drug Paraphernalia Control”

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: The definition of “Controlled Substances” in Section 8-14-2, “Definitions,” of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

**CONTROLLED SUBSTANCES.** A drug, substance, or immediate precursor, or synthetic drug in the schedules of Article II of the “Illinois Controlled Substance Act” 720 ILCS 570/100 et seq.

SECTION 2: Section 8-14-6, “Penalty,” of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

**8-14-6. - PENALTY.**

Violation of any Section of this Chapter will constitute a civil law violation—a misdemeanor, which, upon conviction, shall be punishable by a fine of two hundred dollars ($200.00) not less than one hundred dollars ($100.00) nor more than five hundred dollars ($500.00) or by incarceration in a penal institution other than a penitentiary for a period of up to six (6) months, or both a fine and incarceration.

SECTION 3: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by the Illinois Complied Statues and the courts of the State of Illinois.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall be in full force and effect from and after
its passage, approval and publication in the manner provided by law.

**SECTION 6:** If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this ordinance is severable.

Introduced: ________________, 2017

Adopted: _________________, 2017

Approved: ________________, 2017

__________________________
Stephen H. Hagerty, Mayor

Attest:

__________________________
Devon Reid, City Clerk

Approved as to form:

__________________________
W. Grant Farrar, Corporation Counsel
For City Council Meeting of June 12, 2017
Item O1
Business of the City by Motion: CNSVB Funding Request
For Action

Memorandum

To: Honorable Mayor and Members of the City Council
From: Martin Lyons, Assistant City Manager/CFO
        Paul Zalmezak, Economic Development Division Manager
Subject: Approval of Funding for 12-month period for Chicago’s North Shore Convention and Visitors Bureau (CNSVB)
Date: May 24, 2017

Recommended Action:
The Economic Development Committee and staff recommend City Council approve funding for Chicago’s North Shore Convention and Visitors Bureau (CNSCVB) in the amount of $81,174.00 for a period commencing July 1, 2017 through June 30, 2018.

Funding Source:
Funding will be from the Economic Development Fund’s Partnership Account (Account 100.15.5300.62659). The FY2017 budget allocated $200,000 to this account; to date, $20,750 has been spent from this account.

Livability Benefit:
Economy and Jobs: retain and expand local businesses

Summary:
CNSCVB is the certified convention and visitor bureau currently representing Evanston, Glenview, Northbrook, Prospect Heights, Skokie, Wheeling, and Winnetka. The annual budget for the CNSCVB is approximately $1,600,000; Evanston’s contribution is 4.9% percent of the overall budget. The group’s primary mission is to attract group and individual business and leisure travelers to these communities. CNSCVB works closely with the local hotels, the Evanston Chamber of Commerce, Downtown Evanston, the Main Dempster Mile, and other business districts to accomplish this mission.

This year’s request is a three percent (3%) increase from last year’s dues, which were $78,810.00. The increase represents the first increase of dues (exclusive of additional new hotel rooms in a municipality) for all members of the CNSCVB since 2009.

The attached materials summarize the CNSCVB’s request and provide additional information on the incremental request.
Attachments:
-CNSCVB Cover Letter and Presentation
-CNSCVB Budget
Membership Renewal Update

City of Evanston

Wednesday, May 24, 2017

Presented by Gina Speckman
Executive Director
The mission of the Bureau is to strengthen the positive awareness of Evanston and Chicago’s North Shore as a business, meeting, event and visitor destination. Through aggressive sales and marketing initiatives, the CNSCVB promotes Evanston as an outstanding destination for visitors as part of the city’s plans to increase tax revenues and stimulate economic development and growth.
Public/Private Partnership

Half of the Bureau’s $1.6 million budget comes from the State of Illinois’ Office of Tourism through a grant program tied by statute to the state’s collection of its 6% hotel tax. The other half is derived from our local member communities: Evanston, Glenview, Winnetka, Northbrook, Prospect Heights, Skokie, Wheeling and Glencoe as well as our private sector business members.
CNSCVB Staff

The CNSCVB staff has a broad-based expertise in hospitality sales and marketing.

Gina Speckman, Executive Director
Kimberly Wright, CMP, Director of Sales
Caryn Shulman, Tourism Marketing Manager
Jennifer Engel, Manager, Membership and Advertising
Johnnice Chew, Manager, Finance and Administration
Jackie Sachs, Marketing and Social Media Manager
In 2016, the occupancy rate was flat, 71.2% versus 71.6% in 2015. The average daily rate was up 1.5% from $132.18 to $134.13. The three years prior average increases of 5% each year. However, the addition of a new hotel in the market – the Hyatt Place – added supply to market which was not offset but increase in base demand.

The Bureau distributed 348 Direct Group Sales Leads to Evanston hotels representing 20,893 sleeping rooms. Of these leads, CNSCVB reported that 37 leads had been booked from all markets group and leisure representing 5,850 sleeping rooms.
Year in Review

- Engaged with prospective group organizers at more than 38 trade shows and industry conferences.
- Organized 6 sales missions to pre-qualified customers in key business-producing regions.
- Created 8 familiarization (FAM) or educational tours for prospective customers who have never experienced the hotels or attractions of Evanston.
- Customized 38 site inspection trips for prospective customers.
- Raised awareness by advertising in key industry publications, both online and in print.
- Further boosted exposure for Evanston by developing partnerships with third party meeting planning companies, group travel management companies, and receptive tour operators.
Year in Review

The Bureau budget for our current fiscal year that began July 1, 2016 (FY15) is $1.6 million. Evanston’s contribution reflects 4.9% of the Bureau’s total budget. With those dollars, the CNSCVB operates a full range of sales and marketing programs to achieve its goals including:

- Trade Shows
- Direct Sales Calls
- Sales Missions
- E-mail campaigns
- Website
- Online Advertising
- Social Media Posting and Advertising
- Print Collateral and Advertising
- Familiarization Trips and Site Inspections
- Public Relations
Evanston Beach Pass Program

For Evanston Hotel Guests
Bordering Chicago
along Lake Michigan

Evanston, on Chicago’s picturesque North Shore, has three National Historic Landmarks. Frances Willard House, Charles G. Dawes House, and the Grosse Point Lighthouse, the first Great Lakes lighthouse to make the list.

Evanston is ideal for a Chicago-based visit, with direct city train access, affordable, unique hotels, and the hottest dining spots in the area.

- Grosse Point Lighthouse
  - Built in 1873
  - 113 feet tall
  - Lead lighthouse marking the approach to Chicago
  - Automated in 1934 — the first lighthouse activated by a photo-electric device

Map of Great Lakes Lighthouses

Summer on Chicago’s North Shore

Let’s spend our summer outside! Chicago’s North Shore takes advantage of our gorgeous setting to make the most of the warm weather. Bike, swim, kayak, and sail on our pristine lakefront in Evanston. Accessible by CTA and Metra.

Don’t miss Bill Graham and the Rock and Roll Revolution presents the life and times of rock & roll’s greatest promoter, Bill Graham, a Holocaust survivor who launched the careers of countless music legends like The Grateful Dead, Jimi Hendrix, and Led Zeppelin at the Illinois Holocaust Museum opening July 16 at the Illinois Holocaust Museum in Skokie.

For a jam-packed summer of festival fun, check out these special summer events:

- Glenview Grand Prix, June 3
- Custer Fair, Evanston, June 17-18
- Evanston-Chamber Artisan Summerfest, June 24-25
- Rock ‘n Run the Runway, Prospect Heights/Wheeling, July 1
- Chicago Botanic Garden Art Festival, July 2-3
- North Shore Festival of Art at Westfield Old Orchard, Skokie, July 8-9
- World Arts and Music Festival, Evanston July 15-16
- Glenview Festival of Art, July 29-30
- Art at the Glen, Glenview, August 5–6
- Evanston Art & Big Fork Festival, August 10-21
- Skokie’s Baskett Bash, August 26-27
- Love farmers markets? We have plenty. Visit our website for event details and fantastic hotel packages.

Ravinia
Chicago’s “ erklärt of summer” is the place to join friends, swear a picnic dinner, watch day break into night, and enjoy some of the greatest music in the world under a star-filled sky.

Ravinia.
Ravinia.org
Excerpt 27 gardens and four natural areas surrounded by nine islands. Summer activities for all ages. The Model Train Garden, Garden Chef Series, Music on the Esplanade, and many festivals.

Chicago Botanic Garden
chicagobotanic.org
Explore 27 gardens and four natural areas surrounded by nine islands. Summer activities for all ages. The Model Train Garden, Garden Chef Series, Music on the Esplanade, and many festivals.

Summer on Chicago’s North Shore

Leisure Consumer ad
Advising

A perfect base for your Chicago area visit.

Stay on Chicago’s North Shore

Evanston, the home of the Northwestern Wildcats, is just twenty minutes north of Chicago’s city center along Lake Michigan. Connected by Chicago’s famed elevated transit trains, you can enjoy the restaurants, shopping and gorgeous beaches of Evanston and be in the heart of the Downtown Chicago with Wrigley Field located right in between!

Pinstripes Bowl Ad – Northwestern/Evanston

International Consumer advertising
Advertising

Midwest Living / Travel / Around the Region

25 Weekend Getaways Near Chicago

When you need a day trip from Chicago or a weekend getaway from the big city, you don’t have to go far. These escapes—including Amish Country, Indiana; Galena, Illinois; and Lake Geneva, Wisconsin—are within a one- to three-hour drive and offer a variety of activities that will recharge your life.

Evanston, Illinois: 15 miles north of Chicago

Home to luxe B&Bs, a lighthouse and Lake Michigan beaches, Evanston (a 30-minute L ride north of Chicago’s Loop) gives visitors less cookie-cutter suburbia and more leisurely escape. Take in a concert on the Northwestern University campus or tour Few Spirits distillery, where visits begin with a lesson in Evanston’s Temperance history.

See Midwest Living’s guide to a stay in Evanston.

Tags: Weekend getaways, Chicago, Illinois, Wisconsin, Spring, Spring Getaways, Summer, Summer Getaways

Regional Advertorial campaign
Midwest Living – Content Marketing
Advertising

Chicago’s North Shore — the perfect base for your Chicago visit

So close to Wrigley Field, Evanston hotels are a perfect option for your Chicago visit. Travel on the city’s famed elevated transit trains to reach the heart of Downtown Chicago in as little as twenty minutes—with Wrigley Field located right in between!

Home of the 2016 Champion Chicago Cubs

“The Magnificent Mile” Shopping District

Chicago Botanic Garden

Lake Michigan Beaches

2017 Cubs Yearbook

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Open House Chicago

The Chicago Architecture Foundation’s Open House Chicago came to Evanston for the second year in October 2016. In that short time, Evanston as a “neighborhood/area” has become the second most popular area out of the dozens that represent the over 200 Open House Chicago locations in the program.
Open House Chicago

OPEN HOUSE CHICAGO IN EVANSTON
OCT 15-16 2016
openhousechicago.com
Open House Chicago

Open House Chicago in Evanston Sites

The City of Evanston is proud to be home of 14 sites in this year’s program.

1. EVANSTON HISTORY CENTER
   (Dawes House) 225 Greenwood St.
2. FEW SPIRITS DISTILLERY
   918 Chicago Ave.
3. FIRST PRESBYTERIAN CHURCH
   OF EVANSTON 1427 Chicago Ave.
4. FRANCES WILLARD HOUSE MUSEUM
   (WEST COTTAGE) 1730 Chicago Ave.
5. LAKE STREET CHURCH OF EVANSTON*
   607 Lake St.
6. MARGARITA EUROPEAN INN
   1566 Oak Ave.
7. NORTHWESTERN UNIVERSITY
   Alice Millar Chapel 1870 Sheridan Rd.
8. NORTHWESTERN UNIVERSITY
   Charles Deering Library 1935 Sheridan Rd.
9. NORTHWESTERN UNIVERSITY
   Dearborn Observatory 2131 Tech Dr.
10. SIGMA ALPHA EPSILON
    NATIONAL HEADQUARTERS
    (Levere Memorial Temple) 1855 Sheridan Rd.
11. ST. LUKE’S EPISCOPAL CHURCH
    939 Hinman Ave.
12. STONE PORCH BY THE LAKE
    B&B 300 Church St.
13. STONE TERRACE B&B
    1632 Forest Pl.
14. WOMAN’S CLUB OF EVANSTON*
    1706 Chicago Ave.

*Closed Sunday

Legend:
- Open House Chicago Sites
- CTA Purple "L" Line
- Downtown Evanston Restaurants
- Chicago/Edgewater Street Restaurants
- Main Street Restaurants

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## Evanston Dining Guide

All the restaurants listed below are walking distance to Evanston Open House Chicago sites. Enjoy a meal and shop at the unique retailers nearby.

### DOWNTOWN EVANSTON

**BANGERS & LACE**

810 Chicago Ave. | (847) 386-5811

Enjoy comfort food and good for your food. Everything on the menu is under $20.

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**LITE KITCHEN**

1620 Chicago Ave. | (847) 563-6842

Enjoy delicious, craft-brewing friendly meals and good for your food. Everything on the menu is under $20.

---

**CHICAGO/DEMPSTER STREET**

**BAGEL ART**

615 Dempster St. | (847) 964-8300

Enjoy fresh bagels and schmear.

---

**BISTRO BORDEAUX**

900 Davis St. | (847) 532-8900

Enjoy authentic French bistro that showcases the best expression of French culinary heritage.

---

**CELTIC KNOT PUBLIC HOUSE**

636 Chicago Ave. | (847) 862-3279

Enjoy fish and chips, Shepherd's pie, bangers and mash and other traditional Irish dishes.

---

**CHEF'S STATION**

913 Davis St. | (847) 533-0821

Enjoy fresh, local ingredients in a casual, relaxed atmosphere.

---

**FARMHOUSE EVANSTON**

703 Chicago Ave. | (847) 864-5000

Enjoy hand-crafted, seasonal dishes that highlight local and sustainable ingredients.

---

**FLAT TOP GRILL**

1500 Davis St. | (847) 964-6000

Enjoy fresh and flavorful meals.

---

**FOUNDER KITCHEN**

1831 Chicago Ave. | (847) 868-8140

Enjoy contemporary American cuisine with a touch of international flavors and world-class wine.

---

**FRONTIER**

615 Dempster St. | (847) 533-0910

Enjoy a wide variety of menu options, from classic American fare to unique and creative dishes.

---

**GOURMET INN**

404 Davis St. | (847) 533-0821

Enjoy fresh, locally sourced ingredients and innovative dishes.

---

**KNIGHTS DRINKERY & KITCHEN**

200 Davis St. | (847) 547-0100

Enjoy a cozy, inviting atmosphere with a diverse selection of drinks and creative small plates.

---

**LA PRINCIPAL**

1800 Sherman Ave. | (847) 964-9300

Enjoy a mix of Spanish and Latin American cuisine.

---

**MIDWEST FINEST WINE BOUTIQUE**

615 Dempster St. | (847) 964-8300

Enjoy a wide selection of wines from around the world.

---

**NORTHSHORE DOWNTOWN**

615 Dempster St. | (847) 964-8300

Enjoy an extensive selection of wines and spirits.

---

**OLIVE MOUNTAIN RESTAURANT**

1400 Chicago Ave. | (847) 964-8600

Enjoy a casual atmosphere with a menu featuring fresh, locally sourced ingredients.

---

**WHISKEY THIEF TAVERN**

416 Davis St. | (847) 533-0910

Enjoy a wide selection of whiskeys and a cozy atmosphere.

---

**THE CELAR AT THE STAINED GLASS**

1223 Chicago Ave. | (847) 964-8600

Enjoy a unique and creative menu featuring local and seasonal ingredients.

---

**THE STAINED GLASS**

1720 Bluff Ave. | (847) 864-6000

Enjoy a wide selection of beers and a cozy atmosphere.

---

**THE WING STOP**

615 Dempster St. | (847) 964-8300

Enjoy a variety of wings and other classic American fare.

---

**WIND MILL**

1515 Sherman Ave. | (847) 964-8600

Enjoy a casual atmosphere with a menu featuring fresh, locally sourced ingredients.
Open House Chicago

Evanston OKTOBERFEST

THIS SUNDAY, OCTOBER 16, 2-6PM
ENJOY A LOCAL BREW, BITE TO EAT & LIVE MUSIC
AFTER VISITING EVANSTON’S ARCHITECTURAL GEMS!

LOCATION: 1818 MAPLE AVE. (OAK AVE. & UNIVERSITY PL.)

TICKETS ARE $10. BUY ONLINE OR AT THE DOOR. EVANSTONOKTOBERFEST.COM
Northwestern Football

Cheer on Chicago's Big Ten Team and explore Evanston! Here's how we like to spend game days. #B1GCats

Northwestern Football: What to Do in Evanston on Game Day

It's officially Northwestern football season! Cheer on Chicago's Big Ten Team this fall while exploring Evanston. Here's how we like to spend game day.
Co-op Advertising

EXPERIENCE SUMMER IN DOWNTOWN EVANSTON

- Thursday Night Live Free Live Music
  - June 15 - August 24

- Me�nagogue Wine Walk
  - June 22

- Sidewalk Sale
  - July 28-30

CTA/Downtown Evanston

3rd Annual Main Dempster Mile curated by The Wine Goddess & Vinic Wine

Evanston Charity Wine Walk

Thursday, October 13, 2016 • 5:00-8:00 PM

60+ Main Dempster Mile businesses pouring wine tastings
$30 Pre-sale / $35 the day of the event • Proceeds benefit Mudlark Theater

Get your tickets NOW before it sells out! Pre-sale tickets available at Vinic Wine, The Wine Goddess or on-line at evanstonwinewalk2016.eventbrite.com

Oct. 13th check in or buy tickets at one of these 4 locations:
- Sketchbook Tap Room
- The Pot Shop
- The Wine Goddess
- Vinic Wine

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Marketing Support

Customer Service Workshop - Tomorrow!

When: Thursday, April 6
8:30 - 10:15 am

Where: Hyatt House Chicago/Evanston
1515 Chicago Ave., Evanston
Click here for directions.

Downtown Evanston and Chicago’s North Shore Convention and Visitors Bureau invite you to a workshop crafted for professionals in the hospitality industry. Stephanie Leese Emrich, Founder & Chief Service Officer of ServiceSpeaks will present a 75 minute workshop with Q&A.

This fee is $5 per person. Register by clicking here.

Chicago’s North Shore Convention and Visitors Bureau
8001 Lincoln Ave., Suite 715 | Skokie, IL 60077

Connect with us:

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The CNSCVB e-newsletter is sent monthly to a dedicated list of over 10,500 highlighting North Shore happenings and events.
Crowdriff, as software program that collects user generated content and makes it available for commercial use has been introduced into the CNSCVB website. New user generated photos tagged to our CNSCVB members are uploaded constantly. Over 30,000 unique visitor pages are accessed each month.

www.visitchicagonorthshore.com
Blog

Our blog is now weekly! It is available on our website and is also promoted via social media. It also incorporates Crowdriff, user-generated photography.
Social Media

SOCIAL MEDIA INFLUENCE
Our social media feeds are ranked among the most influential c Chicago's North Shore with an extended reach of 187,000 view a week. In addition to continually populating our pages with fre and engaging content daily, we create interactive contests and advertising campaigns on many social media channels with high trackable results.

35,622
Facebook.com/ChicagoNorthShore

5,710
Twitter.com/ChicagoNShore

7,331
Instagram.com/ChicagoNorthShore

1,823
LinkedIn.com – Chicago’s North Shore CVB group

45
CNCSVB.com/blog

658
Pinterest.com/chicagonshore
Familiarization Tours

30+ Religious Conference Meeting Planners
Hilton Garden Inn Evanston, February 2017

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Public Relations

Our Multi-Media Public Relations Outreach includes:

- Press Releases distributed electronically and through third party services to gain coverage of Chicago’s North Shore in three major target markets: meetings, group tours and consumer leisure travelers.
- Host international and national media on tours of the North Shore.
- Handle more than 300 inquiries per year from local, regional, national and international media outlets.
- Engage bloggers by various themes (food, culture, family, theatre, outdoor adventure, etc.) to gain exposure on popular blogs.
**New for 2017**

**Brand Update** – The Bureau is going through a brand review and update this summer and an update version of our logo and the creative treatment of our brand will be unveiled in September 2017.

**Visit Widget** – A new application that will allow visitors to create an itinerary and map it out by location.
## Annual Budget

### Income

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>IOT State Grants</td>
<td>$945,472.00</td>
</tr>
<tr>
<td>City of Evanston</td>
<td>$78,810.00</td>
</tr>
<tr>
<td>Village of Skokie</td>
<td>$117,567.00</td>
</tr>
<tr>
<td>Village of Northbrook</td>
<td>$46,000.00</td>
</tr>
<tr>
<td>Village of Glenview</td>
<td>$63,000.00</td>
</tr>
<tr>
<td>Village of Winnetka</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>City of Prospect Heights</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Village of Wheeling</td>
<td>$88,800.00</td>
</tr>
<tr>
<td>Village of Northfield</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Northwestern University</td>
<td>$25,000.00</td>
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<tr>
<td>Membership Revenue</td>
<td>$22,754.00</td>
</tr>
<tr>
<td>Membership Revenues</td>
<td>$58,000.00</td>
</tr>
<tr>
<td>Mac-Associates</td>
<td>$49,000.00</td>
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<tr>
<td>Total Local Income</td>
<td>$709,267.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>$1,654,739.00</td>
</tr>
</tbody>
</table>

### Expense

#### Meetings Market

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/M Advertising</td>
<td>$77,000.00</td>
</tr>
<tr>
<td>M/M Fam Tours</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>M/M Membership Fees</td>
<td>$11,150.00</td>
</tr>
<tr>
<td>M/M Premiums/Printing</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>M/M Travel Expenses</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>M/M Registration, Booth Expenses</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>M/M Miscellaneous Expenses</td>
<td>$17,800.00</td>
</tr>
<tr>
<td>Total Meetings Market</td>
<td>$230,000.00</td>
</tr>
</tbody>
</table>

#### Group Tour Market

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>G/T Advertising</td>
<td>$18,500.00</td>
</tr>
<tr>
<td>G/T Fam Tours</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>G/T Membership Fees</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>G/T Premiums/Printing</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>G/T Travel Expenses</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>G/T Registration, Booth Expenses</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>G/T Miscellaneous Expenses</td>
<td>$5,000.00</td>
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<tr>
<td>Total Group Tour Market</td>
<td>$65,000.00</td>
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</tbody>
</table>

#### Leisure Market

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>L/M Advertising</td>
<td>$298,000.00</td>
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<tr>
<td>L/M Miscellaneous Expenses</td>
<td>$17,800.00</td>
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<td>Total Leisure Market</td>
<td>$255,800.00</td>
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</table>

#### All Markets/Support Items

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulfillment</td>
<td>$17,000.00</td>
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<tr>
<td>Professional Membership</td>
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</tr>
<tr>
<td>Digital/Mobile Marketing</td>
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</tr>
<tr>
<td>Total All Markets/Support Items</td>
<td>$147,479.00</td>
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</table>

#### Staff Salaries & Benefits

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Salaries</td>
<td>$497,528.00</td>
</tr>
<tr>
<td>Professional Salaries</td>
<td>$111,250.00</td>
</tr>
<tr>
<td>Total Staff Salaries &amp; Benefits</td>
<td>$608,778.00</td>
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#### Office/Support

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Travel &amp; Misc</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$13,000.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Surplus Equipment &amp; Maintenance</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Professional Salaries</td>
<td>$11,000.00</td>
</tr>
<tr>
<td>Total Office/Support</td>
<td>$185,588.00</td>
</tr>
</tbody>
</table>

#### Total Office/Administrative

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Office/Administrative</td>
<td>$185,588.00</td>
</tr>
</tbody>
</table>

#### Annual Reserve Allocation

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Reserve Allocation</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$1,654,739.00</td>
</tr>
</tbody>
</table>

#### Net Income

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income</td>
<td>$586,739.00</td>
</tr>
</tbody>
</table>
Memorandum

To: Honorable Mayor and Members of the City Council

From: Martin Lyons, Assistant City Manager/CFO
Paul Zalmezak, Economic Development Division Manager
Cindy Plante, Economic Development Specialist

Subject: Entrepreneurship Support Program Applications

Date: June 9, 2017

Recommended Action:
Staff and Economic Development Committee recommend approval of financial assistance through the Entrepreneurship Support Program totaling $8,500 for the following Evanston businesses:

- Jennifer’s Edibles - $2,500
- Human Success Factors – $2,500
- Defined Edge Crossfit - $3,500

Funding Source:
Funding will be from the Economic Development Fund’s Business Retention/Expansion Account (100.15.5300.62662). The approved Fiscal Year 2017 Budget allocated a total of $250,000 for this account. On April 17, 2017, the City Council approved and allocation of $50,000 from the above account to fund the Entrepreneurship Support Program.

Livability Benefit:
Economy and Jobs: retain and expand local businesses, develop workforce, and expand job opportunities
Equity and Empowerment: support poverty prevention and alleviation

Background:
The Entrepreneurship Support Program was created to provide limited one-time grant assistance to individuals starting or expanding a small business in Evanston. The program guidelines were approved by City Council in April, 2017 after consultation with the Minority, Women, and Evanston-Based Enterprise Committee (M/W/EBE Committee), Sunshine Enterprises, and LEND. The program guidelines provide for up to $1,000 in assistance with City licensing and permitting fees (to be provided by an interfund transfer from the ED fund rather than a fee waiver) and/or up to $2,500 in
assistance for qualifying business expenses such as tools, equipment, insurance, professional services, training, certifications, and production space. Applicants must provide three estimates for services to be funded (when possible) and must submit a detailed business plan as part of the application, and proof of either residence in Evanston or a business location in Evanston. Businesses receiving funding through this program are not barred from seeking funding through the Storefront Modernization Program in the event that they open a brick and mortar location in Evanston, though each program must be applied for separately. For more detailed information, please refer to the attached Program Guidelines.

Summary:
The three applications included here are the first three businesses to apply to the program since the guidelines were adopted in April. The applications and the requests received represent a variety of industries, including foodservice, fitness, and career coaching. The table below provides a summary of these requests, followed by a more summary on each business and application.

<table>
<thead>
<tr>
<th>Business</th>
<th>Eligible Expenses</th>
<th>Other</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer's Edibles</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Human Success Factors</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Defined Edge Crossfit</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>$8,500</td>
</tr>
</tbody>
</table>

Jennifer’s Edibles:
Jennifer Eason of Jennifer’s Edibles completed the Sunshine Enterprise Community Business Academy program in 2016 and opened a brick and mortar restaurant at 1623 Simpson Street in January of 2017, making her the second program participant to open a brick and mortar business since Community Business Academy came to Evanston. Jennifer’s Edibles offers American and Caribbean menu items to customers on site and for catering orders. Ms. Eason hopes to grow the business by adding Sunday brunch and marketing to local churches. The business owner is requesting funding assistance for the purchase of additional restaurant equipment, including a warmer, refrigerator, steam table, and pans.

Ms. Eason has submitted three quotes for the equipment to be funded. The program guidelines call for the inclusion of at least one Evanston-based vendor when possible, but the applicant was unable to identify an Evanston-based seller of commercial kitchen equipment. The estimates provided are summarized below:
## Vendor Refrigerator Warmer Steam table Pans

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Refrigerator</th>
<th>Warmer</th>
<th>Steam table</th>
<th>Pans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webstaurant.com</td>
<td>$800</td>
<td>$444.71</td>
<td>$1039.00</td>
<td>$300</td>
</tr>
<tr>
<td>Walmart.com</td>
<td>$1712.45</td>
<td>$423</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>kaTom.com</td>
<td>$850</td>
<td>-</td>
<td>$1,326</td>
<td>$18/ea</td>
</tr>
</tbody>
</table>

### Human Success Factors:

Human Success Factors is a career counseling and coaching business founded in 2016 by Dorothy Mendoza, a human resources professional who also recently completed the Community Business Academy program. Ms. Mendoza is requesting funding to help grow the business by launching a website for the business, purchasing online and print advertising, and hosting career planning workshop. Of the items for which funding is requested, several are for specific products or facilities offered by a single specific vendor, so only one estimate was provided rather than the usual three that would be expected for more fungible goods or services.

<table>
<thead>
<tr>
<th>Item</th>
<th>Vendor(s)</th>
<th>Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual license to access respondent interest inventory</td>
<td>CPP, Inc. Sunyvale, CA</td>
<td>$195</td>
</tr>
<tr>
<td>Room rental at Levy Senior Center</td>
<td>City of Evanston</td>
<td>$305</td>
</tr>
<tr>
<td>Website hosting, design &amp; domain</td>
<td>SquareSpace, Wix, or similar</td>
<td>$1000</td>
</tr>
<tr>
<td>Advertising</td>
<td>Daily Northwestern Facebook</td>
<td>$1000</td>
</tr>
</tbody>
</table>

### Sharp Edge Crossfit:

Owner Netanya Mintz intends to open Defined Edge Crossfit in a long-vacant former garage space at 1324 Dodge Avenue. Although Ms. Mintz is also requesting funding through the Storefront Modernization Program, she is also requesting assistance with expenses not included within the scope of that program, which is permitted under the current program guidelines. In addition to equipment purchases including a rack system and barbells as detailed in the attached business plan and expenses summarized below, the applicant is also requesting fee assistance with City fees including Special Use Permit Application, Business License, and build-out permits and inspections.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Rack</th>
<th>12 Barbells</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rogue Fitness</td>
<td>$3,500</td>
<td>$3,300</td>
</tr>
<tr>
<td>Again Faster</td>
<td>$3,600</td>
<td>$1788</td>
</tr>
<tr>
<td>Get RX’d</td>
<td>$3,300</td>
<td>-</td>
</tr>
<tr>
<td>Eleiko</td>
<td>-</td>
<td>$4,428</td>
</tr>
</tbody>
</table>

**Legislative History:**

The Economic Development Committee voted to recommend funding for these applicants on May 24, 2017 by a vote of 8-0.

**Attachments:**
- Entrepreneurship Support Program Guidelines
- Jennifer’s Edibles Application & Business Plan
- Human Success Factors Application & Business Plan
- Defined Edge Crossfit Application & Business Plan
Entrepreneurship Support Program

Application Instructions & Guidelines
2017

City Manager's Office
Economic Development Division
2100 Ridge Avenue, Evanston, Illinois 60201
847.448.8132
cplante@cityofevanston.org
Program purpose & overview

The purpose of the small business support grant program is to assist in the growth of jobs in Evanston through entrepreneurship, helping residents and local business owners to create jobs by starting sustainable small businesses. To that end, this program aims to provide key supports during startup and initial growth stages to local entrepreneurs with viable business models.

Funding Source:

Projects will be funded through the Economic Development Revenues and any applicable TIF districts. Program expenses must be budgeted by the City each year, and will not carryover from year to year. In addition to required applicant eligibility qualifications, assistance under this Program depends upon availability of funds.

Eligibility Criteria

Applicants meeting eligibility criteria who are starting or operating a business with a physical location in Evanston are eligible for grant-based assistance through this Program. All applicants must submit a business plan conforming to minimum Program standards* and reasonably demonstrating business viability as determined at the discretion of Program staff.

Home-based businesses qualify if the business owner is an Evanston resident. Non-residents are eligible only if operating a business at a physical location in Evanston, and must provide documentation of the business address through ownership, registration, or lease documentation which identifies the applicant specifically.

In addition to a business plan, completed applications must include three quotes for each service or expense for which funding assistance is requested, including at least one quote from an Evanston-based provider whenever possible. If granted, assistance will be provided in the form of direct payments made for services or other applicable supports. Applicants will not receive cash payments.

*Business plan must include information substantially similar to one of the included references and must demonstrate commercial viability as determined at the discretion of Program staff.

Applicants must have no outstanding parking tickets and be current on all fees, taxes, utility bills and debts owed to the City of Evanston. Participation in this Program does not disqualify an applicant or business with a brick-and-mortar location from also participating in the Storefront Modernization Program.

Ineligible applicants include:

- Applicants with one or more outstanding parking tickets or who are not current on fines, fees, taxes, or utility bills due to the City of Evanston
- Applicants who have received Entrepreneurship Support Program funding from the City of Evanston within the past five years
- Businesses that are part of a franchise operation with more than 10 locations within or outside of Evanston
- Churches or other religious organizations
• Government offices or agencies
• Nonprofit organizations

Eligible Services

Eligible applicants may:

I. Request up to $1,000 in assistance with City permitting and licensing needs, including food establishment licenses, general business licenses, building and sign permits, or inspections; and/or

II. Request up to $2,500 of small business support grant funding for expenses or services in the following categories:

1. Professional Services (Accounting, tax, insurance, legal)
2. Tools and Equipment (software, hardware, process-specific tools or equipment)
3. Licenses and Certifications
4. Production and Work Space
5. Continued research and development of initial MVPs (minimum viable products)
6. Continuing Education and Key Personnel Development (Classes, workshops, training programs)
7. Professional and Market Networks

Program Administration & Application Process

Step 1: Submit online application (first Monday of the month). All grant applications must be completed and submitted online: https://cityofevanston.wufoo.com/forms/entrepreneurship-support-program-application/. Applications are considered on a rolling basis throughout the year and must be reviewed by the Economic Development Committee, which meets on the fourth Wednesday of each month. In order to ensure your place on the committee agenda, completed applications must be turned in no later than the second Monday of the month in which review is requested. Complete applications must include:

✓ business plan
✓ three estimates for each service or purchase to be funded, including one estimate from an Evanston provider whenever possible
✓ proof of residency or business location in Evanston
Step 2: Staff application review process (10 business days). Staff will review applications for compliance with eligibility guidelines and scope of work to be funded. LEND will assist with business plan review and assessment.

Step 3: Public Review & Approval Process (fourth Wednesday of the month). Staff will submit the completed Entrepreneurship Support Program applications and bids to the Economic Development Committee and City Council for approval. Applicants are encouraged to attend all public meetings during which their applications are being considered.

Step 4: Execute a program agreement. Following approval by City Council, successful applicants must sign a Program agreement acknowledging the terms and obligations of their participation.
Entrepreneurship Support Program Application

Applicant Name *
Jennifer Eason

Applicant Address *
4843 C Elm Street
Skokie, Illinois 60077
United States

Applicant Email *
jennifer@jennifersediblesinc.com

Applicant Phone Number *
224-717-1835

Business Name *
Jennifer's Edibles Incorporated

Business Address
1623 Simpson Street
Evanston, Illinois 60201
United States

Please provide a description of your business (500 words max)

Jennifer's Edibles Incorporated began as a personal chef and catering service but more recently has expanded into a diner style sit down restaurant. While we continue to provide service to our catering customers, we have a daily menu that offers breakfast, lunch and dinner. We offer a diverse menu which includes American and Caribbean style cuisines. We also offer a variety of dishes from comfort foods to healthier options, including vegetarian or vegan dishes. We pride ourselves on being flexible for our customers to make their food purchases personable and professional.

Our restaurant is not like most restaurants in the area. There is a very home style feel to it. Many customers come in for business meetings or just to work on their laptops. We offer free wifi for our customers.

We will be extending hours for the summer by staying open until 8pm Monday – Wednesday and until 10pm Thursday – Saturday. We are also planning to open on Sundays during brunch/early dinner hours of 11am – 4pm.

The purchase of the equipment we are looking to purchase will be significant for the change of menu items with the seasons. We currently do not have adequate space for our produce, deserts or beverages. We also believe the sandwich warmer is necessary to attract the foot traffic in the area.

Thank you for your consideration and the opportunity to help us grow.

Services to be funded:

- Tools/Equipment

Do you need financial assistance with City licensing or permitting requirements?

- No

Upload written estimates for the services needed below:

---
Upload business plan (.pdf or .doc) *

[Image: jennifereasonbusinessplan.docx.pdf] 685.09 KB · PDF

Upload proof of residency or business location (lease, utility bill, bank statement, etc.)

[Image: water_bill.pdf] 131.67 KB · PDF

"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines associated with the City of Evanston's Entrepreneurship Support Program." (Type name below for signature).

Jennifer Eason

Date
Monday, May 15, 2017

Created
15 May 2017
6:12:17 PM

IP Address
162.206.129.41

PUBLIC
Business Plan

Jennifer Eason

Jennifer's Edibles
1623 Simpson St.
Evanston IL, 60201
(224) 717-1835
JennifersEdibles@yahoo.com
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III. Market Analysis ......................................................................................................5
IV. Marketing Plan ..........................................................................................................6
V. Management ................................................................................................................7
VI. Capital Summary and Sourcing ...............................................................................8
IX. Future Planning/Ambitions ......................................................................................11
Professional Experience & Founding History

I. Please list any and all of your relevant formal qualifications (i.e. business education, degrees, training certifications, LEND or Sunshine Academy engagement):
   ● Kendall College- Degree in Culinary Arts
   ● Bank Teller
   ● Kitchen Manager at Food For Thought- Deerfield, Illinois
   ● Sunshine Academy- Robin Simmons Training

II. Please summarize your personal background and employment record:

   I have been in the foodservice industry my entire life, beginning in childhood when I worked at my parents’ ice cream shop and grocery store. Following my education at Kendall College, where I graduated with an Associates Degree in Culinary Arts, I worked at Chicken Shack in Evanston. When I was getting ready to settle down and have a family, I moved on to become a bank teller. After my maternity leave, I started working at Halo Company, a distributor of promotional products. I made my way from file clerk all the way to office manager. These experiences have given me a deep knowledge of customer service, business planning, and inventory control.

   I then moved on to manage the kitchen at Food for Thought, a café in Deerfield, IL. My experiences there included designing the menu and crafting seasonal specials, as well as restaurant management and quality control. Unfortunately, during this time my car was stolen and I was forced to quit the job at Food for Thought in favor of a location closer to home. I started managing a gas station in Central Park, then launched Jennifer’s Edibles Catering Company as an additional form of revenue. By 2006, my catering services were a success and I began operating Jennifer’s Edibles full time.

III. Briefly describe when, how, and why you formed the company:

   The motivation for opening a storefront developed from my expanding catering business and my need to find a larger kitchen to cook in. I discovered Uncle Randy’s Jamaican Restaurant was renting space and saw the opportunity to serve her food all day rather than specifically for lunch functions. I am a hard worker, getting up at 5 am every day to prepare meals, and saw the opportunity to bring in additional income from offering breakfast services.

Operating Structure

Business Name

Executive Summary & Business Plan

Month, Year

599 of 677
I. Please list and describe your present products and services offered, as well as hours and days of operation:

**Catering**
- Services offered: lunch, dinner, special events (corporate, family parties)
- Hours: flexible, depending on the specific orders she receives

**Storefront**
- Services offered: breakfast, lunch, dinner, takeout, and delivery
- Hours: 8 am – 8 pm (note, popular during breakfast and lunch, but not dinner)

II. Please detail your pricing structure. Is it variable? (i.e. changing menu or product line)

**Catering**
- Pricing: Jennifer prices by the serving size, offering large portions for catering events, and a flat rate for the family she cooks for each week
- Personal chef rate is $100/mth for 2 meals per week

**Storefront**
- Pricing: Jennifer offers entrees (w/ 2 sides) for $10 each, and dessert for $3
- Menu: changes each week, with menu published to Facebook

III. How do you receive payment? (i.e. What is your system for processing credit cards? Are you cash only? Do you accept checks and, if so, what is the deadline for payment?)

- Accept cash and credit. Checks acceptable for catering orders, but needed several days in advance to reserve the order.

IV. How does your business model change over the course of the year? Is there a consistent customer flow or is there seasonal variation? If so, how do you address seasonal changes?

- Most fluctuation throughout the year is related to catering demand; in the holiday winter months, catering orders pick up substantially (i.e. Thanksgiving and Christmas party dinners). When the weather is nicer, more customers dine-in. However, having only been in operation (officially) since January 2017, it is difficult to predict future trends.
- In order to combat this uncertainty, I plan to utilize new sales/delivery channels, conduct outreach to Northwestern organizations to market my catering service, and plan to open for Sunday brunch to service 4 churches in the neighborhood.

**Market Analysis**

I. What is your intended audience or demographic? Provide the geographic location of

*Business Name*  *Executive Summary & Business Plan*  *Month, Year*
your customers and the type of customers you serve:

- Food served: Primarily Jamaican cuisine
- Intended audience: African American (Jamaican), households in the radius of 1000 m
- Target audience predominantly located in a 1000meter radius (assuming)

II. List firms you have identified as primary competitors in your market(s). Identify their strengths and weaknesses, then describe how your company stands out:

a. Claire’s Korner: Jamaican Restaurant
   Strengths: Yelp Verified (4.5 Stars), marginally better priced
   Weaknesses: Not listed on online delivery portals,

b. Emerson Grill: American fast food
   Strengths: Extremely well priced,
   Weaknesses: Shabby ambience, not very well heard of

c. Hecky’s Barbeque: Barbeque
   Strengths: Well known in the community, good reviews, competitive pricing
   Weaknesses:

d. Gotta B Crepes: Crepes

III. Based on the geographic location of your business and the target demographics listed above, please provide an estimate for the total market size; in other words, how many unique potential customers exist in this space

- Two exclusive Jamaican restaurants exist in a 500 m radius showing that there is considerable demand for Jamaican food. Let us assume that these two restaurants have a duopoly in the Jamaican food market space with an equal market share. I serve 1500 customers per month; Hence total potential Jamaican food customers would be anywhere around 3000 per month.

IV. Considering the total market size and your primary competitors, estimate what percentage share of the market you currently occupy:

- Roughly 50% of the market for Jamaican food.

**Marketing Plan**

I. What marketing strategies have you used in the past? Which were most successful?

*Consider Pricing (discounts, bundles), Promotions, Product (variations to the services
**Business Name**

**Executive Summary & Business Plan**

**Month, Year**

---

**II. Describe which demographics of the customer base and geographic area you will target with marketing in the future. Where is the greatest need for awareness?**

- Customers for Jennifer’s Edibles Catering are currently targeted and approached by Jennifer herself, or obtained through referral. She has a consistent client base. For example, some of her repeat customers include a Pharmaceutical Delivery Company (lunches) and Sherman Dodge Car Dealership (sells sandwiches to them) for catering.
- For the restaurant, there is a pressing need to bring in more foot traffic.

---

**III. What marketing strategies do you plan on pursuing going forward?**

Continue expanding via social media and advertising products on Postmates in order to reach a broader demographic. Additionally, I plan to target local churches for Sunday brunch via word of mouth and fliers.

---

**Management**

**I. Describe your organizational structure. Please include key management roles and a list of employee responsibilities.**

Current management structure: 3 Chefs and 2 Employees who manage the day to day operations of the restaurant.

**II. How many employees do you have under contract: part-time and full-time?**

Each employee works 42 hours a week (6 days, 7 hours per day). I work 72-80 hours per week. I am also gaining 3 interns who are being paid through an outside service for the summer.

---

*Business Name*  
*Executive Summary & Business Plan*  
*Month, Year*
## Capital Summary and Sourcing

I. List the major operating equipment that your company owns or leases (feel free to add more items if required):

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Age</th>
<th>Condition/Description</th>
<th>Check One (X)</th>
<th>If Owned:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Owned</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Leased</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cost</td>
</tr>
<tr>
<td>1. Small Cooler</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>2. Small Refrigerator</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$150</td>
</tr>
<tr>
<td>3. Full size Refrigerator</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>4. Chest Freezer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$225</td>
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<tr>
<td>5. Full Size Freezer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$600</td>
</tr>
<tr>
<td>6. Fans</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>7. Bar Stools</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>8. Coffee Bar</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
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<td>9. Laptop</td>
<td>X</td>
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<td>10. Printer</td>
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<td></td>
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<td>$150</td>
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<tr>
<td>11. Computer Desk</td>
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<td></td>
<td></td>
<td></td>
<td>$100</td>
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<td>12. Blender</td>
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<td></td>
<td>$100</td>
</tr>
<tr>
<td>13. Juicer</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$600</td>
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<tr>
<td>14. Coffee Maker</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$50</td>
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<tr>
<td>15. Espresso</td>
<td>X</td>
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<td>$50</td>
</tr>
<tr>
<td>Machine</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>16. Television</td>
<td>X</td>
<td></td>
<td>$600</td>
<td></td>
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<tr>
<td>17. Microwave</td>
<td>X</td>
<td></td>
<td>$300</td>
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<tr>
<td>18. Electric Tea Kettle</td>
<td>X</td>
<td></td>
<td>$50</td>
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<tr>
<td>19. Stainless Steel Shelving</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>20. 12 Foot Bench</td>
<td>X</td>
<td></td>
<td>$250</td>
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<td>21. Waffle Maker</td>
<td>X</td>
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<td>$60</td>
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<td></td>
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<tr>
<td>22. 4 Slice Toaster</td>
<td>X</td>
<td></td>
<td>$45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. 6 Burner Commercial Ranger</td>
<td>X</td>
<td></td>
<td>$1650</td>
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<td></td>
</tr>
</tbody>
</table>

II. Describe your sourcing process for key inputs:
List your major suppliers by location, order quantity, frequency of use, and price
Financial Analysis (for Established Businesses):

I. Operating Statement:

<table>
<thead>
<tr>
<th>Monthly Costs</th>
<th>$</th>
</tr>
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<tbody>
<tr>
<td>Purchases</td>
<td>$2976</td>
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<tr>
<td>Gross Wages</td>
<td>--</td>
</tr>
<tr>
<td>Payroll</td>
<td>$1200</td>
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<tr>
<td>Legal Services</td>
<td>$0</td>
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<tr>
<td>Utilities/Phone</td>
<td>$639</td>
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<td>Insurance</td>
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<td>Taxes</td>
<td>$25</td>
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<tr>
<td>Maintenance</td>
<td>$0</td>
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<tr>
<td>Rent</td>
<td>$900</td>
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<tr>
<td>Equipment</td>
<td>$72</td>
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<tr>
<td>Loan Payments</td>
<td>$183</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$262</td>
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</table>

<table>
<thead>
<tr>
<th>Monthly Revenues</th>
<th>Amount ($)</th>
</tr>
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<tbody>
<tr>
<td>Restaurant</td>
<td>$7405.01</td>
</tr>
<tr>
<td>Catering</td>
<td>$1036.30</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$8441.31</strong></td>
</tr>
</tbody>
</table>

| Net Profit:            | $1544     |

II. Provide a Debt Ratio: (monthly housing + monthly debt) / monthly income

\[
\frac{190}{1394} = 14\%
\]
### III. Provide a Housing Ratio: (monthly housing expenses / monthly total income)

\[
\frac{140}{1394} = 10\%
\]

### IV. Please provide the last three months of cash flow transactions (1-3) and project the rest of the calendar year

**Months 1-3 are sales records, Months 4-12 are projections**

<table>
<thead>
<tr>
<th>Cash Inflow</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td>Sales Revenue</td>
<td>6692</td>
<td>5129</td>
<td>9219</td>
<td>8441</td>
<td>8441</td>
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</tr>
<tr>
<td>Loan Proceeds</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<table>
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<th>Cash Outflow</th>
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<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tr>
<td>COGS</td>
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<td>2191</td>
<td>5659</td>
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<td>2976</td>
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<tr>
<td>Gross Wages</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Payroll Expenses</td>
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<td>1200</td>
<td>1200</td>
<td>1590</td>
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<tr>
<td>Outside Services</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Acct &amp; Legal</td>
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<td>0</td>
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<tr>
<td>Rent/Lease</td>
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<td>0</td>
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<tr>
<td>Utilities/Phone</td>
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<td>774</td>
<td>1074</td>
<td>639</td>
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<tr>
<td>Repairs &amp; Maint.</td>
<td>846</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Web Maint.</td>
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</tr>
<tr>
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<td>183</td>
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</tr>
<tr>
<td>Misc.</td>
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<td>194</td>
<td>148</td>
<td>262</td>
<td>262</td>
<td>262</td>
<td>262</td>
<td>262</td>
<td>262</td>
<td>262</td>
<td>262</td>
<td>262</td>
</tr>
</tbody>
</table>

| Ending Balance | (509) | 518 | (14) | 1544 | 1544 | 1544 | 1544 | 1544 | 1544 | 1544 | 1544 | 1544 |

*Misc: Bank Service Changes, Bus. Apparel, Cleaning Supplies, Automobile and Travel Expenses, and Volunteer Expenses*
V. Explain any growth rates applied in the projections. How will you attain this growth?

Projections are based off of average from November 2016-March 2017.

Future Planning/Ambitions

I. Do you have any ideas to adapt or modify your service/product offerings to increase sales or expand your business?

I would like to expand my business through securing customers from local churches for Sunday brunch. Additionally, I would like to appeal to the Northwestern community through increased advertising on social media.

II. If you have outlined a growth plan, describe how you plan to meet an increased demand by growing your labor force?

III. Have you explored future options for funding capital and inputs?
### Entrepreneurship Support Program: Grant Request

<table>
<thead>
<tr>
<th>Service Requested</th>
<th>Proposed Vendor</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. APW Wyott DWCi 14 inches Countertop Merchandising Display Warmer</td>
<td>Webstaurant.com</td>
<td>$444.71</td>
</tr>
<tr>
<td>3. Advance Tabco HF-4G Four Pan Natural Gas Powered Hot Food Table</td>
<td>Webstaurant.com</td>
<td>$1039.00</td>
</tr>
<tr>
<td>4. Full size, half size, and third size steam table pans and covers</td>
<td>Webstaurant.com</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Total Requested Grant:**

$2500.00
HeatMax

Commercial Food Pizza Pastry Warmer Countertop
18x18x24 Display Case

Business Price $325.50 + Free Shipping

Note: Not eligible for Amazon Prime.

Only 10 left in stock - order soon.

Get it as soon as May 24 - 30 when you choose Economy Shipping at checkout.
Beverage-Air LV10-1-B-LED 1 Swing Glass Door Merchandiser Refrigerator | 10 Cu. Ft.

$1,712.45

or $47 / Mo. Apply Now

Login to see our best price.
Summit SCR1005 22" One-Section Glass Door Merchandiser w/ Swing Door, 115v

KaTom #: 162-SCR1005 • MPN: SCR1005

Typically ships within 9 - 13 business days

Retail Price: $1,418.00
$850.80 / Each

Add to Cart
Vollrath 75130 Third-Size Steam Pan Cover, Stainless

KaTom #: 175-75130 • MPN: 75130

Quick Ship

IN STOCK: Ships in 1 Business Day

(0 reviews) | Write a Review

Retail Price: $19.30

$9.02 / Each

Add to Cart
Duke E304SW Aerohot Steam Table w/ 4-Sealed Wells & Carving Board, 208 V

Image may not depict product color, inclusions or accessories.

KaTom #: 212-E304SW • MPN: E304SW 208/1 QUICK SHIP

Typically ships within 9 - 13 business days

Retail Price: $3,630.00
$1,326.77 / Each

Add to Cart
Heatmax Commercial 24 x 24 x 24 Countertop Food Pizza Pastry Warmer Display Case

$423.85
List price $510.98  Save $87.13
Sold & shipped by Commercial Bargains Inc

Free shipping
Or get it by May 25 with faster shipping options Shipping options
Free pickup not available from this seller

Quantity: 1  Add to Cart

615 of 677
Search Results for: "Avantco Refrigeration Glass Door Merchandiser"

Products

FILTERS

VENDOR
Avantco Refrigeration

CAPACITY
- 8 - 13 cu. ft.: 5
- 14 - 25 cu. ft.: 4
- 28 - 43 cu. ft.: 4
- 57 - 69 cu. ft.: 2

COLOR
- Black: 6
- White: 9

DEPTH
- 21 - 23 inches: 4
- 25 - 27 inches: 4
- 30 - 32 inches: 6
- 33 - 34 inches: 1

DOOR STYLE
- Swing: 13
- Sliding: 2

HEIGHT
- 63 inches: 2

$1,799.00/Each
Avantco GDS-47-HC 53" Black Sliding Glass Door Merchandiser with 115 VOLTS

$999.00/Each
Avantco GDC-15-HC 25 5/8" Black Swing Glass Door Merchandiser Refrigerator with 115 VOLTS

$1,199.00/Each
Avantco GDC-23-HC 28 3/8" White Swing Glass Door Merchandiser Refrigerator with 115 VOLTS

$799.00/Each
Avantco GDC-10-HC 21 5/8" Black Swing Glass Door Merchandiser Refrigerator with 115 VOLTS

$2,999.00/Each
Avantco GDC-69-79" White Three Section Swing Glass Door Merchandising with 120 VOLTS
Search Results for: "Countertop Merchandising Display Warmer"

Products

- APW Wyott DWCI-14 14" Countertop Merchandising Display Warmer with Two Shelves - 120V, 208W
  - Item #: 135DWC14
  - $486.50/Each
  - Free Shipping
  - Add to Cart

- Avantco HDC-36 36" Self Service 3 Shelf Countertop Heated Display Warmer with Sliding Doors - 110V
  - Item #: 177HDC26
  - $449.99/Each
  - Free Shipping
  - Notify me when this product is back in stock
  - Add to Cart

- Avantco HDC-26 26" Self Service 3 Shelf Countertop Heated Display Warmer with Sliding Doors - 110V
  - Item #: 177HDC26
  - $369.99/Each
  - Free Shipping
  - Notify me when this product is back in stock
  - Add to Cart

- Avantco HDC-48 48" Self Service 3 Shelf Countertop Heated Display Warmer with Sliding Doors - 110V
  - Item #: 177HDC48
  - $599.00/Each
  - Free Shipping
  - Add to Cart
Entrepreneurship Support Program Application

<table>
<thead>
<tr>
<th>Applicant Name *</th>
<th>Dorothy Mendoza</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address *</td>
<td>2006 Keeney St. Evanston, IL 60202 United States</td>
</tr>
<tr>
<td>Applicant Email *</td>
<td><a href="mailto:dvmendoza2012@gmail.com">dvmendoza2012@gmail.com</a></td>
</tr>
<tr>
<td>Applicant Phone Number *</td>
<td>847-877-9699</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name *</th>
<th>Human Success Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address</td>
<td>2006 Keeney St. Evanston, IL 60202 United States</td>
</tr>
</tbody>
</table>

Please provide a description of your business (500 words max)

Human Success Factors

Dori Mendoza – A Certified Career Advisor for You and Your Child (Age 14+)

With an evolving career landscape, the myriad of career choices and fierce competition, choosing the right path forward can be a daunting task. As a parent, you want the best for your child and want to help them make the best education and career decisions.

Dori is a specialist that provides clients with their top best-fit careers, college majors and/or jobs based on their own strengths/aptitudes, interests, values and personal style preferences. Clients leave the consultation with pride and confidence, and they begin to think more carefully about the activities and tasks they engage in and the types of schools and careers they might enjoy. The consultation minimizes the potential for costly educational expenses and the anxiety of a mismatched career/job. The consultation can be held in person or virtually. Parents are welcome to receive a copy of the reports and join the debrief sessions. In addition, Dori provides general coaching on job search, resume and cover letter writing, interviewing and offer package negotiation.

Dori has a twenty-year track record of hiring, developing and advancing clients to new, broader, higher-level or completely different careers. She has a B.S. in psychology with an emphasis in Human Resources development from the University of IL at Urbana as well as several career consulting certifications, a broad professional network and excellent client references.

The cost is $650 for the package, which includes two career instruments, comprehensive reports, and 1–2 debrief sessions. Other career coaching services are charged at approximately $200/hour. Payment plans and discounts are available so please just ask.

Human Success Factors
Dori Mendoza
Certified Career and Job Advisor
Evanston, Illinois
Free consultation 847-877-9699

Services to be funded: Professional Services

Do you need financial assistance with City Licensing or Permitting Requirements? No
licensing or permitting requirements?

Upload written estimates for the services needed below:
- dailynu_ratesinfo_201617local.pdf (3.26 MB PDF)
- cpp_annual_license_fee_195.docx (68.25 KB DOCX)
- levy_center_facility_rental_rate_sheet.pdf (62.86 KB PDF)

Upload business plan (.pdf or .doc) *
- humansuccessfactorsbusinessplan.pdf (244.01 KB PDF)

Upload proof of residency or business location (lease, utility bill, bank statement, etc.)
- home_mortgage_statement.pdf (135.62 KB PDF)

"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines associated with the City of Evanston's Entrepreneurship Support Program." (Type name below for signature).

Dorothy Mendoza

Date: Monday, May 15, 2017

Created: 15 May 2017
1:47:12 PM

IP Address: 108.71.133.190
PUBLIC
Business Plan

Dori Mendoza – Owner & Certified Career Development Consultant

Human Success Factors
2006 Keeney St.
Evanston, IL 60202
847-877-9699
dvmendoza2012@gmail.com
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Professional Experience & Founding History

I. Please list any and all of your relevant formal qualifications (i.e. business education, degrees, training certifications, LEND or Sunshine Academy engagement):

I have more than twenty years of experience in human resources including hiring, developing and advancing employees. I have a bachelor’s degree in Psychology with emphasis in HR development from the University of Illinois at Urbana. I have completed several MBA courses. I have certifications as a Senior Professional in HR (SPHR) with HRCI, Master Career Counselor with the National Career Development Assoc. and a Career Development Consultant for youth and adults with The Highlands Company and GS Consultants. I have completed the Sunshine Enterprises training program, Community Business Academy.

II. Please summarize your personal background and employment record; how did you get to where you are today?

Upon graduation from UIUC, I began my career in HR. I was provided with leadership training and promoted several times at CTLGroup, an engineering firm. I was recruited away to Hewitt where I honed my competencies learning from the experts at this premier HR consulting firm. I wanted to continue to expand my experience and was recruited away to Omron, a global manufacturing company where I was responsible for implementing best practices from Corporate in the U.S. to the entities in other countries including Brazil, Mexico and Latin America. My work in employee and leadership development, advancement and retention resulted in Omron winning several awards including "Best Place to Work in Illinois," "101 Best and Brightest Company to Work For in Chicago" and "National Best and Brightest Company to Work For." In 2015, I wanted to fulfill a dream to provide career development consulting to youth and adults. I attained certifications and launched Human Success Factors in 2016.

III. Briefly describe when, how, and why you formed the company and its development so far. How did you develop a passion for your current business?

It was heart wrenching to see so many people in poor-fit jobs and careers from the HR perspective. When I learned that our high school offered very limited college and career guidance, I researched the best tools to help my own kids. I found other career advisors in the market and I knew I could become one as well. I completed the certifications required to administer the two career instruments and launched Human Success Factors in the summer of 2016. My clients’ reactions including an increase in self-confidence and clarity in college and career direction makes me happy to do this work.

Human Success Factors  Executive Summary & Business Plan  May, 2017

624 of 677
Operating Structure

I. Please list and describe your present products and services offered, as well as hours and days of operation:

I offer career advising including a 2-3 hour debriefs reviewing the client’s results on two instruments – an ability battery and an interest survey. I am able to help my clients discover their natural strengths/aptitudes, interests, personal style and values. I provide them with comprehensive reports including a list of their top best-fit career/job and college major matches.

Right now, I am available to provide this service full-time. I am generally available 10 AM – 10 PM daily.

II. Please detail your pricing structure. Is it variable? (i.e. changing menu or product line)

The package is $650. The package includes the two instruments, reports, and a debrief session. For customers who want to continue coaching following completion of the package, there is an additional 200$ / hour rate.

The package is optional and customers may choose to exclusively pay for coaching services ($200/ hour rate).

III. How do you receive payment? (i.e. What is your system for processing credit cards? Are you cash only? Do you accept checks and, if so, what is the deadline for payment?)

At this moment, I accept cash and checks. At a later time, I would like to set up PayPal or similar for credit card processing. I have the client provide a deposit of $250 up front to cover the cost of the instruments and help ensure they follow through. At the time of the debrief, they pay me the balance.

IV. How does your business model change over the course of the year? Is there a consistent customer flow or is there seasonal variation? If so, how do you address seasonal changes?

The best time to catch students is over summer break, fall and winter breaks. When I don’t have students, I focus on marketing my services to adult clients. I also offer additional services: job search tips, resume and cover letter writing, interviewing, salary negotiation, and confidence coaching.
Market Analysis

I. What is your intended audience or demographic? Provide the geographic location of your customers and the type of customers you serve:

My target customers are parents of high school students, college students and adults. I have started to market to Evanston but I can provide this service across the U.S. Using Facebook I am able to select high paid parents with teens in the surrounding suburbs, for example.

II. List firms you have identified as primary competitors in your market(s). Identify their strengths and weaknesses, then describe how your company stands out:

- Jody Michael and Associates - office in Chicago
  - Maura handles youth career advising
    - has a Bachelor's degree in Fine Arts and varied professional experience.
    - Highest price tag - $500 just for ability battery with access to library
- Ann Brody (Ann Brody and Career Solutions, Inc.)- office in Chicago
  - Masters in Social Work
  - Only offers the ability battery
- Marilyn Fettner (Fettner Career and Life Counseling) in Northbrook
  - Masters in HR and Counseling
  - Varied professional experience but seems more focused on counseling/therapy
- Wilma Nachsin (Life Working) in Evanston
  - Former HR director, PHR certification
  - Certified career coach
  - Only offers myers briggs and strong BUT has called me to ask about my ability battery tool

All of my competitors are older in age. I am younger and have a twenty year track record of getting people into jobs, developing them, and helping them to advance to higher roles. My employer Omron has won several awards for my work in this area. I am more flexible with the prices because I don’t have the cost of an office space. I also have a broad network of employers that I could share with my clients. I am also bilingual Spanish and can reach parents my competitors may not be able to.

III. Based on the geographic location of your business and the target demographics listed above, please provide an estimate for the total market size; in other words, how many unique potential customers exist in this space?

Keep in mind; I can market my services nationally. From the local market, there are thousands of potential customers.
IV. Considering the total market size and your primary competitors, estimate what percentage share of the market you currently occupy:

With only a few months in existence, the share is small; I need financial help to expand.

**Marketing Plan**

I. What marketing strategies have you used in the past? Which were most successful?

*Consider Pricing (discounts, bundles), Promotions, Product (variations to the services offered to keep customers engaged), Placement (where are messages most effective)*

I have started to share my services with friends, family and colleagues first. This has been most successful because they know me. Of course, I provided them with discounts.

I have started placing advertisements in local newspapers and on Facebook but, because I am out of funds, I could not evaluate their effectiveness.

I have posted and left business cards at churches, which has provided 3 clients so far.

II. Describe which demographics of the customer base and geographic area you will target with marketing in the future. Where is the greatest need for awareness?

I would like to target suburbs with residents who are degreed and have higher median salaries.

III. What marketing strategies do you plan on pursuing going forward?

- I would like to try advertising a free one-hour informational to educate potential customers on my services.
- I need to develop a website.
- I need to continue advertising and posting on community boards.
- I will continue efforts to build partnerships with schools, universities etc.
  - Local Evanston Schools
    - Beacon Academy
    - Roycemore School
  - Northwestern University
  - Oakton Community College
  - Other Community Colleges
  - First Northern Credit Union
Management

I. Describe your organizational structure. Please include key management roles and a list of employee responsibilities.

I am the owner and I have no employees right now.

II. How many employees do you have under contract: part-time and full-time?

None.

Capital Summary and Sourcing

I. List the major operating equipment that your company owns or leases (feel free to add more items if required): none.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Age</th>
<th>Condition/Description</th>
<th>Check One (X)</th>
<th>If Owned:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Owned</td>
<td>Leased</td>
</tr>
<tr>
<td>1.</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>6.</td>
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<tr>
<td>7.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

II. Describe your sourcing process for key inputs:

List your major suppliers by location, order quantity, frequency of use, and price

Ability battery - $65 per student – about 1-2 per month
Interest survey - $20 per student – about 1-2 per month
Financial Analysis (for Startups):

I. Outline all projected costs necessary:

<table>
<thead>
<tr>
<th>Monthly Expenditure</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Automobile</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Utilities</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Food</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>Gas</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$235.00</td>
<td>$235.00</td>
<td>$235.00</td>
<td>$235.00</td>
</tr>
<tr>
<td>Cost of Running Projects</td>
<td>$85.00</td>
<td>$85.00</td>
<td>$85.00</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES:** -$2,005.00

II. Provide an overview of any outstanding Debt, Loans, or Lines of Credit: 0

III. Based on projected costs, provide a breakeven analysis to estimate the number of customers you need to exceed in order to be profitable on a monthly basis: 1 - 2

IV. Provide a Debt Ratio: (monthly housing + monthly debt) / monthly income

\[
\frac{2,005}{2,930} = 68\%
\]

V. Provide a Housing Ratio: (monthly housing expenses / monthly total income)

\[
\frac{1,200}{2,930} = 41\%
\]

VI. Explain any growth rates applied in the projections. How will you attain this growth?

The website would result in a growth in the number of clients depending on season. During September-Dec, we would see a growth since most of the clients are students and that is the time when they are applying to college and need the most help. It would quiet down during the rest of the year. In the financial model below, the short term would be clients that just take the $650 package and long term is a client that would take the package plus a 1 additional session of $200.

*Human Success Factors*  
*Executive Summary & Business Plan*  
*May, 2017*
VII. Please provide the last three months of cash flow transactions (1-3) and project the rest of the calendar year.

Past: Average Profit = $891.00

<table>
<thead>
<tr>
<th></th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Term</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Long Term</td>
<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Revenue**

<table>
<thead>
<tr>
<th></th>
<th>Short Term Revenue</th>
<th>Long Term Revenue</th>
<th>Survivors Benefit (ChildCare)</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$650.00</td>
<td>$850.00</td>
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<td>$3,236.00</td>
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<td></td>
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<td>$0.00</td>
<td></td>
<td>$2,386.00</td>
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<tr>
<td></td>
<td>$650.00</td>
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<td>$2,386.00</td>
</tr>
<tr>
<td></td>
<td>$650.00</td>
<td>$850.00</td>
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<td>$3,236.00</td>
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<tr>
<td></td>
<td>$650.00</td>
<td>$850.00</td>
<td></td>
<td>$3,236.00</td>
</tr>
</tbody>
</table>

**Costs + Expenses**

<table>
<thead>
<tr>
<th></th>
<th>COGS (Rental Equipment Cost)</th>
<th>Personal Expenses</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$85.00</td>
<td>$1,920.00</td>
<td>$2,005.00</td>
</tr>
<tr>
<td></td>
<td>$85.00</td>
<td>$1,920.00</td>
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</tr>
<tr>
<td></td>
<td>$85.00</td>
<td>$1,920.00</td>
<td>$2,005.00</td>
</tr>
</tbody>
</table>

**Operating Profit**

|                  | $1,231.00 | $381.00 | $381.00 | $1,231.00 | $1,231.00 |

Human Success Factors

Executive Summary & Business Plan

May, 2017
Future: Average Profit: $1562.70

<table>
<thead>
<tr>
<th>Number of Projects</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>Sep</th>
<th>Oc</th>
<th>Nov</th>
<th>Dec</th>
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<th>Mar</th>
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</thead>
<tbody>
<tr>
<td>Short Term</td>
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<td>2.00</td>
<td>2.00</td>
<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
<td>2.00</td>
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<td>Long Term</td>
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<table>
<thead>
<tr>
<th>Revenue</th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Short Term Revenue</td>
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<td>$1,950.00</td>
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<td>$1,950.00</td>
<td>$1,300.00</td>
<td>$650.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>Long Term Revenue</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$850.00</td>
<td>$850.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
<td>$1,050.00</td>
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</tr>
<tr>
<td>Additional Revenue</td>
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<td>$1,736</td>
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<td>$1,736</td>
<td>$1,736</td>
<td>$1,736</td>
<td>$868</td>
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<td>(Subsidy)</td>
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<tr>
<td>Total Revenue</td>
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<td>$3,886.00</td>
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<td>$3,236.00</td>
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</table>

<table>
<thead>
<tr>
<th>Costs + Expenses</th>
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<th></th>
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<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>COGS (Rental Equipment Cost)</td>
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<td>$170.00</td>
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<td>$170.00</td>
<td>$85.00</td>
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<td>$1,920.00</td>
<td>$1,920.00</td>
<td>$1,920.00</td>
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<td>$2,175.00</td>
<td>$2,175.00</td>
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<td>$2,090.00</td>
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<td>$2,000.00</td>
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<tr>
<td>Total Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td>$2,561</td>
<td>$1,996</td>
<td>$1,231</td>
<td>$363</td>
</tr>
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</table>

Average Percent Change: 75.39%
**Future Planning/Ambitions**

I. Do you have any ideas to adapt or modify your service/product offerings to increase sales or expand your business?

I have clients who only want certain services which vary in prices: resumes, cover letter, general coaching and training in job search, interviewing, sales negotiation etc.

I could also help parents collect data on the universities their child is interested in applying to.

I could also use my Spanish to gain parents my competitors may not be able to reach.

II. If you have outlined a growth plan, describe how you plan to meet an increased demand by growing your labor force?

I could use a clerk to help with scheduling, keeping clients on task, maintenance of client contact data and financial statements.

III. Have you explored future options for funding capital and inputs?

I would like to apply for a loan with LEND. I could also obtain a job if needed.
## Entrepreneurship Support Program: Grant Request

<table>
<thead>
<tr>
<th>Service Requested</th>
<th>Proposed Vendor</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Design Assistance</td>
<td>SquareSpace ($40 per m *12 = $480) Remaining 500 will be paid to a Web developer from Northwestern/Evanston to design the domain.</td>
<td>$1000</td>
</tr>
<tr>
<td>Advertising (social media, materials)</td>
<td>Facebook, Evanston Roundtable, The Daily NU, fliers</td>
<td>$1000</td>
</tr>
<tr>
<td>Space Rental (for informational sessions)</td>
<td>Evanston Community Centers</td>
<td>$305</td>
</tr>
<tr>
<td>Annual license to access respondent interest inventory reports due 6/6/17</td>
<td>CPP, Inc.</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

Total Requested Grant:  

$2500
Levy Center

Facility Rental hours:  
Monday-Thursday  5-9pm  
Friday-Saturday  9am-12am  
Sunday  9am-11pm

Note: Facility Rentals must be a minimum of 2 hours
All rentals requires a security deposit equivalent to 1 hour of the room rented

Facility Rentals

Rooms:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Capacity</th>
<th>Resident Rate</th>
<th>Non-Resident Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maple (Auditorium/Gym/Kitchen)</td>
<td>300 ppl</td>
<td>$215/ hr</td>
<td>$430/ hr</td>
</tr>
<tr>
<td>Gym Only Rental*:</td>
<td></td>
<td>$75/ hr</td>
<td>$150/ hr</td>
</tr>
<tr>
<td>Linden Room:</td>
<td>88 ppl</td>
<td>$70/ hr</td>
<td>$140/ hr</td>
</tr>
<tr>
<td>Locust Room:</td>
<td>48 ppl</td>
<td>$55/ hr</td>
<td>$110/ hr</td>
</tr>
<tr>
<td>Craft Rm A:</td>
<td>32 ppl</td>
<td>$45/ hr</td>
<td>$90/ hr</td>
</tr>
<tr>
<td>Craft Rm B:</td>
<td>32 ppl</td>
<td>$45/ hr</td>
<td>$90/ hr</td>
</tr>
<tr>
<td>Elm Rm:</td>
<td>24 ppl</td>
<td>$45/ hr</td>
<td>$90/ hr</td>
</tr>
<tr>
<td>Courtyard:</td>
<td>52 ppl</td>
<td>$125/ hr</td>
<td>$250/ hr</td>
</tr>
</tbody>
</table>

Price includes:
- Tables, chairs and general set-up
- At least ½ hour before rental start time for set-up
- ½ hour after rental end time for clean-up
  - Clean-up consists of taking with or disposing of any materials the rental group has brought

Liquor Rentals:
- Alcohol Permit Form
  - $75 Res/ $265 Non-Res for beer & wine
  - $115 Res/ $340 Non-Res for all alcohol
- Security Officer
  - 1 security officer @ $40 per hour
- Host Liquor Liability Insurance
  - Coverage for $1,000,000 and names the City of Evanston additionally insured
  - Please contact Bob Russo below for more information

To inquire about rental date availability or any further questions, contact Bob Russo @ 847-448-8283 or rrusso@cityofevanston.org
THIS IS AN ANNUAL LICENSE SO THAT I CAN PURCHASE AND MAINTAIN
CLIENT INTEREST INVENTORY REPORTS

Dori Mendoza

---------- Forwarded message ----------
From: <noreply@cpp.com>
Date: Tue, May 9, 2017 at 9:00 AM
Subject: Elevate License Renewal
To: dvmendoza2012@gmail.com

Dear Dorothy Mendoza,

This is a reminder that your annual license for Elevate™ - CPP’s online delivery system - will expire on 6/8/2017.

CPP customer number: 504579
Organization name: Human Success Factors
Account holder: Dorothy Mendoza
Account email: dvmendoza2012@gmail.com
Annual Elevate Package License: $195.00

To continue managing all your successful people development initiatives and maintain access to respondent reports, please Renew Now.

Thank you,

Customer Relations Advisor

CPP, Inc.
Did you know? ABOUT THE DAILY NORTHWESTERN

- Preferred 3-to-1 over all other sources combined in the NU community
- Delivers to more than 60 locations on NU’s Evanston and Chicago campuses, as well as newsboxes in downtown Evanston
- Reaches more than 15,000 students, staff, faculty and residents each weekday during the academic year
- Print edition publishes Monday through Friday during the academic year
- Dailynorthwestern.com publishes year-round 24/7
- the ONLY DAILY newspaper in Evanston
- One of the nation’s most respected college newspapers, winning dozens of regional and national awards, including the Pacemaker Award known as the “Pulitzer Prize of college journalism” from the Associated College Press.
- Published by Students Publishing Co., Inc., an independent education non-profit (501c3) funded by advertising revenue, book sales and donations, dedicated to producing award-winning content and providing students with real-world journalism and publishing experience

Facts & Stats ABOUT COLLEGE NEWSPAPERS

- 93% of college students have read the print or online edition of their school paper
- On average, students spend 14 minutes reading the print newspaper
- 77% of students read or glance at the ads when looking through the newspaper
- 65% of students have taken action as a result of looking at advertisements in the print edition of the newspaper
- 86% of students who read the newspaper use coupons and promo codes
- 82% of students read the online edition of their newspaper in the past 1-3 months
- Students rely on their college paper to inform and influence purchasing decisions
**Print Display Ad Sizes & Rates**

**WE OFFER FREE DESIGN FOR YOUR ADS! (PRICE IS INCLUDED IN THE AD COST)**

<table>
<thead>
<tr>
<th></th>
<th>Full Page</th>
<th>Half Page</th>
<th>Quarter Page</th>
<th>Sixth Page</th>
<th>Twelth Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>10.333 x 15.875&quot;</td>
<td>10.333 x 7.833&quot;</td>
<td>5.0625 x 7.833&quot;</td>
<td>5.0625 x 5.125&quot;</td>
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<tr>
<td>Price</td>
<td>$528</td>
<td>$264</td>
<td>$132</td>
<td>$88</td>
<td>$44</td>
</tr>
</tbody>
</table>

Please note, these are NET rates. Contact us for special NU Campus Rates.

---

**VOLUME DISCOUNTS & BONUS ADS**

Frequent and consistent advertising is the best way to reach your audience with The Daily. We offer discount packages to local and new advertisers for the quarter and school year. Plan for the school year: the more you run the more you save. **CALL TODAY! 847.491.7206**

**ADD COLOR!** Make your ad stand out!

**SPOT COLOR** $100  **CMYK FULL COLOR** $300  (Color charges are in addition to space costs)

---

**SUBMITTING ADS — DEADLINE 2 business days in advance**

Email ads and space reservations to: ads@dailynorthwestern.com

- Reserve your ad space at least 2 business days before your ad is to run
- Allow extra time if your ad needs to be designed (no additional charge)
- In the body of your email include: ad size, run dates & artwork files
- Include your daytime contact information
- PDFs with 300 dpi images are preferred. Please embed all fonts and use CMYK for full color

SEE PAGE 6 FOR THE DAILY’S PRINT PUBLICATION DATES
Print Banner Ad
Your FULL COLOR ad (10.333 x 2") can run on the bottom of the front page for only $400 per day!

News Notes
The Daily allows one pre-printed sticky note per cover of each issue. Cost is $125 per thousand (in addition to printing costs. 4,000 (min.): $500 | 5,000 (max.): $625

INSERTS (PRE-PRINTED)
Include your pre-printed insert in The Daily. Great for distributing menus and your own printed promotional materials Cost is $350 for $5000 (1-2 pages). Add $10/thousand for more pages.

Please call 847-491-7206 to reserve Front Page Ads, News Notes and Inserts. News Notes and Inserts require extra production and delivery time. Email questions to: spc-compshop@northwestern.edu.

PUZZLE SPOT
Did you know the CROSSWORD and SUDOKO are one of the most popular sections of the Daily? Get guaranteed premium placement for your DISPLAY AD – in the classifieds between the popular SUDOKO puzzle and the Crossword. Your ad in this spot (approx. 2.5” x 3") can feature your logo or artwork. $30 per day or 5 days (Mon-Fri): $120 - 5th day is free!

Run the whole week, Monday through Friday to target readers every day!
Online Advertising

MAXIMIZE YOUR REACH WITH DIGITAL ADVERTISING AT THE DAILY WEBSITE

Dailynorthwestern.com reaches more than 100,000 visitors per month (45% of which are from Evanston, Chicago and the surrounding suburbs) and delivers an average of 10,000 pageviews per day during the academic year. Advertising on Dailynorthwestern.com is a great way to reach a national NU audience and enhance your print advertising campaign to reach the maximum number of readers.

ONLINE BANNER ADS

We offer 2 different banner ad sizes in 3 different positions that display on the homepage and run-of-site (see left).

MEDIUM RECTANGLE
300x250 pixels

LEADERBOARD
728x90 pixels

RATES

Local/Campus
Standard Rotation
$125 per week
(62,500 impressions/pageviews for 20% ROS coverage over 7 days)
or $10 CPM
(cost per 1000 impressions, min. 10,000)

National/Agency
Call for National CPM rates

Please call 847-491-7206 or email spc-compshop@northwestern.edu to reserve online ad space and check available inventory.
Print Publication Dates & SPECIAL ISSUES

The print edition of The Daily Northwestern publishes Monday-Friday during the academic year. Publication dates are highlighted in bold below. Dailynorthwestern.com publishes online year-round.

### PRINT PUBLICATION DATES

<table>
<thead>
<tr>
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<td></td>
</tr>
</tbody>
</table>

### SPECIAL ISSUES & DATES

Unless otherwise noted, space & artwork deadlines for advertisements are 2 BUSINESS DAYS in advance.

<table>
<thead>
<tr>
<th>SPECIAL ISSUES &amp; DATES</th>
<th>Pub Date</th>
</tr>
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<tbody>
<tr>
<td>FALL QUARTER 2016</td>
<td>Pub Date</td>
</tr>
<tr>
<td>WELCOME BACK / Fall</td>
<td>Sept 19</td>
</tr>
<tr>
<td>Football “Game Day” (vs Nebraska)</td>
<td>Sept 23</td>
</tr>
<tr>
<td>HOMECOMING (vs Indiana)</td>
<td>Oct 21</td>
</tr>
<tr>
<td>FAMILY WEEKEND (vs Penn State)</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Football “Game Day” (vs Wisconsin)</td>
<td>Nov 11</td>
</tr>
<tr>
<td>Football “Game Day” (vs Illinois)</td>
<td>Nov 22</td>
</tr>
<tr>
<td>Thanksgiving Break (Nov. 24–27)</td>
<td>Nov 30</td>
</tr>
<tr>
<td>HOLIDAY SHOPPING GUIDE</td>
<td>Nov. 30</td>
</tr>
<tr>
<td>(Advertising Deadline Nov. 18)</td>
<td></td>
</tr>
<tr>
<td>ONLINE ONLY PUBLISHING</td>
<td>Dec. 1–Jan. 2</td>
</tr>
<tr>
<td>WINTER QUARTER 2017</td>
<td>Pub Date</td>
</tr>
<tr>
<td>BACK TO SCHOOL / Winter</td>
<td>Jan 3</td>
</tr>
<tr>
<td>Martin Luther King, Jr Day (Jan. 16, no issue)</td>
<td></td>
</tr>
<tr>
<td>Spring Sports Preview</td>
<td>Feb 15</td>
</tr>
<tr>
<td>BEST OF EVANSTON</td>
<td>Feb 22</td>
</tr>
<tr>
<td>SPRING BREAK ISSUE</td>
<td>Mar 3</td>
</tr>
<tr>
<td>ONLINE ONLY PUBLISHING</td>
<td>Mar 4–27</td>
</tr>
<tr>
<td>SPRING QUARTER 2017</td>
<td>Pub Date</td>
</tr>
<tr>
<td>BACK TO SCHOOL / Spring</td>
<td>Mar 28</td>
</tr>
<tr>
<td>WILDCAT DAYS (for admitted students)</td>
<td>April 3</td>
</tr>
<tr>
<td>WILDCAT DAYS (for admitted students)</td>
<td>April 10</td>
</tr>
<tr>
<td>WILDCAT DAYS (for admitted students)</td>
<td>April 17</td>
</tr>
<tr>
<td>SPRING FINALS ISSUE</td>
<td>May 27</td>
</tr>
<tr>
<td>SUMMER 2017</td>
<td>Pub Date</td>
</tr>
<tr>
<td>GRADUATION ISSUE</td>
<td>June 13</td>
</tr>
<tr>
<td>(Advertising Deadline June 6)</td>
<td></td>
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<tr>
<td>ORIENTATION ISSUE 2017</td>
<td>Aug 9</td>
</tr>
<tr>
<td>(Advertising Deadline July 29)</td>
<td></td>
</tr>
<tr>
<td>ONLINE ONLY NEWS PUBLISHING</td>
<td>May 27–August 31</td>
</tr>
</tbody>
</table>
Policies and information

- The Advertiser and/or Advertising Agency agrees to defend and indemnify the Publisher against any and all liability, loss or expense arising from claims of libel, unfair competition, unfair trade practice, infringement of trademarks, trade names or patents, violations of rights of privacy and infringements of copyrights and proprietary rights resulting from the publication of the Advertiser’s advertisements.

- The Daily Northwestern reserves the right to decline, discontinue or revise any advertisement and to set the words “Paid Advertisement” above any ad.

- The Daily Northwestern reserves the right to insert the name of an ad’s sponsor in the advertisement.

- All employment advertising must identify the company in the ad.

- Samples of all mail order items must be available upon request of the Ad Office.

- Ads for political candidates or parties are not eligible for the campus rate and must bear the name and address of the sponsoring individual or organization. Such ads must be paid in advance.

- The liability of The Daily Northwestern for failure to publish an advertisement for any reason in the specified issue shall be limited to publishing the ad in a subsequent issue.

- The production department must be notified of an ad cancellation at least two business days before scheduled run date. If not notified in time, full cost of ad will be charged.

- All new accounts will be required to pay in advance until credit has been established.

- SPC reserves the right to require prepayment for advertising, or to reject advertising, if the advertiser is delinquent in payment, or if the advertiser’s credit is impaired.

- SPC reserves the right to set credit limits on established accounts.

- Advertisers failing to meet their contract volume will be charged the difference between the contract rate and the open rate for all advertising for the duration of the contract.

- No credits will be issued for an ad after 30 days following publication.

- All ads smaller than full page are required to have borders.

- All advertising is placed run-of-paper. No position is guaranteed.

- Advertising produced by The Daily Northwestern shall be its property and shall not be reproduced or used without The Daily’s consent.

THE DAILY NORTHWESTERN is published by Students Publishing Company, Inc., 1999 Campus Drive, Evanston, IL 60208
Entrepreneurship Support Program Application

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name *</td>
<td>Netanya Mintz</td>
</tr>
<tr>
<td>Applicant Address *</td>
<td>1717 Ridge Ave. Apartment 117 Evanston, IL 60201 United States</td>
</tr>
<tr>
<td>Applicant Email *</td>
<td><a href="mailto:netanya.mintz@gmail.com">netanya.mintz@gmail.com</a></td>
</tr>
<tr>
<td>Applicant Phone Number *</td>
<td>8477361539</td>
</tr>
<tr>
<td>Business Name *</td>
<td>Sharp Edge, LLC</td>
</tr>
<tr>
<td>Business Address</td>
<td>Sharp Edge, LLC will be a CrossFit gym. The gym will be open from 5am–8pm, and members will attend 1-hour classes led by a coach. Sharp Edge CrossFit will instruct members on how to perform Olympic weightlifting movements (clean and jerk, and snatch), perform gymnastics movements (e.g., ring dips, pull-ups), and maximize their overall fitness.</td>
</tr>
<tr>
<td>Please provide a description of your business (500 words max)</td>
<td></td>
</tr>
</tbody>
</table>
| Services to be funded:                    | • Tools/Equipment  
• Licenses/certifications |
| Do you need financial assistance with City licensing or permitting requirements? | • Yes (please specify below): |
| Upload written estimates for the services needed below: | special_use_application1.docx 208.76 KB · DOCX  
fire_permit_plan_review_fees1.docx 90.76 KB · DOCX  
business_license_application_120520141.docx 1.04 MB · DOCX |
| Upload business plan (.pdf or .doc) *     | sharpedgecrossfitbusinessplanentrepreneurshipsupportprogra... 377.73 KB · PDF |
| Upload proof of residency or business location (lease, utility bill, bank statement, etc.) | xfinity.docx 460.55 KB · DOCX |

*I certify that all of the information contained in this document, all statements, Netanya Mintz*
information, and exhibits that I am submitting is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines associated with the City of Evanston's Entrepreneurship Support Program." (Type name below for signature).

Date

Monday, May 15, 2017

Created

15 May 2017
6:27:39 PM

108.252.128.70
IP Address

PUBLIC
Business Plan

Netanya Mintz

Sharp Edge, LLC
1717 Ridge Ave.
Unit 117
Evanston, IL 60201
847.736.1539
sharpedgecrossfit@gmail.com
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V. **Management** ....................................................................................................10  
VI. **Capital Summary and Sourcing** .....................................................................11  
VII. **Financial Analysis [Start Ups]** .....................................................................11  
VIII. **Financial Analysis [Est. Businesses]** ...........................................................N/A  
IX. **Future Planning/Ambitions** ............................................................................13
Professional Experience & Founding History

I. Please list any and all of your relevant formal qualifications (i.e. business education, degrees, training certifications, LEND or Sunshine Academy engagement):

EDUCATION

Marquette University Law School, Milwaukee, WI
Juris Doctor, 2015
Sports Law Certificate, National Sports Law Institute, 2015

Marquette University Graduate School of Business, Milwaukee, WI
Master of Business Administration with emphasis in Sports Business, 2015

Marquette University, Milwaukee, WI
Bachelor of Arts in Political Science, 2007
Minor: Philosophy

CROSSFIT TRAINING CERTIFICATIONS

CrossFit Level-1 Trainer, June 2013-present
CrossFit Judges, February 2014-January 2016, February 2017-present
CrossFit Weightlifting Trainer, April 2014-present
CrossFit Gymnastics Trainer, September 2014-present
CrossFit Level-2 Trainer, January 2015-present

II. Please summarize your personal background and employment record; how did you get to where you are today?

I attended Evanston Township High School and graduated in 2002. I ran track and played basketball throughout high school. During my senior year, after having attended the 2002 Winter Olympics in Salt Lake City, UT., and inspired by the atmosphere, energy, and unity of the Olympic Games, I began what would turn into a ten-year career as an athlete on the US Speedskating Team. I spent the next five years in Milwaukee as a full-time student while training for the Olympics before and after classes.

In May, 2004, I began working at Starbucks Coffee Co. In 2005, Starbucks began an Elite Athlete Program designed to sponsor select athletes training at an elite level who were simultaneously employed by Starbucks. I applied to the Program and Starbucks selected me as one of three sponsored athletes.
October, 2005 - I qualified for the Olympic Trials.

December, 2005 - I competed in the 2006 Olympic Trials.

June, 2007 - Retired from US Speedskating.

December, 2007 - Graduated Marquette University.


Upon return to the U.S., I resumed my employment at Starbucks. That summer, Nike hosted a 10k race - The Nike+ Human Race - in 25 cities around the world (including Chicago) on August 28th, 2008, to benefit three global charities. Starbucks partnered with Nike in support of this race and selected me to be their Chicago ambassador. I spent the summer promoting Nike’s race on behalf of Starbucks (and running, a lot). As a result of my successful efforts, Starbucks and Nike flew me to Melbourne, Australia to run the first leg of the Nike+ Human Race on August 28th, and then, in the quickest turnaround ever, flew me to Los Angeles, CA. to run the last leg of the race, also on August 28th, 2008.

Spending the summer training for this race renewed my desire to compete again. So, in September, 2008, I moved to Park City, UT. to train for the Olympics at the Utah Olympic Oval.

December, 2009 - I competed in the 2010 Olympic Trials.

February, 2011 - I competed on a Winter World Cup Team.

The process leading up to the Winter World Cup was a political battle. I had to fight to keep my spot on the Winter World Cup Team despite having earned it at the U.S. Championships the preceding December. I became involved with lawyers and athlete representatives at the U.S. Olympic Committee and fought on behalf of myself and a number of other athletes being unfairly denied by US Speedskating the opportunity to compete and represent our country at an international competition. My victory was a victory for myself, my teammates, and all future US Speedskating athletes. Going forward, no athlete would be denied a spot on an international team if he or she earned a spot according to the international rules, even if he or she did not meet US Speedskating’s standards.

This battle proved to be a blessing in disguise. While it forever jaded my outlook on what is really involved in being and becoming an elite athlete, it also motivated me to study law. I retired from competition in the beginning of 2012, and applied to Marquette University Law School. MULS was appealing because it was not only my alma mater, but it has the nation’s leading program in Sports Law.
Halfway through my first year of law school I found CrossFit. I quickly discovered this fitness methodology was rapidly increasing in popularity.

For athletes and competitors, CrossFit is designed to constantly challenge your physical and mental strengths. The Reebok CrossFit Games is the Olympics for competitive CrossFitters. CrossFit is a sport. For students (and I mean “students” as people who love to learn, from freshmen in high school to CEOs to stay-at-home moms and dads), to excel at CrossFit requires a daily dose of learning new skills, new movements, new sports. For our grandparents, CrossFit is first and foremost defined as “functional fitness.” People of all ages need to learn how to properly pick something up off the floor, or reach above their heads to put something away - CrossFit teaches that. All CrossFit movements and workouts are scalable and modifiable to anyone’s abilities.

The sense of community CrossFit enables is perhaps its strongest feature. The following list is a few examples of potential community activities a CrossFit gym has the opportunity to foster:

- **“Throwdowns”** - competitions between CrossFit gyms (e.g., Sharp Edge CrossFit vs. CrossFit Etown)
- **“Race for _____”** - CrossFit gyms often rally behind a member or a cause in order to raise money for something good
- **Memorial Day Murph** - Every year on Memorial Day, CrossFit gyms around the country workout in memory of a fallen soldier named Murph. It has become a staple in the CrossFit community, raising thousands of dollars each year.
- **Intramural sports** - Wanna play beach volleyball? Coed basketball? Kickball? CrossFit gyms are natural breeding grounds for people who want to participate in social athletic activities.

CrossFit gyms, when done correctly, will foster a community that thrives on supporting each other, and giving back to the community - both the CrossFit community, and the Evanston community.

### III. Briefly describe when, how, and why you formed the company and its development so far. How did you develop a passion for your current business?

I applied to become a CrossFit affiliate in March, 2015. CrossFit approved my application in April, 2015.

I’ve spent the last two years looking for the ideal location to open my gym. I went as far as North Carolina, to as close as Skokie. Ultimately, Evanston is undoubtedly the best and smartest choice. Specifically, 1324 Dodge Ave. would be ideal given its proximity to ETHS, Northwestern, downtown Evanston, and neighboring cities like Skokie, Wilmette, and Chicago.
The potential for business growth in Evanston is significant.

I formed the LLC in April, 2016, with the intent to find a viable location within a few months. The LLC was renewed April 1, 2017.

My passion to coach, teach, and foster a healthy and sustainable life is something that was instilled in me as a child. My grandfather was Mr. Illinois at the age of 59. His mother, my great-grandmother learned to run at the age of 72 (literally, learned how to run), and subsequently ran 11 marathons in her 70s and 80s. She has the world record in the marathon for her age division. My family is the only family in recorded history to have three generations run and complete a marathon together - my great-grandma, grandpa and grandma, and my dad ran the Chicago marathon in the late 1980s. These are my role models. To them I owe credit for my passion for hard work and health.

**Operating Structure**

I. Please list and describe your present products and services offered, as well as hours and days of operation:

**PROJECTED PRODUCTS OFFERED:**
- apparel
- supplements

**PROJECTED SERVICES OFFERED:**
- CrossFit classes
- Olympic Weightlifting classes
- Specialty classes (i.e. gymnastics-specific, yoga, etc.) TBD
- Personal Training

**SAMPLE WEEKLY CLASS SCHEDULE:**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
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<tbody>
<tr>
<td>5:00AM - 6:00AM</td>
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<td>5:00AM - 6:00AM</td>
<td>9:00AM - 10:00AM</td>
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<td>7:30AM - 8:30AM</td>
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</tbody>
</table>

Sharp Edge, LLC  
Executive Summary & Business Plan  
May, 2017
II. Please detail your pricing structure. Is it variable? (i.e. changing menu or product line)

**MEMBERSHIP OPTIONS:**

Unlimited membership: $180/month
- month-to-month, no contract

Military, Police, Firefighters, and First Responders membership: 10% off unlimited membership
- month-to-month, no contract

III. How do you receive payment? (i.e. What is your system for processing credit cards? Are you cash only? Do you accept checks and, if so, what is the deadline for payment?)

**PushPress** - software program designed specifically for CrossFit gyms. Members create an account online and are charged via credit card every month. ([www.pushpress.com](http://www.pushpress.com))

IV. How does your business model change over the course of the year? Is there a consistent customer flow or is there seasonal variation? If so, how do you address seasonal changes?

I anticipate relatively consistent customer flow, with social media and community events driving any variations.
Market Analysis

I. What is your intended audience or demographic? Provide the geographic location of your customers and the type of customers you serve:

There is no demographic excluded from my intended audience. Please refer to my description above regarding to whom CrossFit appeals and why.

Geographically, I will target Evanston, Skokie, Rogers Park, and Lincolnwood. Areas of potential are Wilmette, Niles, and Morton Grove.

II. List firms you have identified as primary competitors in your market(s). Identify their strengths and weaknesses, then describe how your company stands out:

CrossFit Etown
Etown has been steadily losing members for well over a year due to questionable business practices and a lack of a sense of passion for CrossFit from ownership. Notably, two coaches left CrossFit Etown and started CrossFit Factorial.

CrossFit Factorial
CrossFit Factorial was built by CrossFit Etown coaches who wanted somewhere to workout after acknowledging irreconcilable differences with Etown ownership. I am under the impression their current location is temporary and are relocating to Skokie in 2017.

Sharp Edge CrossFit
Sharp Edge CrossFit will stand out significantly for multiple reasons.

1. I have an established positive reputation in multiple local communities having grown up in the area and committed myself to athletics and academics. The communities I am strongly a part of are the CrossFit community, the Skokie community, the Jewish community (even my mom grew up in Skokie - my Jewish roots in this area are deep), and Evanston’s community. As an alum of ETHS and being in such close proximity to the high school, I’m going to take advantage of the opportunity to reestablish my relationship with administration and work closely with them to involve students in CrossFit. My dad went to Northwestern Medical School, and my cousin, Peter Alexander, is a Northwestern alum, and I fully intend to use their connections to Northwestern to draw students to Sharp Edge CrossFit.

2. My personal athletic accomplishments appeal to people. The owners and coaches of the CrossFit affiliates listed above have no significant athletic background. I believe my
participation in three Olympic Trials is a testament to my work ethic, drive, and passion, and stands out in comparison to competing affiliates.

3. My educational accomplishments are unusual in the world of CrossFit affiliate owners. I anticipate and hope people recognize that one of Sharp Edge CrossFit’s strengths and distinguishing factors is that it is built by someone with a combination of passion and intellect. My passion for health and fitness is sculpted by my education, and my education helps to refine my passion into a sustainable business.

I realize that I am the basis for the difference between Sharp Edge CrossFit and other local affiliates. I don’t have a smarter business plan - most CrossFit affiliate owners never even write a business plan; the formula is simple. I don’t have a unique program - CrossFit already writes the best program; if there were a better one, I wouldn’t be opening a CrossFit affiliate, I’d be opening some other type of fitness center. In fact, if I claimed to have a better program, it would be dishonest of me and defeat the purpose to label myself a CrossFit gym.

Rather, I am the primary difference. As emphasized above, CrossFit is built on community, and recognizing and capitalizing on the value I bring to the community is what will distinguish my affiliate from others.

III. Based on the geographic location of your business and the target demographics listed above, please provide an estimate for the total market size; in other words, how many unique potential customers exist in this space?

There is a huge market in Evanston ranging from students to the older generations. In addition to Evanston, we can also attract people from Skokie, Wilmette, and Chicago.

IV. Considering the total market size and your primary competitors, estimate what percentage share of the market you currently occupy:

N/A

**Marketing Plan**

I. What marketing strategies have you used in the past? Which were most successful? Consider Pricing (discounts, bundles), Promotions, Product (variations to the services offered to keep customers engaged), Placement (where are messages most effective)

N/A
II. Describe which demographics of the customer base and geographic area you will target with marketing in the future. Where is the greatest need for awareness?

College students and young professionals. Facebook, Instagram, and other social media platforms will target this demographic.

The greatest need for awareness is in the 55+ community. Current trends indicate older generations are curious about CrossFit but unsure where, when, and how to start.

III. What marketing strategies do you plan on pursuing going forward?

Social media will be my primary form of marketing. Facebook, Instagram, Twitter, and directed social media advertising.

CrossFit.com has an Affiliate Finder Map on their website. Every affiliate is pinpointed on the map with a link to the affiliate’s website. It’s the primary tool CrossFitters use when looking for a CrossFit affiliate to join or visit.

Management

I. Describe your organizational structure. Please include key management roles and a list of employee responsibilities.

As of now, there is an owner (myself) and two coaches. In the future, there will be more coaches, but that’s the extent to which the organizational structure will change.

Coaches responsibilities are limited to coaching classes and personal training. All other responsibilities will be the owner’s responsibility.

II. How many employees do you have under contract: part-time and full-time?

Currently, none. I will employ two part-time coaches when the lease is signed.
Capital Summary and Sourcing

I. List the major operating equipment that your company owns or leases (feel free to add more items if required): N/A

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Age</th>
<th>Condition/Description</th>
<th>Check One (X)</th>
<th>If Owned:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Owned</td>
<td>Leased</td>
</tr>
<tr>
<td>1.</td>
<td></td>
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<td>7.</td>
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</tbody>
</table>

II. Describe your sourcing process for key inputs:
List your major suppliers by location, order quantity, frequency of use, and price

Rogue Fitness will supply the bulk of Sharp Edge CrossFit’s equipment. Rogue Fitness is located in Columbus, OH. ([www.roguefitness.com](http://www.roguefitness.com))

I’ve attached a sample equipment list created by a CrossFit affiliate in Elmhurst for a property similar in size to Sharp Edge CrossFit’s anticipated property.

Financial Analysis (for Startups):
Outline all projected costs necessary:

**START UP COSTS**
Upfit $40,000.00
Equipment $30,000.00
Electronics (iPads, TV monitors, etc.) $2,000.00
LLC $500.00
LLC Renewal $250.00
LLC Address Change $25.00
Marketing (Apparel, Misc. Branding, Social Media Advertising) $500.00
CrossFit TM $3,000.00
Insurance $2,400.00

Total $77,900.00

Recurring Monthly Costs

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PushPress software</td>
<td>$79.00</td>
</tr>
<tr>
<td>PushPress website</td>
<td>$127.00</td>
</tr>
<tr>
<td>Insurance/month</td>
<td>$200.00</td>
</tr>
<tr>
<td>Rent/month</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Utilities/month</td>
<td>$400.00</td>
</tr>
<tr>
<td>Coaches</td>
<td>$400</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>Total</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

I. Provide an overview of any outstanding Debt, Loans, or Lines of Credit:

N/A

II. Based on projected costs, provide a breakeven analysis to estimate the number of
customers you need to exceed in order to be profitable on a monthly basis. 40-50 customers.

III. Cash Flow Statement.

A more detailed cash flow statement including all the monthly and recurring costs and income is attached in the excel sheet at the end of this document.

IV. Provide a Debt Ratio (monthly housing + monthly debt) / monthly income

N/A

V. Provide a Houstig Ratio: (monthly housing expenses / monthly total income)

N/A

**Future Planning/Ambitions**

I. Do you have any ideas to adapt or modify your service/product offerings to increase sales or expand your business?

I will constantly be evaluating our programs and specialty classes to determine whether or not they are meeting the needs of the clients. Adding or removing classes based on clients’ demands will be vital to a thriving business.

II. If you have outlined a growth plan, describe how you plan to meet an increased demand by growing your labor force?

N/A

III. Have you explored future options for funding capital and inputs?

No.
## Entrepreneurship Support Program: Grant Request

<table>
<thead>
<tr>
<th>Service Requested</th>
<th>Proposed Vendor</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Special Use Permit, Fire Suppression Permit, Evanston Business License Fee, Signage Permit, Demolition Permit</td>
<td>City of Evanston</td>
<td>$1000</td>
</tr>
<tr>
<td>2. Rogue Rig</td>
<td><a href="http://www.roguefitness.com/infinity-rig">http://www.roguefitness.com/infinity-rig</a></td>
<td>$3,500</td>
</tr>
<tr>
<td>4.6 barbells 45lbs</td>
<td><a href="http://www.roguefitness.com/weightlifting-bars-plates/bars/mens-20kg-bars">http://www.roguefitness.com/weightlifting-bars-plates/bars/mens-20kg-bars</a></td>
<td>$1,740</td>
</tr>
<tr>
<td><strong>TOTAL PRICE</strong></td>
<td></td>
<td><strong>$7,800</strong></td>
</tr>
</tbody>
</table>

Total Requested Grant: Maximum allowance.
<table>
<thead>
<tr>
<th>Monthly Income</th>
<th>Net Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>$900</td>
<td>-$3,006</td>
</tr>
<tr>
<td>$3,600</td>
<td>-$6,206</td>
</tr>
<tr>
<td>$5,400</td>
<td>-$5,806</td>
</tr>
<tr>
<td>$6,300</td>
<td>-$3,706</td>
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<tr>
<td>$9,000</td>
<td>$494</td>
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<tr>
<td>$12,600</td>
<td>$4,544</td>
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<tr>
<td>$13,500</td>
<td>$2,944</td>
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<td>$15,300</td>
<td>$7,244</td>
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<td>$16,200</td>
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<td>$17,100</td>
<td>$8,494</td>
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<tr>
<td>$18,000</td>
<td>$7,894</td>
</tr>
<tr>
<td>$127,800</td>
<td>$31,528</td>
</tr>
</tbody>
</table>

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**Expense Table**

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 6</th>
<th>Month 7</th>
<th>Month 8</th>
<th>Month 9</th>
<th>Month 10</th>
<th>Month 11</th>
<th>Month 12</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment &amp; Supplies</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
<td>$2,900</td>
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<td>$2,900</td>
<td>$2,900</td>
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<td>$2,900</td>
</tr>
<tr>
<td>Marketing &amp; Advertising</td>
<td>$1,800</td>
<td>$1,800</td>
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<tr>
<td>General &amp; Administrative</td>
<td>$1,200</td>
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<tr>
<td>Total Expenses</td>
<td>$5,900</td>
<td>$5,900</td>
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</tr>
</tbody>
</table>

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**Income Table**

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<thead>
<tr>
<th>Income Source</th>
<th>Income Amount</th>
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</thead>
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<tr>
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<td>$3,006</td>
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<tr>
<td></td>
<td>-$806</td>
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<tr>
<td></td>
<td>-$2,506</td>
</tr>
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<td></td>
<td>-$3,706</td>
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<td>$494</td>
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<td>$1,844</td>
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<td>$4,544</td>
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<td>$8,094</td>
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<td>$8,494</td>
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<td></td>
<td>$7,894</td>
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<td></td>
<td>$31,528</td>
</tr>
</tbody>
</table>

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**Notes:**
- May, 2017
- Sharp Edge, LLC
- Executive Summary & Business Plan
- $900
- $3,600
- $5,400
- $6,300
- $9,000
- $12,600
- $13,500
- $15,300
- $16,200
- $17,100
- $18,000
- $127,800
Competition Rigs

products (Total Items: 4)

Again Faster® 24ft Freestanding Competition Rig
$5,100.00
FREE SHIPPING!

ADD TO CART

Again Faster® 20ft Freestanding Competition Rig
$4,300.00
FREE SHIPPING!

ADD TO CART

Again Faster® 14ft Freestanding Competition Rig
$3,600.00
FREE SHIPPING!

ADD TO CART

Again Faster® 10ft Freestanding Competition Rig
$2,600.00
FREE SHIPPING!

ADD TO CART
INFINITY RIGS

The Rig & Rack System That Started the Revolution

The Rogue Infinity Rig is the base setup for more Affiliates around the world than any other system. Manufactured in Ohio using 2x3” 11-gauge steel, these rigs built their reputation in CrossFit Games competition and have earned their keep in garage gyms and top tier training facilities.

The Infinity Rig is available in five standard lengths (10’, 14’, 20’, 24’) and is fully expandable in 4’ increments. Depending on your space you can create as many squat/bench and pull-up stations as your training space will allow.

INFINITY RIG

2"x3" Steel Tube
11 Gauge Steel
5/8" Hardware
MADE IN U.S.A.

INFINITY RIGS

I-10  
$1,550.00
Free Shipping

I-14  
$2,295.00
Free Shipping

I-20  
$2,595.00
Free Shipping

I-24  
$3,195.00
Free Shipping

X-108 6' Upright - Pair  
$400.00

X-144 12' Upright - Pair  
$500.00

4' Infinity Rig Add-on  
$559.00

6' Infinity Rig Add-on  
$529.00

43" Dirty South Bar  
$90.00

Made In U.S.A.
Eleiko Olympic Weightlifting Technique Bar

Strong lifts come from solid foundations, and foundations are built on great technique. Built to IWF specifications, the Eleiko Olympic Weightlifting Technique Bar is the ideal way to learn, practice and perfect technique, ensuring form is impeccable so you can safely and effectively progress, increase your lifts and set new personal bests.

**STARTING AT: $369.00**

[Shop Now](#)

---

Eleiko Sport Training Bar

The Eleiko Sport Training Bar is the bar for athletes, delivering the performance and quality Eleiko stands for. When you are serious about sports, high performance, strength, and conditioning, but weightlifting is not your sport, this bar will give you the results you are looking for. Eight precision needle bearings minimize friction so weight moves smoothly at high speeds. A grip ideally suited for high performance training, and our proprietary strong yet flexible steel give you the famous “Eleiko Feeling.”

**STARTING AT: $699.00**

[Shop Now](#)
Memorandum

To: Honorable Mayor and Members of the City Council

From: Martin Lyons, Assistant City Manager/CFO
Paul Zalmezak, Economic Development Division Manager
Cindy Plante, Economic Development Specialist

Subject: Storefront Modernization Program Application for Sharp Edge Crossfit at 1324 Dodge Ave.

Date: June 9, 2017

Recommended Action:
Staff and Economic Development Committee recommend approval of financial assistance through the Storefront Modernization Program to Sharp Edge Crossfit at 1324 Dodge Ave. in an amount not to exceed $50,000 for interior and exterior renovations.

Funding Source:
Funding will be from the Economic Development Business District Improvement Account (100.15.5300.65522). The approved Fiscal Year 2017 Budget allocated a total of $350,000 for this account to fund both the Storefront Modernization and Great Merchant Grant programs. To date, $7,789 has been spent from this account, leaving $342,211 available for expenditure.

Livability Benefit:
Economy and Jobs: retain and expand local businesses
Built Environment: enhance public spaces

Background:
The Storefront Modernization Program provides a financial incentive to property owners and their commercial tenants to invest in improvements to commercial property in Evanston. The program was previously known as the façade improvement program, and eligible expenses were limited to street-facing exterior improvements such as windows, doors, signage, painting, and the like. Maximum eligibility amounts for façade projects are determined based on the building’s frontage, with the first 35 feet of linear frontage eligible for a maximum of $10,000; frontage beyond 35 feet increases eligibility by $100 for each additional square foot up to a $30,000 maximum grant. In 2015, the program was expanded to allow for funding of interior improvements such as plumbing, HVAC, and carpentry for businesses located on targeted business corridors in...
Evanston. Applicants are eligible to receive a forgivable loan of up to 50% of the total qualifying project cost, up to a maximum amount of $50,000. Applicants must obtain three written bids for the renovation work proposed, with at least one of the three bids being provided by an Evanston-based contractor. The program is intended to help modernize aging building stock in targeted development areas and improve the aesthetics individual commercial businesses within their respective business districts. (For more detailed information, please refer to the Program Guidelines online.)

Summary:
Defined Edge Crossfit has secured a space at 1324 Dodge Avenue in a former auto garage. Owner Netanya Mintz intends to operate as a Crossfit affiliate, providing 1-hour workout sessions to members at the facility throughout the week. The applicant seeks assistance with interior and exterior renovations, including repairs to the existing garage doors, adding showers facilities to the bathrooms, electrical repairs, improved insulation, and overall reconfiguration of the interior space. Based on the scope of work and the estimates submitted and the location of the business on Dodge Avenue, this project is eligible for up to $50,000 in reimbursement on a 50/50 basis.

The applicant has submitted three bids for the proposed scope of work, including at least one from an Evanston-based contractor as required under the program guidelines. The estimates provided are summarized below:

<table>
<thead>
<tr>
<th>Estimates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Renaissance Realty &amp; Construction</td>
<td>$67,000</td>
</tr>
<tr>
<td>PO Box. 6094</td>
<td></td>
</tr>
<tr>
<td>Evanston, IL 60204</td>
<td></td>
</tr>
<tr>
<td>SVI Themed Construction Solutions</td>
<td>$141,009</td>
</tr>
<tr>
<td>6115 Monroe Ct.,</td>
<td></td>
</tr>
<tr>
<td>Morton Grove, IL 60053</td>
<td></td>
</tr>
<tr>
<td>Tip Top Builders</td>
<td>$116,941</td>
</tr>
<tr>
<td>8255 N. Kimball Ave.</td>
<td></td>
</tr>
<tr>
<td>Skokie, IL 60076</td>
<td></td>
</tr>
<tr>
<td><strong>Average:</strong></td>
<td><strong>$108,316.67</strong></td>
</tr>
</tbody>
</table>

The average of the three estimates submitted for the renovation work proposed was $108,316.76.

There is admittedly a wide range in the total prices quoted by each of the three contractors. The low bid, from Renaissance Realty & Construction was for a narrower scope of work than the other two proposals in that it didn’t include fire alarm equipment, roof repairs, or signage. Inclusion of these items would be expected to bring the total estimate in line with the other two. In either case, any reimbursement would be 50% of the total expenditures submitted or the $50,000 maximum grant, whichever is smaller.
For this reason, staff recommends approval of financial assistance for this project for a total amount not to exceed the maximum of $50,000.

**Legislative History:**
The Economic Development Committee voted to recommend funding for this project on May 24, 2017 by a vote of 8-0.

**Attachments:**
Storefront Modernization Program Application for Sharp Edge Crossfit
## 2017 Storefront Modernization Program

### Property Address
- 1324–1326 Dodge Ave.

### Property PIN
- 10–13–322–042–0000

### Year Property was constructed

### Length of store frontage (feet)
- 300

### Is this property a historic landmark
- No

### Applicant Name
- Netanya Mintz

### Applicant Address
- 1717 Ridge Ave. Apt. 117

### Email
- netanya.mintz@gmail.com

### Phone Number
- (847) 736–1539

### Name of business (if applicable)
- Sharp Edge, LLC

### Applicant is
- Tenant

### Name(s) of business(es)
- Sharp Edge, LLC

### Business Owner Name(s)
- Netanya Mintz

### Date of lease expiration (if applicable)
- 0

### How many years has the business been at this location

### Provide a description of the ground floor business(es) at this location (500 words max)
- Sharp Edge, LLC will be a CrossFit gym. The gym will be open from 5am–8pm. Members will only be permitted to use the gym during specified 1-hour class times, or when a coach is available to supervise. There will be a rig assembled on one side of the gym, and weightlifting platforms on the other side. The rest of the equipment will be “free weight” type equipment, like barbells, plates, kettlebells, dumbbells, and wall balls.

### Property Owner Name
- LaSalle National Bank Trust 129728

### Property Owner Address
- 708 Church St. Suite 211, Evanston, IL. 60201

### Property Owner Phone Number
- (847) 328–3330

### Property Owner Email
- jim@farnsworth-hill.com

### Is the property currently for sale
- No

### What type(s) of improvements are you planning to make
- Signage/awnings
planning to make? (check all that apply) *

- Doors/windows
- Lighting
- Painting
- Other (describe below)

Provide a narrative of your proposed project. Include information on portions of the building that will be improved and what particular work activities will be completed. (500 words max) *

We would like to demolish the wall separating 1324 and 1326, and build a wall splitting 1324 in half, so that Sharp Edge may occupy the entirety of 1326 and half of what is now 1324. We are going to clean up all the wires hanging from the ceiling, and all the leftover remnants (oil tanks, etc.) from the auto shop previously occupying the space. We are going to clean up the bathrooms and install a shower. We are going to fix the 6 garage doors so that they properly open and close, and are insulated for the winter. We are going to fix the lighting and electricity. We are going to construct an office space on the far west side of the building.

Provide a narrative of sustainability measures that will be employed in this project (500 words max)

Sharp Edge would like to install a water fountain to reduce plastic bottles. Sharp Edge will maintain the small, green backyard, and perhaps plant vegetables and flowers. Any remnants of the auto shop will be disposed of in an environmentally friendly way.

Provide a narrative of how your proposed project will improve accessibility at your building (500 words max)

Upload 3 current photos of the building for which you are applying.

1. [secf3.pdf](#) 881.30 KB · PDF
2. [secf2.pdf](#) 990.50 KB · PDF
3. [secf1.pdf](#) 1.46 MB · PDF

Upload 3 contractor estimates for the project(s) being proposed.

1. [1326_dodge_bid_eb17.1505_1.pdf](#) 26.99 KB · PDF
2. [1326_dodge_bid1proposal.pdf](#) 12.79 KB · PDF
3. [sharp_edge_1324_dodge_budget.pdf](#) 1.06 MB · PDF

If applicant is not the owner of the building for which funding is sought, upload a letter of support from the property owner.
"I certify that all of the information contained in this document, all statements, information, and exhibits that I am submitting for the property listed in this form under 'property information' is true and accurate and to the best of my knowledge. I certify that I have reviewed the Program Guidelines and Program Agreement form associated with the City of Evanston’s Facade Improvement Program." (Type name below for signature). *

Netanya Mintz

Date *

Friday, May 12, 2017

Created
15 May 2017
1:30:06 PM

108.252.128.70
IP Address

PUBLIC
- **Demolition and hauling:** $5,000
  Includes framed walls, ceilings, misc framed structures and furnishings. Disconnection and termination of electrical in those areas.

- **Demolition of a portion of CMU wall to create an opening of approximately 15'X 12'. Install new steel beam per architect's specifications.** $7,500

- **Power washing:** $2,000
  All walls, windows, floors, beams & posts

- **Prime and paint all walls:** $5,000
  Labor
  Spray applied block filler primer & finish paint $1,000
  Material

- **Modifications and additions to existing electrical:** $10,000
  Pipe existing electrical from split location panel to primary panel servicing proposed unit. Replace existing fluorescent light fixtures with new LED light fixtures.
  Add electrical to new walls and ceilings as necessary.
  Includes fixture allowance (not to exceed $2,500)

- **Install plumbing for two (2) ADA bathrooms with showers** $15,000
  Per BOMA code; Remove & replace concrete floor and connect to adjacent existing bathroom; all waste, vent & water. Includes tile and fixture allowance ($2,500)

- **Carpentry & drywall to construct two (2) ADA bathrooms** $10,000
  Additionally, frame with 2" X 6" studs, and construct a demising wall with Roxul sound attenuating insulation and 3/4" plywood facing.

- **General Conditions (5% allowance)** $2,775

  **Total Construction Costs** $58,275
  **Construction Management (15%)** $8,725
  **Total Gross Budget** $67,000

Note: This budget has been submitted without the benefit of actual architectural drawings and should serve as a general guideline to budgeting for this proposed project. Pricing subject to adjustment when actual drawings are available.

Submitted by John Leineweber, President
**Project #:**

**Bid Date:** 15-May-17

**Project Name:** Sharp Edge

**Account Exec:** Marc Shellist

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<tr>
<th>SVI Project Manager:</th>
<th>Estimator:</th>
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**Contact:** Tani Mintz  
**Company:** Sharp Edge  
**Address:** 1326 Dodge Ave, Evanston, IL 60202

**Client PO:**  
**Terms:**

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**TOTAL OF ALL ELEMENTS:** $141,009.00
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**Clarifications**

See attached.