AGENDA
City Council
Monday, June 8, 2020
Lorraine H. Morton Civic Center, James C. Lytle City Council Chambers, Room 2800
5:30 PM
Administration & Public Works begins at 4:30pm
Planning & Development begins at 5:00pm or at the conclusion of Administration & Public Works
City Council convenes at the conclusion of Planning & Development

As the result of an executive order issued by Governor J.B. Pritzker suspending in-person attendance requirements for public meetings, City Council members and City staff will be participating in this meeting remotely.

Due to public health concerns, residents will not be able to provide public comment in-person at the meeting. Those wishing to make public comments at the Administrative & Public Works Committee, Planning & Development Committee or City Council meetings may submit written comments in advance or sign up to provide public comment by phone or video during the meeting by completing the City Clerk’s Office’s online form at www.cityofevanston.org/government/city-clerk/public-comment-sign-up or by calling/texting 847-448-4311.

Community members may watch the City Council meeting online at www.cityofevanston.org/channel16 or on Cable Channel 16.

(I) ROLL CALL – BEGIN WITH ALDERMAN RUE SIMMONS

(II) MAYOR PUBLIC ANNOUNCEMENTS AND PROCLAMATIONS
Proclamation: Pride Month
Proclamation: Juneteenth Month

(III) CITY MANAGER PUBLIC ANNOUNCEMENTS
Continued Operations Update
COMMUNICATIONS: CITY CLERK

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.

SPECIAL ORDERS OF BUSINESS


Staff recommends City Council approval of Evanston CARES Act Amendments to the 2015-2019 Consolidated Plan, PY 2019 Action Plan and Citizen Participation Plan that incorporate CDBG-CV and ESG-CV funding from the CARES Act to prevent, prepare for, and respond to the coronavirus. Funding sources are the City’s formula allocations of CDBG-CV in the amount of $1,080,243 and ESG-CV in the amount of $546,424.00, and $97,400.45 of unexpended 2019 CDBG entitlement funds for a total of $1,724,067.45.

For Action

Approval of Evanston CARES Act Amendments to the 2015-2019 Consolidated Plan, PY 2019 Action Plan, and Citizen Participation Plan
SP2. **Resolution 52-R-20 Appointment of City Manager**

Mayor Hagerty recommends City Council adoption of Resolution 52-R-20, appointing Erika Storlie to the position of City Manager to assume all roles and responsibilities.

*For Introduction*

**Resolution 52-R-20 Appointment of City Manager**

---

SP3. **Approval of Funding for the Dutch Elm Tree Injection Program**

Staff requests City Council discuss and provide direction regarding the funding of the Dutch Elm Disease Injection Program. Funding is provided from the General Fund, Forestry Division Budget (Account 100.40.4320.62497) and / or from interest earned in the Capital Improvement Fund.

*For Action*

**Approval of Funding for the Dutch Elm Tree Injection Program**

---

(VII) **CONSENT AGENDA - CITY COUNCIL MINUTES**

CM1. **Approval of the Minutes of the Regular City Council Meeting of May 26, 2020**

Staff recommends City Council approval of the minutes of the Regular City Council meeting of May 26, 2020.

*For Action*

**Draft City Council Minutes - May 26, 2020**

(VIII) **CONSENT AGENDA - ADMINISTRATION & PUBLIC WORKS COMMITTEE - ALDERMAN FLEMING**

A1. **Approval of the City of Evanston Payroll and Bills List**

Staff recommends City Council approval of the City of Evanston Payroll for the period of May 11, 2020, through May 24, 2020, in the amount of $2,471,824.96, Bills List for June 09, 2020, in the amount of $6,547,120.34.

*For Action*

**Approval of the City of Evanston Payroll and Bills**

A2. **City of Evanston Emergency Food Pantry Update**

Staff recommends City Council accept and place on file the food pantry operations update.

*For Action: Accept and Place on File*

**City of Evanston Emergency Food Pantry Update**
A3. **Approval of Authorization to Execute a Payment for the Month of April to Evanston Township High School for Providing Food Services to Assist Those Affected by School Closures Due to COVID-19**

Staff recommends that City Council authorize the City Manager to execute a payment of $193,170 to Evanston Township High School (ETHS), (1600 Dodge Ave, Evanston, IL 60201) for providing food services to assist those affected by school closures due to COVID-19. Funding for this program is from the City Manager’s Emergency Operations Unit (Account 100.15.1520.65025).

**For Action**  
Approval of Authorization to Execute a Payment for the Month of April to ETHS for Food Services Related to COVID 19

A4. **Approval of Contract Award with Civiltech Engineering, Inc. for the Church Street Pedestrian and Bicycle Improvements (RFQ 20-21)**

Staff recommends the City Council authorize the City Manager to execute an agreement with Civiltech Engineering, Inc. (Two Pierce Place, Suite 1400, Itasca, IL 60143) for the Church Street Pedestrian and Bicycle Improvements (RFQ 20-21) in the amount of $293,650.41. Funding is provided from the GO Bond Fund (Account 415.40.4120.62145 – 420004), which has an approved FY 2020 budget of $300,000 and a YTD balance of $300,000.

**For Action**  
Approval of Contract Award with Civiltech Engineering, Inc. for the Church Street Pedestrian and Bicycle Improvements (RFQ 20-21)

A5. **Approval of a Contract Award with Carollo Engineers, Inc. for Hydraulic Modeling Services (RFP 20-32)**

Staff recommends the City Council authorize the City Manager to execute an agreement with Carollo Engineers, Inc. (8600 W. Bryn Mawr Avenue, Suite 900N, Chicago IL  60631) for Hydraulic Modeling Services (RFP 20-32) in the not-to-exceed amount of $50,000 per year for the next three years (2020, 2021, and 2022), with the option to extend the contract for a fourth year (2023). Funding is provided from the Water Fund (Account 510.40.4225.62185) which has an approved FY 2020 budget of $160,000 and a YTD balance of $110,500. Staff proposes to budget $50,000 for hydraulic modeling services in this same account in future years.

**For Action**  
Approval of a Contract Award with Carollo Engineers, Inc. for Hydraulic Modeling Services (RFP 20-32)
A6. Approval of Contract Award with Schroeder and Schroeder Inc. for Special Assessment Alley Project (Bid 20-09)

Staff recommends the City Council authorize the City Manager to execute an agreement with Schroeder and Schroeder Inc. (7306 Central Park, Skokie, IL 60076) for the Special Assessment Alley Project (Bid 20-09) in the amount of $479,044.50. Funding is provided from the Capital Improvement Fund 2020 General Obligation Bonds in the amount of $239,522.25 and from the Special Assessment Fund in the amount of $239,522.25. A detailed summary is included in the memo below.

For Action
Approval of Contract Award with Schroeder and Schroeder Inc. for Special Assessment Alley Project (Bid 20-09)

A7. Approval of Funding for the Demolition of a Vacant, Structurally Unsafe Building at 2012 Maple Avenue

Staff recommends City Council approval of funding for the demolition of a vacant, structurally unsafe residential structure located at 2012 Maple Avenue. The cost for the demolition will be is $40,300 which includes disconnection of the water and sewer services, demolition of structure, removal and backfill of the foundation and regrading of the site. The cost of the demolition will be paid for by grants provided by the Abandoned Residential Property Municipality Relief Grant from the Illinois Housing Development Authority. The funding source is the IL Vacant Expense Account, 100.24.2435.62469.

For Action
Approval of Funding for the Demolition of a Vacant, Structurally Unsafe Building at 2012 Maple Avenue
A8. **Approval of Entrepreneurship Emergency Assistance Grants**

Economic Development staff recommends City Council approval for financial assistance through the Entrepreneurship Support Program for the following applicants:

- Horizon Photography - $2,436.00
- Career Catalyst - $2,500
- Carrie Brown-LMT Massage Therapy - $2,305.38
- SLK Salon - $2,500
- La Cocinita - $2,500
- Illinois Allergy and Asthma Specialists - $2,500
- Good to Go Jamaican Restaurant - $2,500
- Viet Nom Nom - $2,500
- Avengerz Music Group, LLC - $1,000
- Linmay Studio - $1,471.49

Staff recommends utilizing the Economic Development Entrepreneurship Support Fund (Account 100.15.5300.62664). The approved 2020 Fiscal Year Budget allocated $50,000 to this account. This request totals $22,212.87. To date, $0 has been spent.

**For Action**

Approval of Entrepreneurship Emergency Assistance Grants

A9. **Approval of Change Order #1 with SmithGroup, for the Shoreline Condition Assessment Engineering Services Agreement**

Staff recommends the City Council authorize the City Manager execute Change Order #1 to an existing agreement with SmithGroup (35 E. Wacker Drive, Suite 900, Chicago, IL 60601) for the Shoreline Condition Assessment Project in the amount of $26,000. This change order will increase the total contract amount from $74,500 to $100,500. Funding will be provided from the Capital Improvement Fund 2020 General Obligation Bonds Facilities Contingency Account (Account 415.40.4120.62145 - 520011). This line item has an approved FY 2020 budget of $600,000 and a YTD balance of $256,344.

**For Action**

Approval of Change Order #1 with SmithGroup, for the Shoreline Condition Assessment Engineering Services Agreement

A10. **Resolution 48-R-20, Terminating Limits on Third-Party Food Delivery Service Fees on July 13, 2020**

Staff recommends City Council adoption of Resolution 48-R-20, Terminating Limits on Third-Party Food Delivery Service Fees on July 13, 2020.

**For Action**

Resolution 48-R-20, Terminating Limits on Third-Party Food Delivery Service Fees on July 13, 2020

Staff recommends City Council adoption of Resolution 49-R-20 extending the declared State of Emergency to July 13, 2020.

For Action
Resolution 49-R-20, Extending the Declared State of Emergency to July 13, 2020

A12. Resolution 51-R-20 Authorizing the City Manager to Enter into a Contract to Reconstruct the Fleetwood-Jourdain Gym Floor Without Utilizing a Public Bidding Process

Staff recommends the City Council adoption Resolution 51-R-20 authorize the City Manager to execute an agreement with Bodala, Inc. DBA Central Rug and Carpet (3006 Central Street, Evanston, Illinois, 60201) in the amount of $593,851 without utilizing a public bid process. Two-thirds (2/3) vote of the aldermen is required to approve this item. Funding is provided from the Capital Improvement Fund 2020, 2020 General Obligation Bonds (Account 415.40.4120.65515-619024), in the amount of $593,851. This item has an FY 2020 budget of $250,000. The remaining funding is from savings in other projects and facilities contingency. A detailed funding table is included in the information below.

For Action
Resolution 51-R-20 Authorizing the City Manager to Enter into a Contract to Reconstruct the Fleetwood-Jourdain Gym Floor

A13. Ordinance 56-O-20 Amending City Code Section 10-11-5(D), Schedule V(D) “Four-Way Stops” to Include Four-Way Stops at Hastings Avenue and Colfax Street

Staff recommends adoption of Ordinance 56-O-20 by which the City Council would amend Section 10-11-5(D), Schedule V(D) of the City Code to establish a 4-Way Stop Control at the intersection of Hastings Avenue & Colfax Street. Funding will be through the General Fund-Traffic Control Supplies (100.40.4520.65115), with a FY 2020 budget of $58,000 and remaining balance of $36,230.

For Introduction
Ordinance 56-O-20 Amending City Code Section 10-11-5(D), Schedule V(D) “Four-Way Stops” to Include Four-Way Stops at Hastings Avenue and Colfax Street
A14. **Ordinance 55-O-20, Amending the Amusement Tax**

Staff recommends City Council adoption of Ordinance 55-O-20 amending the Amusement Tax to include online streaming services and to increase the amusement tax on venues with capacity over 1500 audience members. Amusement Tax revenue is deposited to the City's General Fund.

**For Action**

Ordinance 55-O-20, Amending the Amusement Tax

---

(IX) **CONSENT AGENDA - PLANNING & DEVELOPMENT COMMITTEE - ALDERMAN RAINey**

P1. **Ordinance 35-O-20, Amending Title 6, Ground Floor Uses in the D2 District**

Staff recommends that the Planning & Development Committee table Ordinance 35-O-20 due to the current COVID-19 pandemic and economic uncertainty over the retail market and the inability to hold in-person meetings with key stakeholders. Previously the Plan Commission and staff recommended amending the Zoning Ordinance to modify currently permitted ground-floor uses including Offices and Financial Institutions to special uses in order to encourage active ground-floor uses that promote pedestrian activity and an economically vibrant downtown corridor in the D2 Downtown Retail Core District.

**For Introduction**

Ordinance 35-O-20, Amending Title 6, Ground Floor Uses in the D2 District

P2. **Ordinances 58-O-20 and 59-O-20 Authorizing Text Amendments to the Zoning Ordinance regarding the Classification of Minor and Major Variations and Residential Care Homes**

Plan Commission and staff recommend approval of Ordinance 58-O-20 authorizing City-initiated Text Amendments to the Zoning Ordinance, Title 6 of the City Code, to Chapter 3 (Implementation and Administration) regarding the classification and administration of Minor and Major Variations and Ordinance 59-O-20 authorizing revisions to Chapter 4 (General Provisions) regarding Residential Care Homes and Transitional Treatment Facilities in the R4a, General Residential Zoning District.

**For Introduction**

Ordinances 58-O-20 and 59-O-20 Authorizing Text Amendments to the Zoning Ordinance regarding the Classification of Residential Care Homes
P3. Ordinance 60-O-20, Granting a Special Use for a Type 2 Restaurant, Happy Lemon, in the D4 Downtown Transition District, at 1607 Chicago Ave.

The Zoning Board of Appeals and staff recommend adoption of Ordinance 60-O-20 granting special use approval for a Type 2 Restaurant, Happy Lemon, in the D4 Downtown Transition District. The applicant has complied with all zoning requirements and meets all of the Standards for a special use for this district.

For Introduction
Ordinance 60-O-20, Granting a Special Use for a Type 2 Restaurant, Happy Lemon, in the D4 Downtown Transition District at 1607 Chicago Ave.

P4. Ordinance 61-O-20, Granting a Special Use for Commercial Indoor Recreation, Total Sona Fitness, in the C2 Commercial District and oCSC Central Street Overlay District, at 2678 Green Bay Rd.

The Zoning Board of Appeals and City staff recommend adoption of Ord. 61-O-20 granting special use approval for Commercial Indoor Recreation, Total Sona Fitness, in the C2 Commercial District and oCSC Central Street Overlay District. The applicant has complied with all zoning requirements and meets all of the Standards for a special use for this district.

For Introduction
Ordinance 61-O-20, Granting a Special Use for Commercial Indoor Recreation, Total Sona Fitness in the C2 Commercial District and oCSC Central Street

P5. Ordinance 62-O-20 Granting a Special Use for a Detached Single Family Dwelling in the B1 Business District at 1717 Simpson St.

The Zoning Board of Appeals and staff recommend adoption of Ordinance 62-O-20 granting Special Use approval to allow the expansion of an existing Detached Single Family Dwelling in the B1 Business District, at 1717 Simpson Street. The applicant has complied with all zoning requirements and meets all of the Standards for Special Use in this district.

For Introduction
Ordinance 62-O-20 granting a Special Use for a Detached Single Family Dwelling in the B1 Business District at 1717 Simpson St.
P6. Ordinance 63-O-20 Granting a Special Use for a Type 2 Restaurant, 4 Suns Fresh Juice in the C1 Commercial District at 1906 Main St.

The Zoning Board of Appeals and City staff recommend adoption of Ord. 63-O-20 granting a Special Use for a Type 2 Restaurant, 4 Suns Fresh Juice, in the C1 Commercial District at 1906 Main St. The applicant has complied with all zoning requirements and meets all of the Standards for a special use in this district.

For Introduction
Ordinance 63-O-20 granting a Special Use for a Type 2 Restaurant, 4 Suns Fresh Juice in the C1 Commercial District at 1906 Main St.

P7. Ordinance 25-O-20, Amending Title 7, Chapter 8, Section 8 “Tree Preservation”

Staff recommends that City Council accept and place on file Ordinance 25-O-20 amending the Tree Preservation Ordinance (7-8-8). There is no ability to implement and administer the revised Tree Preservation Ordinance due to the City's recent reduction in staffing in the Public Works Agency (PWA). If there is interest in further changes to the Tree Preservation Ordinance that do not require additional staffing, such as updates to tree species, fee structures, and other administrative details, staff can return to City Council with a revised Ordinance for consideration.

For Action: Accept and Place on File
Ordinance 25-O-20, Amending Title 7, Chapter 8, Section 8 “Tree Preservation”

(X) CONSENT AGENDA - RULES COMMITTEE - MAYOR HAGERTY

R1. Ordinance 18-O-20, Amending Title 1, Chapter 8, "City Manager"

At the direction of Rules Committee, staff recommends City Council adoption of Ordinance 18-O-20, Amending Title 1, Chapter 8 “City Manager.”

For Introduction
Ordinance 18-O-20, Amending Title 1, Chapter 8, City Manager

(XI) 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)}

(XII) EXECUTIVE SESSION
### UPCOMING ALDERMANIC COMMITTEE MEETINGS

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>BOARD/COMMITTEE/COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/10/2020</td>
<td>1:30PM</td>
<td>Lighthouse Landing Complex Committee</td>
</tr>
<tr>
<td>6/11/2020</td>
<td>7:00PM</td>
<td>Mental Health Board</td>
</tr>
<tr>
<td>6/16/2020</td>
<td>7:00PM</td>
<td>Housing &amp; Community Development Act</td>
</tr>
<tr>
<td>6/17/2020</td>
<td>6:30PM</td>
<td>M/W/EBE Development Committee</td>
</tr>
<tr>
<td>6/18/2020</td>
<td>6:30PM</td>
<td>Equity &amp; Empowerment Commission</td>
</tr>
<tr>
<td>6/19/2020</td>
<td>12:00PM</td>
<td>Reparations Subcommittee</td>
</tr>
<tr>
<td>6/22/2020</td>
<td>6:00PM</td>
<td>Administration &amp; Public Works/Planning and Development/City Council</td>
</tr>
</tbody>
</table>
Memorandum

To: Honorable Mayor and Members of the City Council
From: Sarah Flax, Housing & Grants Administrator
CC: Johanna Leonard, Community Development Director; Jessica Wingader, Grants and Compliance Specialist; Marion Johnson, Housing Intern
Subject: Approval of Evanston CARES Act Amendments to the 2015-2019 Consolidated Plan, PY 2019 Action Plan, and Citizen Participation Plan
Date: June 8, 2020

Recommended Action:
Staff recommends City Council approval of Evanston CARES Act Amendments to the 2015-2019 Consolidated Plan, PY 2019 Action Plan and Citizen Participation Plan that incorporate CDBG-CV and ESG-CV funding from the CARES Act to prevent, prepare for, and respond to the coronavirus.

Funding Source:
Funding sources are the City’s formula allocations of CDBG-CV in the amount of $1,080,243 and ESG-CV in the amount of $546,424.00, and $97,400.45 of unexpended 2019 CDBG entitlement funds for a total of $1,724,067.45.

Council Action:
For Action

Summary:
In order to receive CDBG-CV and ESG-CV funds allocated by formula in the first tranche of CARES Act funding, the City of Evanston has been directed by HUD to submit a Substantial Amendment to its most recent approved Annual Action Plan, which is its PY 2019 Action Plan. A Substantial Amendment to the 2015-2019 Consolidated Plan is also being submitted to best enable subsequent completion of reporting requirements. In addition, to use the HUD waiver of 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.that reduces the 30-day public comment period for Substantial Amendments to a 5-day comment period and allows grantees to determine what constitutes reasonable notice and opportunity to comment under current circumstances, the City must amend its Citizen Participation Plan. The amended Consolidated Plan, Action Plan and Citizen Participation Plan may have simultaneous 5-day public comment periods and a virtual meeting at which comment may be made. The three amendments were posted on the City website on Monday, June 1, 2020 and
members of the public may provide input during the public comment period of the June 8 City Council meeting, in compliance with these requirements. City Council approval of the amendments is required prior to their submission to HUD for review and approval and before grant agreements are executed.

Although the regulations for CDBG-CV and ESG-CV funds have not been released at this time, HUD is encouraging grantees to submit their substantial amendments in a streamlined format to facilitate a quick review and approval so grant agreements can be executed. This streamlined process is designed to allow flexibility to address emerging and changing needs that cannot be predicted at this time.

Staff has designed the City’s amendments to avoid the need for additional substantial amendments by adding a new goal, COVID-19 Emergency/Urgent Needs, to the 2015-2019 Consolidated Plan and PY 2019 Action Plan for these CDBG-CV and ESG-CV grants, as well as unexpended 2019 CDBG funds being reallocated to address COVID-19. Because all CARES Act funding must be used to prevent, prepare for, or respond to the coronavirus, this provides maximum flexibility to allocate funds to eligible activities on a rolling basis, as a substantial amendment is triggered only when the City adds or deletes a goal, or changes funding for a goal by more than 20 percent.

Examples of programs currently under development or evaluation are described below. Additional needs, including support for businesses ineligible for PPP loans, including small scale landlords; rent and utility assistance to prevent evictions following the expiration of the eviction moratorium; and child care needs are also being evaluated.

**Permanent housing for homeless individuals/households currently in Evanston hotels or congregate shelters** Evanston will use its ESG-CV funds to address this need, but does not have sufficient resources to serve all 193 households. For example, based on an average rent subsidy per household with children under 18, our total ESG-CV allocation of $546,424 could serve about 23 of the 33 households in temporary shelter. Evanston is in the first group of ESG-CV recipients using a new HUD Coordinated Investment Planning process designed to coordinate the multiple resources for housing needs in the CARES Act to address priority needs. Our immediate focus is to identify and match these resources with the homeless households currently in Evanston hotels or congregate shelters. We are working with Connections for the Homeless to identify which households to house with our ESG-CV funds based on current ESG regulations. We are seeking other sources of funding, such as 811 vouchers, which are permanent rent subsidies for persons with a disability, for households that need a deeper subsidy than ESG can provide. In addition, we are in discussions with Cook County and the Alliance to End Homelessness in Suburban Cook County to identify housing resources for the non-Evanston households in hotels, which is about a third of total households.

**Food programs.** CDBG-CV funds can be used to provide food subsidies for low/moderate income residents through subrecipient agreements with NPO partners. We are exploring a food delivery service for seniors to reduce their risk of exposure to COVID-19 from visiting food pantries with Meals on Wheels Northeast Illinois. Evanston’s network of food pantries that are members of the Chicago Food Depository may be funded to expand their capacity and increase accessibility to food for people in different parts of Evanston. This could
transition responsibilities from the City-operated drive up food pantry at the Levy Center. CDBG-CV funded public services such as food programs will need to follow federal procurement, reporting and other requirements, including documenting incomes of people served to ensure that at least 70% of CDBG-CV funds provide a direct benefit to low/moderate income residents, as required.

25% of FEMA-Eligible Expenses It is anticipated that grantees will be allowed to use CDBG-CV for the 25% of COVID-19 related emergency costs eligible under FEMA’s Public Assistance program that is not be reimbursed by FEMA. The City expects to submit approximately $1,360,570 for FEMA Public Assistance. The 25% local match will be $340,142.50, which is about 30% of the City’s CDBG-CV grant. CDBG-CV funds should be reserved for this use. This leaves approximately $837,500 of CDBG-CV and reallocated 2019 CDBG for all other needs, including grant administration.

Consideration of reallocating 2020 CDBG entitlement grant for COVID-19 related needs. The CARES Act waives the 15% public services cap for program year 2019 and 2020 CDBG entitlement funding that is used to prevent, prepare for, or respond to the coronavirus. The City’s 2020 CDBG grant is $1,836,315. Staff seeks direction from City Council if this use of entitlement funding should be explored. An evaluation of the impact of COVID-19 on activities funded in the 2020 Action Plan could be undertaken. In addition, staff would seek information on other federal funds, including Paycheck Protection Plan loans, that subrecipients may have received in order to ensure that there is no duplication of benefits, as required by the Stafford Act. A subrogation clause will be included in all funding agreements as part of policies and procedures to ensure compliance.

The Substantial Amendment to the 2015-2019 Consolidated Plan to include CARES Act Funding may be found here.

The Substantial Amendment to the PY 2019 Action Plan to include CARES Act Funding may be found here.

The Citizen Participation Plan Amendment may be found here.
Memorandum

To: Honorable Mayor and Members of the City Council
From: Stephen H. Hagerty,
Subject: Resolution 52-R-20, Appointment of City Manager
Date: June 8, 2020

Recommended Action:
Mayor Hagerty recommends City Council adoption of Resolution 52-R-20, appointing Erika Storlie to the position of City Manager to assume all roles and responsibilities.

Council Action:
For Introduction

Summary:
At the City Council meeting on May 26, 2020 there was a discussion regarding the status of the executive search for Evanston's next City Manager. Mayor Hagerty recommended that the search be cancelled and that Interim City Manager, Erika Storlie, be appointed to the position.

The referral was to put the item on the agenda for introduction at the June 8, 2020 City Council meeting and for action on the June 22, 2020 agenda. Resolutions are typically for action on their first reading, however due to the desire to expand the feedback period and to observe the introduction and action requested at the last meeting, this resolution is being put forward for Introduction. If approved, it will be put forth for action at the next City Council meeting.

Attachments:
Mayor Hagerty City Manager Search Statement - May 26, 2020
Resolution 52-R-20 Appointment of City Manager
Mayor Hagerty’s Statement on City Manager Search

May 26, 2020

Last August Wally Bobkiewicz, who served this City well for 10 years, resigned to become the City Administrator in Issaquah, Washington to be closer to his family. The City Council quickly agreed to install Erika Storlie, the Assistant City Manager, as the Interim City Manager in September 2019. In February the City contracted with GovHR to conduct a nationwide search.

Soon after, COVID-19 struck, virtually shutting down our city, country, and world. Naturally, the City Council put a hold on the search.

Tonight, we will discuss the search. In light of the job that Erika Storlie has done leading our City as the Interim City Manager, putting in place a responsible 2020 budget that reflects our City’s priorities and values, responding to the pandemic, and effectively managing labor relations and leading our efforts to adjust the 2020 budget due to the pandemic, I propose that the Council elevate Erika Storlie to be our full-time City Manager.

My rationale is based on several factors, including:

- We need a permanent leader of this City now. Difficult decisions must be made and everyone ought to know that a permanent leader is at the helm making these decisions.
- Given the pandemic, our national search will be reduced to selecting a City Manager or Deputy that is willing to leave their jurisdiction in the middle of a crisis; that is not the type of person I want in the Evanston City Manager's seat.
- Given the pandemic, many highly competent City Managers and Deputies would not apply for this job, recognizing that their duty right now is to their current jurisdiction.
- Furthermore, our vetting of the candidates will most likely occur virtually, which is not an ideal setting in which to select a CEO of this City.
- Ms. Storlie has proven herself over the last 16 years in Evanston to be an effective manager. She knows municipal operations because she has held many important roles in the City including Web developer, Citizen Engagement Manager, Deputy City Manager, Assistant City Manager, and Interim City Manager.
- She knows Evanston; share's Evanston's values; and is well respected by employees, manager, and directors, as well as by Aldermen, community leaders, and residents. She is a straight shooter; understands the job of City Manager; and interacts effectively with the elected officials.
- She understands the nuts and bolts of government. She rose up through the ranks. Understands budgeting, finance, public works, infrastructure, labor relations, technology, human services, and community development.
- She has demonstrated her understanding of this community's priorities on the environment, equity, community policing, preservation, and aging in place.
- She has the right temperament for Evanston; a City that at times can be a challenge to manage. She is even keeled, honest, and composed.
- She's committed to Evanston. She and her family own a home here and are raising a family here.
- Her knowledge, commitment, management, character, and leadership is evident, even more so now in the midst of a crisis.

We have a great candidate in our midst, leading our City at a very difficult and unprecedented moment and, in my opinion, it is in our City's best interest to cancel the search, save some money, and elevate Erika Storlie to be this City's next City Manager.
52-R-20

A RESOLUTION

Authorizing the Appointment of a City Manager for the City of Evanston

WHEREAS, the position of City Manager was vacated on September 27, 2019, by former City Manager Wally Bobkiewicz;

WHEREAS, on September 9, 2019 the Evanston City Council approved resolution 87-R-19 authorizing the appointment of Erika Storlie to the position of Interim City Manager;

WHEREAS, Erika Storlie has held numerous positions of increasing responsibility over the last 15 years of employment with the City, including Deputy City Manager and Assistant City Manager;

WHEREAS, Erika Storlie has performed the duties and functions of the position competently and effectively;

NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: Interim City Manager Erika Storlie shall be appointed City Manager pursuant to Evanston Municipal Code (“Code”) Section 1-8-1 to perform the City Manager functions and duties.

SECTION 2: Erika Storlie is hereby authorized to perform all necessary duties and functions of the City Manager that are outlined in (“Code”) Section 1-8-3 “City Manager Duties” of the City Code.
SECTION 3: The foregoing recitals are hereby found as fact and incorporated herein by reference.

SECTION 4: Resolution 52-R-20 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

Approved as to form:

______________________________
Kelley A. Gandurski, Corporation Counsel

Adopted: __________________, 2020
Memorandum

To: Honorable Mayor and Members of the City Council
From: David Stoneback, Public Works Agency Director
Subject: Approval of Funding for the Dutch Elm Tree Injection Program
Date: June 8, 2020

Recommended Action:
Staff requests City Council discuss and provide direction regarding the funding of the Dutch Elm Disease Injection Program.

Funding Source:
Funding is provided from the General Fund, Forestry Division Budget (Account 100.40.4320.62497) and/or from interest earned in the Capital Improvement Fund.

Council Action:
For Action

Summary:
At the May 26, 2020 Council meeting, Alderman Rainey made a referral to discuss the scheduling and funding of work to be completed by the Dutch Elm Tree Injection Program at the June 8, 2020 City Council Meeting.

Background:
The Dutch Elm Tree Injection Program was awarded to Robert Kinnucan Tree Experts & Landscaping Company, Inc. in the amount of $646,224.62 at the May 11, 2020 Council meeting. In order to reduce General Fund (GF) expenditures in 2020, an alternate option was selected in which the work would be performed over two years. Per the amended award the contractor is to inject approximately half of the trees in 2020 and the other half in 2021 as indicated in the table below.
Analysis:
The contractor has indicated their willingness to complete all of the work in 2020 if so directed by June 9, 2020. In order to do this, funding in the amount of $328,128.01 needs to be identified. This work could be funded by the original GF allocation. However, staff has also identified $290,000 of interest income in the Capital Improvement Fund that could be used. This interest income was earned on the balance of the Capital Improvement Fund for the duration of 2019 and it is currently unallocated. This funding could be allocated here or on any other needs the City Council identifies (it is unrestricted). If it is decided to be allocated here the remaining funding portion of $38,128.01 would still need to be identified, which could be funded by the GF or community fundraising.

Legislative History:
A discussion of the Dutch Elm Injection Program occurred at the April 27, 2020 Council meeting.

The Dutch Elm Injection Program was awarded to Kinnucan at the May 11, 2020 Council meeting.

<table>
<thead>
<tr>
<th></th>
<th>No of Trees to Inject</th>
<th>Total Tree Diameter (inches)</th>
<th>Bid Price (Price per Inch)</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2020 Work</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Rate</td>
<td>845</td>
<td>26,484</td>
<td>$11.29</td>
<td>$299,004.36</td>
</tr>
<tr>
<td>¾ Rate</td>
<td>63</td>
<td>1,771</td>
<td>$10.75</td>
<td>$19,038.25</td>
</tr>
<tr>
<td><strong>Cost for 2020 Work</strong></td>
<td></td>
<td></td>
<td></td>
<td>$318,042.61</td>
</tr>
<tr>
<td><strong>2021 Work</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Rate</td>
<td>845</td>
<td>27,344</td>
<td>$11.29</td>
<td>$308,713.76</td>
</tr>
<tr>
<td>¾ Rate</td>
<td>64</td>
<td>1,811</td>
<td>$10.75</td>
<td>$19,468.25</td>
</tr>
<tr>
<td><strong>Cost for 2021 Work</strong></td>
<td></td>
<td></td>
<td></td>
<td>$328,128.01</td>
</tr>
</tbody>
</table>
Present:

Alderman Fiske
Alderman Braithwaite
Alderman Wynne
Alderman Wilson
Alderman Rue Simmons

Alderman Revelle
Alderman Rainey
Alderman Fleming
Alderman Suffredin (9)

Absent:

Presiding: Mayor Stephen Hagerty

Devon Reid
City Clerk
Motion to suspend the rules and allow the meeting to be held virtually
Passed 9-0

Motion: Ald. Wilson
Second: Ald. Braithwaite

Mayor’s Public Announcements

Mayor Hagerty Announcements:

- COVID-19 Update
- Tribute to Heckey Powell

City Manager’s Public Announcements

City Manager Erika Storlie:

- Recognition of Former City Manager Joel Asprooth
- Non-Congregate Housing Update
- Evanston 2020 Summer Updates by Director Lawrence Hemingway

City Clerk’s Communications

City Clerk Communications:

- Congratulated BGA Lawyer Matt Topic for his FOIA victory in the IL General Assembly
- Evanston Clerk’s Office to host an event regarding Municipal Election on May 27, 2020 at 6:00 p.m.
- Election Update

Public Comment

Rachel Rosen
Voiced her support for the full funding of the Elm Trees in Evanston.

Billy Lynch
Acknowledged the hard work being done by city staff under the leadership of Interim City Manager Storlie. Talked about the hard work firefighters at Local 742 are doing to protect residents during the COVID-19 epidemic.
<table>
<thead>
<tr>
<th>Name</th>
<th>Statement</th>
<th>Watch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Mann</td>
<td>Voiced her support for the conservation of Elm Trees in Evanston.</td>
<td></td>
</tr>
<tr>
<td>Ray Friedman</td>
<td>Thanked everyone for keeping residents informed about things happening in Evanston. Shared his concerns over the relocation of City Hall and provided alternative options as a solution.</td>
<td></td>
</tr>
<tr>
<td>Leslie Shad</td>
<td>Voiced her support for the full funding for the conservation of Elm Trees in Evanston.</td>
<td></td>
</tr>
<tr>
<td>Tina Paden</td>
<td>Talked about the illegal practice of “steering” as it relates to housing.</td>
<td></td>
</tr>
<tr>
<td>Rodney Greene</td>
<td>Asked City Council to not approve the resolution that authorizes restaurants to reopen beginning on May 29, 2020. Said the public health will be at risk because there are still various unknown variables of COVID-19.</td>
<td></td>
</tr>
<tr>
<td>David Lipschutz</td>
<td>Voiced his support to reopen restaurants in Evanston. Asked the City Council to give special consideration to restaurants that have a sidewalk cafe license and a proven track record of acting responsibly.</td>
<td></td>
</tr>
<tr>
<td>Mike Vasilko</td>
<td>Shared his concerns over residents not wearing their facemasks when in public. He also shared his concern over the COVID-19 deaths happening in senior health care facilities in Evanston. Asked for clarification over the $5,000 spending at the Howard Street Theater and credit card spending.</td>
<td></td>
</tr>
<tr>
<td>Joshua Bowes-Carlson</td>
<td>On behalf of the South-East Evanston Association, he shared the group's concerns about the budget cuts towards the Dutch Elm Tree Program.</td>
<td></td>
</tr>
<tr>
<td>Pat Fowler</td>
<td>Asked City Council to extend the delivery commission caps for third party service providers to align with the State of Illinois Reopening Guidelines. He also encouraged the City Council to allow restaurants to operate outdoor dining.</td>
<td></td>
</tr>
</tbody>
</table>
Special Order of Business

SP1. 2020 Budget Update
Staff recommends that City Council review the update to the 2020 budget.

For Discussion
Direction provided to Staff

Motion: Ald. Wilson
Second: Ald. Rue Simmons

SP2. Civic Center Planning Discussion
At the City Council meeting on May 11, 2020, City Council directed staff to provide information related to the potential of relocating a temporary Civic Center in downtown Evanston and what the process would be for selling the existing 2100 Ridge Avenue property. Staff is providing this information for discussion and requests direction from City Council on how to proceed.

For Discussion
Direction provided to Staff

Motion: Ald. Rue Simmons
Second: Ald. Fleming

SP3. City Manager Executive Recruitment Update
City Council accepted and placed on file the status report regarding the City Manager executive search.

Reference made for item to be placed on June 8 agenda for Introduction.

Motion: Ald. Suffredin
Second: Ald. Braithwaite

For Action: Accept and Place on File
Passed 9-0

SP4. Resolution to Re-Open Illinois Restaurants on May 29, 2020
Staff recommends City Council consideration of a resolution to reopen Illinois restaurants on May 29, 2020.

For Action
Passed 9-0
Consent Agenda

O1. Approval of the Minutes of the Regular City Council Meeting of May 11, 2020

City Council approved the minutes of the Regular City Council meeting of May 11, 2020.

For Action
Approved on Consent Agenda

A1. Approval of the City of Evanston Payroll, Bills and Credit Card Activity

City Council approved the City of Evanston Payroll for the period of April 27, 2020, through May 10, 2020, in the amount of $2,761,267.47, Bills List for May 27, 2020, in the amount of $3,457,497.66 and credit card purchases period ending March 26, 2020, in the amount of $195,656.69.

For Action
Approved on Consent Agenda

A2. Approval of BMO Harris Amazon Credit Card Activity

City Council approved the City of Evanston’s BMO Harris Amazon Credit Card Activity for the period ending March 26, 2020, in the amount of $21,578.30.

For Action
Passed 8-1-0
Ald. Suffredin abstained

A3. Approval of Authorization to Execute a Payment of $87,696 to Evanston Township High School for Providing Food Services to Assist Those Affected by School Closures Due to COVID-19

City Council authorized the City Manager to execute a payment of $87,696 to Evanston Township High School (ETHS), (1600 Dodge Ave, Evanston, IL 60201) for providing food services to assist those affected by school closures due to COVID-19. Funding for this program is from the Recreation Outreach Business Unit (Account 100.30.3050.65025) which has an allocation of $131,500 budgeted and $131,500 available.

For Action
Approved on Consent Agenda
A4. Approval of Contract Award with J.A. Johnson Paving Company for the 2020 MFT Street Resurfacing Project (Bid 20-26)

City Council authorized the City Manager to execute a contract with J.A. Johnson Paving Company (1025 E. Addison Court, Arlington Heights, IL 60005) for the 2020 MFT Street Resurfacing Project in the amount of $1,297,700. Funding will be provided from the Motor Fuel Tax Fund in the amount of $100,000 (Account 200.40.5100.65515 – 420007), and the Rebuild Illinois Grant Funds in the amount of $1,200,000 (200.40.5105.65515 - 420007).

For Action
Approved on Consent Agenda

A5. Approval of Contract Award with McGill Construction Co. LLC for the 2020 Parking Lot Improvements Project (Bid 20-07)

City Council authorized the City Manager to execute an agreement with McGill Construction Co. LLC. (21227 S. 80th Avenue, Frankfort IL 60423) for the 2020 Parking Lot Improvements Project (Bid No. 20-07) in the amount of $282,249.95. Funding is provided from the GO Bond Fund (Account 415.40.4120.65515 – 620013), which has an approved FY 2020 budget of $425,000.00 and a YTD balance of $425,000.00.

For Action
Passed 5-4

A6. Approval of a Sole Source Purchase of Arbotect Fungicide from Rainbow Treecare Scientific Advancements

City Council authorized the City Manager to execute an agreement for the sole source purchase of 60 gallons of Arbotect fungicide from Rainbow Treecare Scientific Advancements (11571 K-Tel Drive, Minnetonka, MN 55343) for a total purchase amount of $25,273.20. Funding for this purchase is from the General Fund account 100.40.4320.62496, which has a 2020 budget of $38,000, and a YTD balance of $38,000.

For Action
Passed 9-0
A7. Approval of Funding for the Demolition of a Vacant, Structurally Unsafe Building at 2012 Maple Avenue

Staff recommends City Council approval of funding for the demolition of a vacant, structurally unsafe residential structure located at 2012 Maple Avenue. The cost for the demolition will be is $40,300 which includes disconnection of the water and sewer services, demolition of structure, removal and backfill of the foundation and regrading of the site. The cost of the demolition will be paid for by grants provided by the Abandoned Residential Property Municipality Relief Grant from the Illinois Housing Development Authority. The funding source is the IL Vacant Expense Account, 100.24.2435.62469.

Motion to hold the agenda item until the next City Council meeting

For Action
Item held until next City Council meeting

A8. Adoption of Resolutions 43-R-20 & 45-R-20, Authorizing the Mayor to Sign Illinois Department of Transportation Resolutions for Improvement Under the Illinois Highway Code for Improvements to Various Evanston Streets.

City Council adopted Resolutions 43-R-20 & 45-R20 authorizing the Mayor to sign an Illinois Department of Transportation Resolution for Improvement Under the Illinois Highway Code for Improvements to various Evanston streets using both MFT funds and Rebuild Illinois grant funds. Funding will be provided from the Motor Fuel Tax Fund in the amount of $100,000 (Account 200.40.5100.65515 – 420007) and the Rebuild Illinois Grant Funds in the amount of $1,200,000 (Account 200.40.5105.65515 - 420007).

For Action
Approved on Consent Agenda

A9. Resolution 44-R-20, authorizing the Mayor to sign a Resolution for Maintenance of Streets and Highways in order to transfer funds Previously Allocated in the 2020 Fiscal Year Budget from the Motor Fuel Tax Fund to the General Fund for General Maintenance of
Streets

City Council adopted Resolution 44-R-20 which will authorize the Mayor to execute the required Illinois Department of Transportation resolution and authorize the City Manager to transfer $1,044,890 of Motor Fuel Tax Funds to the General Fund for the general maintenance of streets by City forces. Funding will be provided from the Motor Fuel Tax Fund (Fund 200).

For Action
Approved on Consent Agenda

A10. Resolution 46-R-20 Authorizing the City Manager to Sign the First Amendment to the Dynegy Master Agreement

City Council adopted Resolution 46-R-20, authorizing the City Manager to sign the first amendment to the Dynegy Master Agreement. The extension is for the Municipal Aggregation of Electric Supply For Residential and Small Commercial Retail Customers (RFP 17-33) with Dynegy Energy Services (1500 Eastport Plaza Drive Collinsville, IL 62234). The 10-month extension will extend the contract from August 2020 to June 2021.

For Action
Approved on Consent Agenda

A11. Ordinance 55-O-20, Amending the Amusement Tax

City Council adopted Ordinance 55-O-20 amending the Amusement Tax to include online streaming services and to increase the amusement tax on venues with capacity over 1500 audience members. Amusement Tax revenue is deposited to the City's General Fund.

For Introduction
Passed 6-3 Alds. Suffredin, Fleming and Braithwaite voted “No”

A12. Ordinance 50-O-20, Amending City Code Section 10-11-7, Schedule VII(A), “Passenger Loading Zones, Public Carrier Stops and Stands,” to Add a Loading Zone at 1723 Simpson Street
City Council approved Ordinance 50-O-20, amending parking near the entrance of 1723 Simpson Street (location of Meals on Wheels) to allow for loading zone spaces. This item was not approved by the Transportation & Parking Committee as there have been no meetings due to COVID-19; however, Alderman Rue Simmons is asking that this item be presented for approval as Meals on Wheels will be operating shortly.

For Action
Approved on Consent Agenda

A13. Ordinance 51-O-20, Authorizing the Sale of Aging Surplus Fleet Vehicles and Equipment Owned by the City of Evanston

City Council adopted Ordinance 51-O-20, directing the City Manager to offer the sale of vehicles and equipment owned by the City through public auction with GovDeals, an online auction system utilized by government agencies. These vehicles have been determined to be surplus as a result of new vehicle replacements being placed into service or vehicles that had to be taken out of service for safety reasons with the intention of eventual replacement. The equipment from the old Robert Crown Center and janitorial supplies from the Service Center were found to be obsolete or the City no longer utilizes those systems.

For Action
Approved on Consent Agenda

Call of the Wards
Ward 1: Thanked J.A. Johnson for their amazing resurfacing project done near Sherman Ave.

Ward 2: Shared his condolences to the family of Hecky Powell and everyone who has lost someone to COVID-19. Congratulations to the Class of 2020.

Ward 3: Shared her congratulations to the Class of 2020. Also expressed her deep condolences to the family of Hecky Powell.

Ward 4: Shared his remembrance of Hecky Powell, a beloved Evanston resident and leader.

Ward 5: Looking forward to the celebration honoring the life of Hecky Powell. There will be a 5th Ward virtual meeting on May 27 starting at 7:00 p.m. Thanks to everyone who attended the reparations meeting.

Ward 6: No Report

Ward 7: No Report

Ward 8: Thanked Chief Cook and the Traffic Bureau for the way they handled the procession for Hecky Powell.

Ward 9: Food pantry at James Park on May 27 from 11 a.m. to 12:30 p.m. Shared her condolences to anyone in Evanston who’s lost someone to COVID-19.

Adjournment

Mayor Hagerty called a voice vote to adjourn the City Council meeting, and by unanimous vote the meeting was adjourned.
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Tera Davis, Accounts Payable Coordinator
CC: Hitesh Desai, Chief Financial Officer/Treasurer
Subject: Approval of the City of Evanston Payroll and Bills List
Date: June 8, 2020

Recommended Action:
Staff recommends City Council approval of the City of Evanston Payroll for the period of May 11, 2020, through May 24, 2020, in the amount of $2,471,824.96, Bills List for June 09, 2020, in the amount of $6,547,120.34.

Council Action:
For Action

Summary:
Payroll – May 11, 2020 through May 24, 2020 $2,471,824.96
(Payroll includes employer portion of IMRF, FICA, and Medicare)

Bills List – June 9, 2020 $6,547,120.34
General Fund Amount – Bills list $81,230.64
Supplemental List - $144,335.68
$225,566.32

TOTAL AMOUNT OF BILLS LIST & PAYROLL $9,018,945.30
*Advanced checks are issued prior to submission of the Bills List to the City Council for emergency purposes, to avoid a penalty, or to take advantage of early payment discounts.

Attachments:
06.09.2020 BILLS LIST FY20
<table>
<thead>
<tr>
<th>Invoice Description</th>
<th>GL Code</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVEMED MONTHLY INVOICE</td>
<td>21630</td>
<td>06/08/2020</td>
<td>3,972.30</td>
</tr>
<tr>
<td>Account 21630 - VISION INSURANCE DEDUCTI</td>
<td></td>
<td>06/09/2020</td>
<td></td>
</tr>
<tr>
<td>Account 21630 - VISION INSURANCE DEDUCTI Totals</td>
<td></td>
<td></td>
<td>$3,972.30</td>
</tr>
<tr>
<td>GUARDIAN DENTAL MONTHLY INVOICE</td>
<td>12380</td>
<td>06/08/2020</td>
<td>18,688.38</td>
</tr>
<tr>
<td>METLIFE MONTHLY INVOICE</td>
<td>10630</td>
<td>06/08/2020</td>
<td>23,853.67</td>
</tr>
<tr>
<td>Account 21640 - DENTAL INSURANCE</td>
<td></td>
<td></td>
<td>$42,542.05</td>
</tr>
<tr>
<td>BID #17-05 FOUNTAIN SQUARE RENOVATION</td>
<td>41307</td>
<td>06/08/2020</td>
<td>(10,834.45)</td>
</tr>
<tr>
<td>Account 41307 - RESERVE - L.E.P. VIOLATION FINES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department 14 - CITY CLERK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 1400 - CITY CLERK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62457 - CODIFICATION SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62457 - CODIFICATION SERVICES Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department 15 - CITY MANAGER'S OFFICE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 1525 - EMERGENCY OPERATIONS CENTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62355 - LAUNDROY/OTHER CLEANING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62355 - LAUNDROY/OTHER CLEANING Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department 17 - LAW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 1700 - LEGAL ADMINISTRATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62130 - LEGAL SERVICES-GENERAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62130 - LEGAL SERVICES-GENERAL Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department 19 - ADMINISTRATIVE SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 1941 - PARKING ENFORCEMENT &amp; TICKETS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 64540 - TELECOMMUNICATIONS - WIRELESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 1950 - FACILITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62525 - BLDG MAINTENANCE SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62525 - BLDG MAINTENANCE SERVICES Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department 21 - COMMUNITY DEVELOPMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 2105 - PLANNING &amp; ZONING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62215 - PRINTING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62215 - PRINTING Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 2126 - BUILDING INSPECTION SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 52050 - BUILDING PERMITS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 52050 - BUILDING PERMITS Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62236 - SOFTWARE MAINTENANCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62236 - SOFTWARE MAINTENANCE Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62235 - TRAINING &amp; TRAVEL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62235 - TRAINING &amp; TRAVEL Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td>GL Code</td>
<td>Payable Date</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>---------</td>
<td>--------------</td>
</tr>
<tr>
<td>62425</td>
<td>ELEVATOR CONTRACT COSTS</td>
<td>101631 - ELEVATOR INSPECTION SERVICE</td>
<td>06/09/2020</td>
</tr>
<tr>
<td>61952</td>
<td>PRINTING</td>
<td>103460 - MINUTEMAN PRESS</td>
<td>06/09/2020</td>
</tr>
<tr>
<td>61525</td>
<td>OTHER COMMODITIES</td>
<td>206940 - ULINE</td>
<td>06/09/2020</td>
</tr>
<tr>
<td>61225</td>
<td>BUSINESS UNIT 225 - POLICE ADMINISTRATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65055</td>
<td>MINOR EQUIPMENT &amp; TOOLS</td>
<td>101360 - W S DARLEY &amp; CO</td>
<td>06/09/2020</td>
</tr>
<tr>
<td>65125</td>
<td>OTHER COMMODITIES</td>
<td>102137 - GRANGER, INC.</td>
<td>06/09/2020</td>
</tr>
<tr>
<td>65215</td>
<td>CLOTHING</td>
<td>11435 - TODAY'S UNIFORMS INC.</td>
<td>06/09/2020</td>
</tr>
<tr>
<td>65050</td>
<td>BLDG MAINTENANCE MATERIAL</td>
<td>102277 - HASTINGS AIR-ENERGY CONTROL</td>
<td>06/09/2020</td>
</tr>
<tr>
<td>61525</td>
<td>OTHER COMMODITIES</td>
<td>209428 - ARTISTIC ENGRAVING</td>
<td>06/09/2020</td>
</tr>
</tbody>
</table>
### CITY OF EVANSTON
#### BILLS LIST

**PERIOD ENDING 06.09.2020**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>100 GENERAL FUND</th>
<th>City of Evanston</th>
<th>Business Unit</th>
<th>Department</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>222387 - TEAM REIL, INC.</td>
<td>RESERVE PWC SUPPLIES</td>
<td>2020</td>
<td>297.00</td>
<td>2020</td>
<td>297.00</td>
<td></td>
</tr>
<tr>
<td>65025 - FURNITURE &amp; FIXTURES</td>
<td>Invoice Transactions 1</td>
<td>65025 - FURNITURE &amp; FIXTURES</td>
<td>Invoice Transactions 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department 24 - HEALTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 2435 - FOOD AND ENVIRONMENTAL HEALTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62477 - PHEP GRANT-EXPENSE</td>
<td>FIRST AID KIT SUPPLIES</td>
<td>2020</td>
<td>68.47</td>
<td>2020</td>
<td>68.47</td>
<td></td>
</tr>
<tr>
<td>Account 62477 - PHEP GRANT-EXPENSE</td>
<td>Invoice Transactions 1</td>
<td>62477 - PHEP GRANT-EXPENSE</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62806 - RODENT CONTROL CONTRACT</td>
<td>RODENT CONTROL SERVICES MAY 2020</td>
<td>2020</td>
<td>6,240.00</td>
<td>2020</td>
<td>6,240.00</td>
<td></td>
</tr>
<tr>
<td>Account 62806 - RODENT CONTROL CONTRACT</td>
<td>Invoice Transactions 1</td>
<td>62806 - RODENT CONTROL CONTRACT</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 64540 - TELECOMMUNICATIONS - WIRELESS</td>
<td>AVL TRACKERS</td>
<td>2020</td>
<td>151.60</td>
<td>2020</td>
<td>151.60</td>
<td></td>
</tr>
<tr>
<td>Account 64540 - TELECOMMUNICATIONS - WIRELESS</td>
<td>Invoice Transactions 1</td>
<td>64540 - TELECOMMUNICATIONS - WIRELESS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 64615 - NATURAL GAS</td>
<td>UTILITIES: NICOR</td>
<td>2020</td>
<td>1,241.38</td>
<td>2020</td>
<td>1,241.38</td>
<td></td>
</tr>
<tr>
<td>Account 64615 - NATURAL GAS</td>
<td>Invoice Transactions 1</td>
<td>64615 - NATURAL GAS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>JANITORIAL SUPPLIES</td>
<td>2020</td>
<td>258.94</td>
<td>2020</td>
<td>258.94</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>INSTRUCTOR SERVICES</td>
<td>2020</td>
<td>41.30</td>
<td>2020</td>
<td>41.30</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>TOTALS</td>
<td>2020</td>
<td>1,150.83</td>
<td>2020</td>
<td>1,150.83</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>BUSINESS UNIT 3030 - CROWN COMMUNITY CENTER</td>
<td>2020</td>
<td>19,386.83</td>
<td>2020</td>
<td>19,386.83</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 3035 - CHANDLER COMMUNITY CENTER</td>
<td>INSTRUCTION OF ONLINE VIDEO GAME CLASS</td>
<td>2020</td>
<td>675.00</td>
<td>2020</td>
<td>675.00</td>
<td></td>
</tr>
<tr>
<td>Account 62095 - INSTRUCTOR SERVICES</td>
<td>Invoice Transactions 1</td>
<td>62095 - INSTRUCTOR SERVICES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>JANITORIAL SUPPLIES</td>
<td>2020</td>
<td>211.24</td>
<td>2020</td>
<td>211.24</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>JANITORIAL SUPPLIES</td>
<td>2020</td>
<td>53.60</td>
<td>2020</td>
<td>53.60</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>TOTALS</td>
<td>2020</td>
<td>773.39</td>
<td>2020</td>
<td>773.39</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 3055 - LEVY CENTER SENIOR SERVICES</td>
<td>COMMUNICATION CHARGES</td>
<td>2020</td>
<td>216.43</td>
<td>2020</td>
<td>216.43</td>
<td></td>
</tr>
<tr>
<td>Account 62511 - ENTERTAIN/PERFORMER SERV</td>
<td>Invoice Transactions 1</td>
<td>62511 - ENTERTAIN/PERFORMER SERV</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 6295 - COUPON PMTS-CAB SUBSIDY</td>
<td>TAXI RIDE PROGRAM</td>
<td>2020</td>
<td>20.00</td>
<td>2020</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Account 6295 - COUPON PMTS-CAB SUBSIDY</td>
<td>Invoice Transactions 1</td>
<td>6295 - COUPON PMTS-CAB SUBSIDY</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>JANITORIAL SUPPLIES</td>
<td>2020</td>
<td>152.86</td>
<td>2020</td>
<td>152.86</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>JANITORIAL SUPPLIES</td>
<td>2020</td>
<td>121.93</td>
<td>2020</td>
<td>121.93</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>TOTALS</td>
<td>2020</td>
<td>474.25</td>
<td>2020</td>
<td>474.25</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 3095 - BEACHES</td>
<td>AVL TRACKERS</td>
<td>2020</td>
<td>37.90</td>
<td>2020</td>
<td>37.90</td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td>62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>JANITORIAL SUPPLIES</td>
<td>2020</td>
<td>362.08</td>
<td>2020</td>
<td>362.08</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>JANITORIAL SUPPLIES</td>
<td>2020</td>
<td>108.62</td>
<td>2020</td>
<td>108.62</td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65040 - JANITORIAL SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65040 - JANITORIAL SUPPLIES</td>
<td>OFFICE SUPPLIES</td>
<td>2020</td>
<td>40.79</td>
<td>2020</td>
<td>40.79</td>
<td></td>
</tr>
<tr>
<td>Account 65095 - OFFICE SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65095 - OFFICE SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65095 - OFFICE SUPPLIES</td>
<td>BUSINESS UNIT 3000 - BEACHES</td>
<td>2020</td>
<td>941.70</td>
<td>2020</td>
<td>941.70</td>
<td></td>
</tr>
<tr>
<td>Account 65095 - OFFICE SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65095 - OFFICE SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 65095 - OFFICE SUPPLIES</td>
<td>TOTALS</td>
<td>2020</td>
<td>1,495.54</td>
<td>2020</td>
<td>1,495.54</td>
<td></td>
</tr>
<tr>
<td>Account 65095 - OFFICE SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td>65095 - OFFICE SUPPLIES</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 3055 - CROWN ICE RINK</td>
<td>AVL TRACKERS</td>
<td>2020</td>
<td>8.95</td>
<td>2020</td>
<td>8.95</td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td>62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>BUSINESS UNIT 3000 - CROWN ICE RINK</td>
<td>2020</td>
<td>13.65</td>
<td>2020</td>
<td>13.65</td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td>62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>AVL TRACKERS</td>
<td>2020</td>
<td>56.65</td>
<td>2020</td>
<td>56.65</td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td>62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>BUSINESS UNIT 3021 - YOUTH ENGAGEMENT DIVISION</td>
<td>2020</td>
<td>56.65</td>
<td>2020</td>
<td>56.65</td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td>62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>TOTALS</td>
<td>2020</td>
<td>13.65</td>
<td>2020</td>
<td>13.65</td>
<td></td>
</tr>
<tr>
<td>Account 62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td>62490 - OTHER PROGRAM COSTS</td>
<td>Invoice Transactions 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### CITY OF EVANSTON

#### BILLS LIST

**PERIOD ENDING 06.09.2020**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
<th>Invoice Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MAT SERVICE GIBBS</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>35.00</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>Utilities: NICOR</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>340.56</td>
<td>Invoice Transactions 2</td>
</tr>
<tr>
<td></td>
<td>Business Unit 3225 - GIBBS-MORRISON CULTURAL CENTER Totals</td>
<td></td>
<td></td>
<td>$375.56</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stage Lighting Fixture Evaluation</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>119.00</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>Janitorial Supplies</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,070.62</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>Business Unit 3710 - NOYES CULTURAL ARTS CENTER Totals</td>
<td></td>
<td></td>
<td>$1,189.62</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AVL TRACKERS</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,200.00</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>Account 64540 - TELECOMMUNICATIONS - WIRELESS Totals</td>
<td></td>
<td></td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Aid Cabinet Maintenance</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>158.89</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>First Aid Cabinet Maintenance</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>94.53</td>
<td>Invoice Transactions 2</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT Totals</td>
<td></td>
<td></td>
<td>$253.42</td>
<td>Invoice Transactions 3</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>296.50</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>489.50</td>
<td>Invoice Transactions 2</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>507.60</td>
<td>Invoice Transactions 3</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>201.00</td>
<td>Invoice Transactions 4</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT Totals</td>
<td></td>
<td></td>
<td>$1,494.00</td>
<td>Invoice Transactions 4</td>
</tr>
<tr>
<td></td>
<td>Street Light Fixture Repairs</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,489.00</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>Business Unit 4320 - GREENWAYS Totals</td>
<td></td>
<td></td>
<td>$1,489.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,489.00</td>
<td>Invoice Transactions 1</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,489.00</td>
<td>Invoice Transactions 2</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,489.00</td>
<td>Invoice Transactions 3</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,489.00</td>
<td>Invoice Transactions 4</td>
</tr>
<tr>
<td></td>
<td>Account 65006 - SAFETY EQUIPMENT Totals</td>
<td></td>
<td></td>
<td>$5,956.00</td>
<td></td>
</tr>
</tbody>
</table>

**Fund 100 - GENERAL FUND Totals**

<table>
<thead>
<tr>
<th>Invoice Amount</th>
<th>Invoice Transactions 143</th>
</tr>
</thead>
<tbody>
<tr>
<td>$81,238.94</td>
<td></td>
</tr>
</tbody>
</table>

Run by Tera Davis on 06/02/2020 12:21:13 PM
### CITY OF EVANSTON

#### BILLS LIST

**PERIOD ENDING 06.09.2020**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Business Unit</th>
<th>Account</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Paid Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 - MOTOR FUEL TAX FUND</td>
<td>40 - PUBLIC WORKS AGENCY</td>
<td>5100 - MOTOR FUEL TAX - ADMINISTRATION</td>
<td>64006 - LIGHTING</td>
<td>UTILITIES: COMED</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>754.71</td>
</tr>
</tbody>
</table>

**Fund 200 - MOTOR FUEL TAX FUND**

<table>
<thead>
<tr>
<th>Department</th>
<th>Business Unit</th>
<th>Account</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Paid Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 - PUBLIC WORKS AGENCY</td>
<td>5100 - MOTOR FUEL TAX - ADMINISTRATION</td>
<td>64006 - LIGHTING</td>
<td>UTILITIES: COMED</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>754.71</td>
</tr>
</tbody>
</table>

**Account 64006 - LIGHTING**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Account</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Paid Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100 - MOTOR FUEL TAX - ADMINISTRATION</td>
<td>64006 - LIGHTING</td>
<td>UTILITIES: COMED</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>754.71</td>
</tr>
</tbody>
</table>

**Department 40 - PUBLIC WORKS AGENCY**

<table>
<thead>
<tr>
<th>Account</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Paid Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>64006 - LIGHTING</td>
<td>UTILITIES: COMED</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>754.71</td>
</tr>
</tbody>
</table>

**Fund 200 - MOTOR FUEL TAX FUND Totals**

<table>
<thead>
<tr>
<th>G/L Date</th>
<th>Paid Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>754.71</td>
</tr>
</tbody>
</table>

**Business Unit 5100 - MOTOR FUEL TAX - ADMINISTRATION**

<table>
<thead>
<tr>
<th>Account</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Paid Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>64006 - LIGHTING</td>
<td>UTILITIES: COMED</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>754.71</td>
</tr>
</tbody>
</table>

**Department 40 - PUBLIC WORKS AGENCY Totals**

<table>
<thead>
<tr>
<th>Account</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Paid Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>64006 - LIGHTING</td>
<td>UTILITIES: COMED</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>754.71</td>
</tr>
</tbody>
</table>

**Accounts Payable by G/L Distribution Report**

**G/L Date Range 06/09/20 - 06/09/20**

**Run by Tera Davis on 06/02/2020 12:21:13 PM**

Page 6 of 20
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>103536 - MOTOROLA SOLUTIONS, INC.</td>
<td>CALLWORKS 9-1-1 PHONE SYSTEM CALLSTATION SOLUTION</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>$186,669.70</td>
</tr>
<tr>
<td>Account 65515 - OTHER IMPROVEMENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Unit 5150 - EMERGENCY TELEPHONE SYSTEM</td>
<td>Account 65515 - OTHER IMPROVEMENTS Totals</td>
<td></td>
<td></td>
<td>$186,669.70</td>
</tr>
<tr>
<td></td>
<td>Business Unit 5150 - EMERGENCY TELEPHONE SYSTEM Totals</td>
<td></td>
<td></td>
<td>$186,669.70</td>
</tr>
<tr>
<td></td>
<td>Department 22 - POLICE Totals</td>
<td></td>
<td></td>
<td>$186,669.70</td>
</tr>
<tr>
<td></td>
<td>Fund 205 - EMERGENCY TELEPHONE (E911) FUND Totals</td>
<td></td>
<td></td>
<td>$186,669.70</td>
</tr>
</tbody>
</table>
### Fund 220 - CDBG LOAN FUND
#### Department 21 - COMMUNITY DEVELOPMENT
##### Business Unit 5280 - CD LOAN

**Account 65535 - REHAB LOANS**

<table>
<thead>
<tr>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSING REHAB - CLIENT 0275 - TREE REMOVAL</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>$1,900.00</td>
</tr>
</tbody>
</table>

**Account 65535 - REHAB LOANS Totals**

<table>
<thead>
<tr>
<th>Invoice Transactions</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,900.00</td>
</tr>
</tbody>
</table>

**Business Unit 5280 - CD LOAN Totals**

<table>
<thead>
<tr>
<th>Invoice Transactions</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,900.00</td>
</tr>
</tbody>
</table>

**Department 21 - COMMUNITY DEVELOPMENT Totals**

<table>
<thead>
<tr>
<th>Invoice Transactions</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,900.00</td>
</tr>
</tbody>
</table>

**Fund 220 - CDBG LOAN FUND Totals**

<table>
<thead>
<tr>
<th>Invoice Transactions</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,900.00</td>
</tr>
</tbody>
</table>
### CITY OF EVANSTON

#### BILLS LIST

**PERIOD ENDING 06.09.2020**

<table>
<thead>
<tr>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBRA DISBURSEMENT FOR APRIL</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>$19,746.49</td>
</tr>
</tbody>
</table>

**Fund 240 - HOME FUND**

**Department 21 - COMMUNITY DEVELOPMENT**

**Business Unit 5430 - HOME FUND**

**Account 65535 - REHAB LOANS**

**101187 - CONNECTIONS FOR THE HOMELESS**

---

**CITY OF EVANSTON**

**Accounts Payable by G/L Distribution Report**

G/L Date Range 06/09/20 - 06/09/20

**Run by Tera Davis on 06/02/2020 12:21:13 PM**

Page 9 of 20
### Accounts Payable by G/L Distribution Report

**G/L Date Range:** 06/09/20 - 06/09/20

**Run by:** Tera Davis on 06/02/2020 12:21:13 PM

<table>
<thead>
<tr>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>TIF ELIGIBLE EXPENSES REIMB: 128-32 CHICAGO AVE</em></td>
<td>06/09/20</td>
<td>06/09/20</td>
<td>$372,389.74</td>
</tr>
<tr>
<td>Account 62483 - DEVELOPER FEES Totals</td>
<td>Invoice Transactions 1</td>
<td>$372,389.74</td>
<td></td>
</tr>
<tr>
<td>Business Unit 5860 - HOWARD RIDGE TIF Totals</td>
<td>Invoice Transactions 1</td>
<td>$372,389.74</td>
<td></td>
</tr>
<tr>
<td>Department 99 - NON-DEPARTMENTAL Totals</td>
<td>Invoice Transactions 1</td>
<td>$372,389.74</td>
<td></td>
</tr>
<tr>
<td>Fund 330 - HOWARD-RIDGE TIF FUND Totals</td>
<td>Invoice Transactions 1</td>
<td>$372,389.74</td>
<td></td>
</tr>
</tbody>
</table>
### CITY OF EVANSTON
#### BILLS LIST
##### PERIOD ENDING 06.09.2020

**FUND 415: CAPITAL IMPROVEMENTS FUND**

<table>
<thead>
<tr>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BID #17-05 FOUNTAIN SQUARE RENOVATIONS</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$273,621.91</strong></td>
</tr>
<tr>
<td>MAIN STREET IMPROVEMENT PROJECT PHASE I ENGINEERING</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$9,070.31</strong></td>
</tr>
<tr>
<td>MAIN ST CORRIDOR IMPROVEMENTS ENGINEERING SERVICES</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$11,928.12</strong></td>
</tr>
<tr>
<td>CENTRAL ST BRIDGE PHASE II ENGINEERING SERVICES</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$25,783.39</strong></td>
</tr>
<tr>
<td>EMERSON ST TRAFFIC SIGNALS ENGINEERING SERVICE</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$2,957.25</strong></td>
</tr>
<tr>
<td>HARBERT PARK RENOVATIONS - CONSULTING SERVICES</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$2,746.72</strong></td>
</tr>
<tr>
<td>HARBERT PARK RENOVATIONS - CONSULTING SERVICES</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$3,475.00</strong></td>
</tr>
<tr>
<td>LEVY CENTER VESTIBULE PORCELAIN TILES</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$18,180.00</strong></td>
</tr>
<tr>
<td>EVANSTON ALLEY EASEMENT - 1712 EMERSON</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td><strong>$750.00</strong></td>
</tr>
</tbody>
</table>

**ACCOUNTS PAYABLE**

- **Vendor G/L Date Payment Date Invoice Amount**
- **14726 - COPENHAVER CONSTRUCTION**
- **16073 - PATRICK ENGINEERING, INC.**
- **104927 - STANLEY CONSULTANTS INC.**
- **11508 - TERRA ENGINEERING, LTD**
- **176213 - TESKA ASSOCIATES, INC.**
- **171301 - G.A. JOHNSON AND SON**
- **104995 - B.H. SUHR & COMPANY, INC.**

**Business Unit**

- **4117 - 2017 GO BOND ISSUANCE**
- **4118 - 2018 GO BOND CAPITAL**
- **4119 - 2019 GO BOND CAPITAL**
- **4120 - 2020 GO BOND CAPITAL**
- **4118 - 2018 GO BOND CAPITAL**
- **4219 - NON-BOND CAPITAL**

**Department**

- **40 - PUBLIC WORKS AGENCY**

**Fund**

- **415 - CAPITAL IMPROVEMENTS FUND**

**Account**

- **62145 - ENGINEERING SERVICES**
- **65515 - OTHER IMPROVEMENTS**

**Run by Tera Davis on 06/02/2020 12:21:13 PM**
### CITY OF EVANSTON
#### BILLS LIST

**PERIOD ENDING 06.09.2020**

<table>
<thead>
<tr>
<th>Vendor Description</th>
<th>Invoice Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10546 - SUPERIOR INDUSTRIAL SUPPLY</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>10,774.50</td>
</tr>
<tr>
<td>285559 - BULLEY &amp; ANDREWS, LLC</td>
<td>*</td>
<td>*</td>
<td>1,445,089.06</td>
</tr>
<tr>
<td>184851 - ENVIRONMENTAL GROUP SERVICES, LTD</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>2,500.00</td>
</tr>
<tr>
<td>184851 - ENVIRONMENTAL GROUP SERVICES, LTD</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>1,300.00</td>
</tr>
<tr>
<td>184851 - ENVIRONMENTAL GROUP SERVICES, LTD</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>2,500.00</td>
</tr>
<tr>
<td>184851 - ENVIRONMENTAL GROUP SERVICES, LTD</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>2,500.00</td>
</tr>
<tr>
<td>184851 - ENVIRONMENTAL GROUP SERVICES, LTD</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

**Business Unit: 4160 - CROWN CONSTRUCTION PROJECT**

<table>
<thead>
<tr>
<th>Account 65515 - OTHER IMPROVEMENTS</th>
<th>Invoice Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 65515 - OTHER IMPROVEMENTS</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>3,664,962.50</td>
</tr>
</tbody>
</table>

**Department 40 - PUBLIC WORKS AGENCY**

**Fund 416 - CROWN CONSTRUCTION FUND**

**Invoice Transactions: 6**

**Fund 416 - CROWN CONSTRUCTION FUND Totals**

Invoice Transactions: 6

- $3,664,962.50
### CITY OF EVANSTON  
**BILLS LIST**  
**PERIOD ENDING 06.09.2020**

<table>
<thead>
<tr>
<th>Vendor G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14093 - VERIZON NETWORKFLEET, INC.</td>
<td>06/09/2020</td>
<td>$18.95</td>
</tr>
<tr>
<td>101143 - COMED</td>
<td>06/09/2020</td>
<td>$194.03</td>
</tr>
<tr>
<td>101143 - COMED</td>
<td>06/09/2020</td>
<td>$386.28</td>
</tr>
<tr>
<td>105150 - THYSSENKRUPP ELEVATOR</td>
<td>06/09/2020</td>
<td>$8,830.44</td>
</tr>
<tr>
<td>12366 - AUTOMATED PARKING TECHNOLOGIES</td>
<td>06/09/2020</td>
<td>$150.00</td>
</tr>
<tr>
<td>103744 - NICOR</td>
<td>06/09/2020</td>
<td>$126.59</td>
</tr>
</tbody>
</table>

#### UTILITIES: COMED

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Account</th>
<th>Invoice Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7015 - PARKING LOTS &amp; METERS</td>
<td>64005 - ELECTRICITY</td>
<td>GATE ARM REPAIR-MAPLE GARAGE 5/6/20</td>
</tr>
<tr>
<td>7036 - SHERMAN GARAGE</td>
<td>62425 - ELEVATOR CONTRACT COSTS</td>
<td>SHERMAN GARAGE ELEVATOR MAINTENANCE CONTRACT 4/1/20-6/30/20</td>
</tr>
<tr>
<td>7037 - MAPLE GARAGE</td>
<td>62425 - ELEVATOR CONTRACT COSTS</td>
<td>SHERMAN GARAGE ELEVATOR MAINTENANCE CONTRACT 4/1/20-6/30/20</td>
</tr>
</tbody>
</table>

#### UTILITIES: NICOR

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Account</th>
<th>Invoice Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7036 - SHERMAN GARAGE</td>
<td>64015 - NATURAL GAS</td>
<td>GATE ARM REPAIR-MAPLE GARAGE 5/6/20</td>
</tr>
</tbody>
</table>

**Run by Tera Davis on 06/02/2020 12:21:13 PM**

---

**Page 13 of 20**
### CITY OF EVANSTON
### BILLS LIST
### PERIOD ENDING 06.09.2020

#### Accounts Payable by G/L Distribution Report

**G/L Date Range 06/09/20 - 06/09/20**

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Vendor G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVL TRACKERS</td>
<td>6540 - TELECOMMUNICATIONS - WIRELESS</td>
<td>06/09/2020 06/09/2020</td>
<td>$37.90</td>
</tr>
<tr>
<td></td>
<td>Business Unit 4200 - WATER PRODUCTION Totals</td>
<td>Invoice Transactions 1</td>
<td>$37.90</td>
</tr>
<tr>
<td></td>
<td>6540 - TELECOMMUNICATIONS - WIRELESS</td>
<td>06/09/2020 06/09/2020</td>
<td>$114.03</td>
</tr>
<tr>
<td></td>
<td>Business Unit 4205 - WATER PRODUCTION MAINTENANCE Totals</td>
<td>Invoice Transactions 1</td>
<td>$114.03</td>
</tr>
<tr>
<td></td>
<td>AVL TRACKERS</td>
<td>06/09/2020 06/09/2020</td>
<td>$4,700.00</td>
</tr>
<tr>
<td></td>
<td>Business Unit 4200 - WATER PRODUCTION Totals</td>
<td>Invoice Transactions 1</td>
<td>$4,700.00</td>
</tr>
<tr>
<td></td>
<td>AVL TRACKERS</td>
<td>06/09/2020 06/09/2020</td>
<td>$20,661.40</td>
</tr>
<tr>
<td></td>
<td>Business Unit 4205 - WATER PRODUCTION MAINTENANCE Totals</td>
<td>Invoice Transactions 1</td>
<td>$20,661.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$4,700.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$20,661.40</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$7,610.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$60,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$96,733.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$114.03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$8,862.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$170.55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$514.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2,220.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$96,733.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$114.03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$8,862.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$170.55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$514.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2,220.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$96,733.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$114.03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$8,862.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$170.55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$514.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2,220.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$96,733.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$114.03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$8,862.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$170.55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$514.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2,220.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$96,733.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$114.03</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$8,862.33</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$170.55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$514.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$2,220.00</td>
</tr>
<tr>
<td>Invoice Description</td>
<td>G/L Date</td>
<td>Payment Date</td>
<td>Invoice Amount</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>30&quot; DOWNOWN TRANSMISSION FEEDER MAIN ENG SVCS</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>60,426.57</td>
</tr>
<tr>
<td>TREATED WATER STORAGE ENGINEERING</td>
<td>06/09/2020</td>
<td>06/09/2020</td>
<td>47,372.88</td>
</tr>
</tbody>
</table>

Fund 513 - WATER DEPR IMPRV & EXTENSION FUND Totals
Invoice Transactions 2 $107,799.45
<table>
<thead>
<tr>
<th>Invoice Description</th>
<th>G/L Code</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVL TRACKERS</td>
<td>06/09/20</td>
<td>06/09/20</td>
<td>170.55</td>
</tr>
<tr>
<td>Account 64540 - TELECOMMUNICATIONS - WIRELESS</td>
<td>Invoice Transactions 1</td>
<td>$170.55</td>
<td></td>
</tr>
<tr>
<td>Business Unit 4530 - SEWER MAINTENANCE</td>
<td>Invoice Transactions 1</td>
<td>$170.55</td>
<td></td>
</tr>
<tr>
<td>Fund 515 - SEWER FUND Totals</td>
<td>Invoice Transactions 1</td>
<td>$170.55</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

- **Business Unit:** 4530 - SEWER MAINTENANCE
- **Department:** 40 - PUBLIC WORKS AGENCY
- **Fund:** 515 - SEWER FUND
- **Total Invoice Amount:** $170.55

---

**City of Evanston**

**Bills List**

**Period Ending 06.09.2020**

**Invoice Description**

- **Fund:** 515 - SEWER FUND
- **Department:** 40 - PUBLIC WORKS AGENCY
- **Account:** 64540 - TELECOMMUNICATIONS - WIRELESS

**Invoice Details**

- **Vendor:** VERIZON NETWORKFLEET, INC.
- **Invoice Date:** 06/09/2020

---

Run by Tera Davis on 06/02/2020 12:21:13 PM

Page 16 of 20
<table>
<thead>
<tr>
<th>Invoice Description</th>
<th>G/L Date</th>
<th>Payment Date</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIRE RECYCLING</td>
<td>06/09/20</td>
<td>06/09/20</td>
<td>$320.12</td>
</tr>
<tr>
<td>Account 62509 - SERVICE AGREEMENTS/ CONTRACTS</td>
<td>06/09/20</td>
<td>06/09/20</td>
<td>$320.12</td>
</tr>
<tr>
<td>Business Unit 4310 - RECYCLING AND ENVIRONMENTAL MAIN</td>
<td>06/09/20</td>
<td>06/09/20</td>
<td>$320.12</td>
</tr>
<tr>
<td>Department 40 - PUBLIC WORKS AGENCY</td>
<td>06/09/20</td>
<td>06/09/20</td>
<td>$320.12</td>
</tr>
<tr>
<td>Fund 520 - SOLID WASTE FUND</td>
<td>Invoice Transactions 1</td>
<td>Invoice Transactions 1</td>
<td>$320.12</td>
</tr>
</tbody>
</table>

Run by Tera Davis on 06/02/2020 12:21:13 PM

Page 17 of 20
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>CIN</th>
<th>Invoice Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>102281 - HAVEY COMMUNICATIONS INC.</td>
<td>POLICE VEHICLE #44 DASH PANEL</td>
<td>1</td>
<td>25.00</td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>WATER VOLUME #05 LIGHT CYLINDER</td>
<td>904.37</td>
<td></td>
</tr>
<tr>
<td>103538 - BURRUS EQUIPMENT CO</td>
<td>STOCK FOR FLEET</td>
<td>28.26</td>
<td></td>
</tr>
<tr>
<td>106562 - CHICAGO PARTS &amp; SOUND, LLC</td>
<td>STOCK FOR FLEET</td>
<td>116.12</td>
<td></td>
</tr>
<tr>
<td>102281 - HAVEY COMMUNICATIONS INC.</td>
<td>STOCK FOR FLEET</td>
<td>72.82</td>
<td></td>
</tr>
<tr>
<td>102238 - CHICAGO POLICE &amp; SECURITY, INC.</td>
<td>STOCK FOR FLEET</td>
<td>23.25</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>561.40</td>
<td></td>
</tr>
<tr>
<td>102281 - HAVEY COMMUNICATIONS INC.</td>
<td>STOCK FOR FLEET</td>
<td>5.50</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>322.93</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>6.04</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>297.20</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>6.56</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>6.56</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>15.12</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>43.80</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>43.96</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>175.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMPER</td>
<td>STOCK FOR FLEET</td>
<td>426.15</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>343.91</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>20.86</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>159.39</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>315.96</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>624.26</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>690.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>450.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>106.83</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>222.90</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>145.56</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>115.10</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>247.72</td>
<td></td>
</tr>
<tr>
<td>102281 - HAVEY COMMUNICATIONS INC.</td>
<td>STOCK FOR FLEET</td>
<td>106.83</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>222.90</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>145.56</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>115.10</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>247.72</td>
<td></td>
</tr>
<tr>
<td>102281 - HAVEY COMMUNICATIONS INC.</td>
<td>STOCK FOR FLEET</td>
<td>106.83</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>222.90</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>145.56</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>115.10</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>247.72</td>
<td></td>
</tr>
<tr>
<td>102281 - HAVEY COMMUNICATIONS INC.</td>
<td>STOCK FOR FLEET</td>
<td>106.83</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>222.90</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>145.56</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>169.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>115.10</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>103223 - APC STORES, INC., DBA BUMPER TO BUMBER</td>
<td>STOCK FOR FLEET</td>
<td>247.72</td>
<td></td>
</tr>
<tr>
<td>Invoice</td>
<td>Vendor G/L Date</td>
<td>Payment Date</td>
<td>Invoice Amount</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td>17427</td>
<td>ALAN J GOLDBERG</td>
<td>06/09/2020</td>
<td>471.23</td>
</tr>
<tr>
<td>132125</td>
<td>CANDIS MURPHY</td>
<td>06/09/2020</td>
<td>403.63</td>
</tr>
<tr>
<td>17226</td>
<td>HERVAS, CONDON &amp; BERGAN, P.C.</td>
<td>06/09/2020</td>
<td>1,237.50</td>
</tr>
<tr>
<td>279678</td>
<td>TRIBLER ORPETT &amp; MEYER, P.C.</td>
<td>06/09/2020</td>
<td>2,520.00</td>
</tr>
<tr>
<td>104663</td>
<td>SENIORS CHOICE</td>
<td>06/09/2020</td>
<td>1,940.99</td>
</tr>
</tbody>
</table>

**Fund: 605 - INSURANCE FUND**

- **Account:** 66054 - MEDICARE SUPPLEMENT - SENIOR'S CHOICE
- **Business Unit:** 7801 - EMPLOYEE BENEFITS
- **Department:** 99 - NON-DEPARTMENTAL

---

**Invoice Description**

- **Fund:** 605 - INSURANCE FUND
- **Department:** 99 - NON-DEPARTMENTAL
- Run by Tera Davis on 06/02/2020 12:21:13 PM

---

**Accounts Payable by G/L Distribution Report**

- **G/L Date Range:** 06/09/20 - 06/09/20

---

**Business Unit 7801 - EMPLOYEE BENEFITS**

- **Account:** 66054 - MEDICARE SUPPLEMENT - SENIOR'S CHOICE
- **Invoice Description:** SENIORS CHOICE MONTHLY BILLING

---

**Business Unit 7800 - RISK MANAGEMENT**

- **Account:** 62130 - LEGAL SERVICES - GENERAL

---

**Fund 605 - INSURANCE FUND Totals**

- Invoice Transactions 1: $1,180.00
- Invoice Transactions 2: $1,637.86
- Invoice Transactions 3: $1,216.00
- Invoice Transactions 7: $18,123.85

**Total:** $29,116.71

---

* = Prior Fiscal Year Activity
## CITY OF EVANSTON
### BILLS LIST
#### PERIOD ENDING 06.09.2020

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>SUPPLIER NAME</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VARIOUS</td>
<td>VARIOUS HOUSING EXPENSES- HOTEL</td>
<td>144,335.68</td>
</tr>
<tr>
<td></td>
<td>VARIOUS</td>
<td>CASUALTY LOSS</td>
<td>160.56</td>
</tr>
<tr>
<td></td>
<td>VARIOUS</td>
<td>WORKERS COMP</td>
<td>23,090.96</td>
</tr>
<tr>
<td></td>
<td>VARIOUS TWIN EAGLE</td>
<td>NATURAL GAS-APRIL, 2020</td>
<td>9,998.77</td>
</tr>
<tr>
<td></td>
<td>VARIOUS ZION BANK</td>
<td>DEBT INTEREST PAYMENTS</td>
<td>3,606,909.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3,818,908.21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3,784,495.41</td>
</tr>
</tbody>
</table>

**Grand Total** $6,547,120.34

---

PREPARED BY _____________________________ DATE _____________________________

REVIEWED BY _____________________________ DATE _____________________________

APPROVED BY _____________________________ DATE _____________________________

---

ACH AND WIRE TRANSFERS

---

Page 20 of 20
Memorandum

To: Honorable Mayor and Members of the City Council

From: Indira Perkins, Human Services manager

CC: Kimberly Richardson, Interim Assistant City Manager; Shenicka Hohenkirk, ICMA Management Fellow

Subject: City of Evanston Emergency Food Pantry Update

Date: June 8, 2020

Recommended Action:
Staff recommends City Council accept and place on file the food pantry operations update.

Council Action:
For Action: Accept and Place on File

Summary:
On April 15, 2020, staff began providing weekly boxes of food to Evanston families in need, in response to a number of local food pantry closures and the increased food insecurity due to the Governor's Stay-at-Home order to reduce COVID-19 exposure. The order had an immediate financial impact on a segment of Evanston's population, further exacerbating financial hardship and increasing food and housing insecurity among Evanston's most vulnerable residents, and creating an additional need among residents experiencing lost wages as a result of the shutdown of businesses. Currently, the pantry serves the Evanston residents regardless of verified financial need.

Pantry Operations
The food pantry is operated out of the James Park Field-house. Each week between 325 to 400 food boxes are prepared for distribution to Evanston residents, of which over 75 boxes are delivered to elderly residents not able to physically attend the pantry. Within the last seven weeks, approximately 2,500 boxes of food have been distributed. A food box costs approximately $20 to 25, which includes, a protein, non-perishable items, fruit and vegetables.

In the months of April and May, the pantry operated weekly, each Wednesday. However, now that the Governor’s Stay at Home order has lifted and the City of Evanston has moved into Phase 3 of the Restore Illinois plan, the pantry operations have scaled down to twice a month. Understanding the need might slightly decrease, there are still residents that are food insecure and truly benefit from the pantry.
Funding
The food pantry was an unbudgeted program, however, in responding to the crisis, the City established a food pantry donation fund to accept private donations from various community organizations and individuals. To date, the City has received $119,193 in donations. In addition, the City has allocated $50,000 through CDBG funds to support the pantry. Within the seven week period, $38,897 in food and $1,000 in supplies has been spent.

In addition, staff quickly planned and mobilized an operation that included staff from various departments, such as Health and Human Services, Administrative Services and Public Works. Due to the closing of city facilities to the public, a number of staff members were assigned to support the operations.

Next Steps
In July, staff will return to City Council with an updated food pantry operations plan, as staff reassesses community needs and operational logistics.

Attachments:
Food Pantry Weekly Counts
Food Pantry Counts

Week 1 (April 15, 2020)
- Total boxes given: 281
- Of the 281 boxes given, the total number of residents served: 982
- Of the 982 residents served, the total number of Children served: 406
- Of the 982 residents, the total number of Seniors served: 220

Week 2 (April 22, 2020)
- Total boxes given: 350
- Of the 350 boxes given, the total number of residents served: 1,214
- Of the 1,214 served, the total number of Children served: 526
- Of the 1,214 served, the total number of Seniors served: 180
- Total number served from 60201: 154
- Total number served from 60202: 168

(Week 2 Delivery Count)
- 50 boxes were delivered:
  - 1 Ward: 6
  - 2 Ward: 12
  - 4 Ward: 6
  - 5 Ward: 11
  - 8 Ward: 8
  - 9 Ward: 7
- Total residents served: 109
- Of the 109 delivered, the number of Children served: 27
- Of the 109 delivered, the number of Seniors served: 67

Week 3 (April 29, 2020)
- Total boxes given: 112
- Of the 112 boxes given, the total number of residents served: 405
- Of the 405 served, the total number of Children served: 159
- Of the 405 served, the total number of Seniors served: 77
- Total number served from 60201: 113
- Total number served from 60202: 292
**Week 4 (May 6, 2020)**
- Total of boxes given: 167
- Of the 167 boxes given, the total number of residents served: 615
- Of the 615 served, the total number of Children served: 247
- Of the 615 served, the total number of Seniors served: 108
- Total number served from 60201: 56
- Total number served from 60202: 111

**Week 4 Delivery Count**
- 75 boxes were delivered:
  - 1 Ward: 8
  - 2 Ward: 36
  - 4 Ward: 16
  - 5 Ward: 58
  - 8 Ward: 29
  - 9 Ward: 18
- Total residents served: 165
- Of the 109 delivered, the number of Children served: 26
- Of the 109 delivered, the number of Seniors served: 96

**Week 5 (May 13, 2020)**
- Total boxes given: 264
- Of the 264 boxes given, the total number of residents served: 1,053
- Of the 1,053 served, the total number of Children served: 412
- Of the 1,053 served, the total number of Seniors served: 160
- Total number served from 60201: 105
- Total number served from 60201: 159

**Week 5 Delivery Count**
- 81 boxes were delivered:
  - 1 Ward: 6
  - 2 Ward: 42
  - 4 Ward: 16
  - 5 Ward: 57
  - 8 Ward: 29
  - 9 Ward: 22
- Total residents served: 172
- Of the 172 delivered, the number of Children served: 32
- Of the 172 delivered, the number of Seniors served: 93
**Week 6 (May 20, 2020)**
- Total boxes given: 490
- Of the 490 boxes given, the total number of residents served: 1,445
- Of the 1,445 served, the total number of Children served: 466
- Of the 1,445 served, the total number of Seniors served: 379
- Total number served from 60201: 225
- Total number served from 60202: 409

**(Week 6 Delivery Count)**
- 75 boxes were delivered:
  - 1 Ward: 5
  - 2 Ward: 40
  - 4 Ward: 15
  - 5 Ward: 59
  - 8 Ward: 28
  - 9 Ward: 22
- Total residents served: 169
- Of the 169 delivered, the number of Children served: 28
- Of the 169 delivered, the number of Seniors served: 87

**Week 7 (May 27, 2020)**
- Total boxes given: 256
- Of the 256 boxes given, the total number of residents served: 925
- Of the 1,445 served, the total number of Children served: 357
- Of the 1,445 served, the total number of Seniors served: 167
- Total number served from 60201: 80
- Total number served from 60202: 176

**(Week 7 Delivery Count)**
- 85 boxes were delivered:
  - 1 Ward: 5
  - 2 Ward: 46
  - 4 Ward: 20
  - 5 Ward: 64
  - 8 Ward: 31
  - 9 Ward: 26
- Total residents served: 192
- Of the 192 delivered, the number of Children served: 31
- Of the 192 delivered, the number of Seniors served: 99
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Lawrence C. Hemingway, Director of Parks, Recreation, & Community Services
Subject: Approval of Authorization to Execute a Payment for the Month of April to Evanston Township High School for Providing Food Services to Assist Those Affected by School Closures Due to COVID-19
Date: June 8, 2020

Recommended Action:
Staff recommends that City Council authorize the City Manager to execute a payment of $193,170 to Evanston Township High School (ETHS), (1600 Dodge Ave, Evanston, IL 60201) for providing food services to assist those affected by school closures due to COVID-19.

Funding Source:
Funding for this program is from the City Manager's Emergency Operations Unit (Account 100.15.1520.65025).

Council Action:
For Action

Summary:
The City of Evanston, Evanston/Skokie School District 65, and ETHS District 202 partnered to provide food distribution services to assist those affected by school closures due to COVID-19. This program is sponsored by USDA and administered by the Illinois State Board of Education (ISBE) to provide free breakfast and lunch to all youth ages 1-18. The COVID-19 food program will continue throughout the month of June and then we will transition to the Summer Food program starting July 6, 2020.

Meals are served at the following locations:
• Fleetwood-Jourdain Community Center, 1655 Foster St
• Robert Crown Community Center, 1801 Main St.
• Kamen Park East Fieldhouse, 1115 South Blvd.
• Mason Park, Church Street and Florence Avenue
Meals are prepared at ETHS by their kitchen staff and picked up and transported to the meal sites by District 65 and City staff. Parks, Recreation and Community Services staff is responsible for the overall coordination of each site, including set up, distribution, monitoring, safety, clean up and record keeping.

This is a reimbursement program in which the total amount of reimbursement the City will receive is dependent upon the number of meals served. The City’s expected reimbursement is $2.37 for each breakfast and $4.15 for each lunch served. We are currently paying $6.00 for a breakfast and lunch from the school district. Our reimbursement for the month of April is $217,033.43, which has already been received.

The attached invoice in the amount of $193,170 is for meals distributed during each Monday during the month of April.

Attachments:
City of Evanston April Covid-19 Invoice
## Invoice

Evanston Twp. High School  
Nutrition Services  
1600 Dodge Avenue  
Evanston, IL  60201  
1-847-424-7225

**Date:** 5/13/20

**Sold To:**  
City of Evanston  
2100 Ridge Avenue  
Evanston, IL  60201  
1-847-448-4311

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Invoice #</th>
<th>Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>2-April-20</td>
<td>City of Evanston Lunch Service (Covid-19)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Center</th>
<th>Snacks</th>
<th>Lunches</th>
<th>Unit Price</th>
<th>Discount</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>All 4</td>
<td>6,439</td>
<td>Bags: $30</td>
<td></td>
<td></td>
<td>$193,170.00</td>
</tr>
</tbody>
</table>

Snacks: $1

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

- **Subtotal**: $193,170.00
- **Sales Tax**:  
- **Total**: $193,170.00

*Thank you for your business!*

---

Page 3 of 3
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Christopher Venatta, Senior Project Manager
CC: David Stoneback, Public Works Agency Director; Lara Biggs, City Engineer
Subject: Approval of Contract Award with Civiltech Engineering, Inc. for the Church Street Pedestrian and Bicycle Improvements (RFQ 20-21)
Date: June 8, 2020

Recommended Action:
Staff recommends the City Council authorize the City Manager to execute an agreement with Civiltech Engineering, Inc. (Two Pierce Place, Suite 1400, Itasca, IL 60143) for the Church Street Pedestrian and Bicycle Improvements (RFQ 20-21) in the amount of $293,650.41.

Funding Source:
Funding is provided from the GO Bond Fund (Account 415.40.4120.62145 – 420004), which has an approved FY 2020 budget of $300,000 and a YTD balance of $300,000.

Council Action:
For Action

Summary:
Church Street west of Dodge Avenue is an active multimodal corridor. As a primary entrance to the City of Evanston, as well as a main route to reach the Evanston Township High School and the Martin Luther King Literary and Fine Arts School, this route sees heavy pedestrian, bicycle and motorized vehicle traffic during key morning and afternoon hours. This section of Church Street is a marked bike route, but only has accommodations for bicycles at the east end of the section adjacent to high school building, creating a significant gap in east-west connections. In this area, there is a similar north-south connection gap from Dempster Street to Church Street along the canal, which is also shown as a bike route. These gaps increase hazards for bicyclists attempting to commute to work or to school. This section of Church Street is under IDOT jurisdiction, so all improvements must be done in accordance with their standards.
The goal of the study is to identify pedestrian and bicycle improvements along the Church Street corridor from Dodge Avenue to the west City Limits and south from Church Street along the North Shore Channel to Dempster Street. Existing multi-use paths, dedicated bike lanes, and other multimodal accommodations lie along Church St. east of Dodge, partially along ETHS property between Dodge and Wildkit Dr., as well as north of the project limits along the North Shore Channel. This location was identified as a planned improvement area in the City’s Bike Plan Update as well as a missing connection for the surrounding regional bike networks.

The detailed scope of the project consists of:
• Topographic survey including underground utilities; data collection
• Environmental review and preparation of IDOT project development report
• Coordination with IDOT, FHWA, MWRD, Skokie, & other agencies
• Preparing application for State/Federal funding
• Coordination with stakeholders, including property owners and school districts
• Obtaining public feedback and coordination
• Review, analyze and recommend improvements to existing traffic patterns, pedestrian crossings, bike usage, and parking utilization/usage.
• Preparing construction cost estimates.

The Phase I Preliminary Engineering Design Report is expected to be completed by fall 2021.

The Northshore Council of Mayors, along with Chicago Metropolitan Agency for Planning and the State of Illinois, have recently changed project grant award guidelines to give preference to applicants that have started and/or completed the Phase I Design Report. Once the Phase 1 report is complete, this project is considered by staff to be a good candidate for multiple grant opportunities.

Analysis
On February 27, 2020, the City issued a Request for Qualifications (RFQ 20-21) seeking proposals for professional engineering services for the subject corridor improvement study. On April 16, 2020, nine proposals were received from the following consulting firms:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civitech Engineering</td>
<td>Two Pierce Place, Suite 1400, Itasca, IL 60143</td>
</tr>
<tr>
<td>DLZ Illinois, Inc.</td>
<td>8430 W. Bryn Mawr Ave., Suite 100, Chicago, IL 60631</td>
</tr>
<tr>
<td>Epstein &amp; Sons</td>
<td>600 West Fulton Street, Chicago, IL 60611</td>
</tr>
<tr>
<td>ESI Consultants</td>
<td>1070 N. Mill Street, Suite 100, Naperville, IL 60563</td>
</tr>
<tr>
<td>Hampton, Lenzini and Renwick, Inc.</td>
<td>380 Shepard Drive, Elgin, IL 60123</td>
</tr>
<tr>
<td>Singh &amp; Associates, Inc.</td>
<td>230 W. Monroe, Suite 1400, Chicago, IL 60606</td>
</tr>
<tr>
<td>Thomas Engineering Group</td>
<td>238 S. Kenilworth Avenue, Suite 100, Oak Park, IL 60302</td>
</tr>
<tr>
<td>TERRA Engineering</td>
<td>225 W. Ohio Street, 4th Floor, Chicago, IL 60654</td>
</tr>
<tr>
<td>T.Y. Lin</td>
<td>200 South Wacker Drive, Suite 1400, Chicago, IL 60606</td>
</tr>
</tbody>
</table>
The proposal review and interview team consisted of:
• David Stoneback – Public Works Agency Director
• Chris Venatta P.E. – Senior Project Manager
• Sat Nagar, P.E. – Senior Project Manager
• Rajeev Dahal – Senior Project Manager – Transportation
• Scott Magnum – Planning and Zoning Manager
• Jessica Hyink – Transportation and Mobility Coordinator
• Jillian Ostman – Purchasing Specialist

The proposals were reviewed based on firms/sub-consultants: qualifications & expertise; project staff experience and capabilities; project technical approach; and M/W/EBE participation. The proposals were rated and interviews were conducted with the top three firms. Including information from the interviews, the final scoring of the proposals is as follows:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Firms / Sub-consultants Experience and Qualifications (30%)</th>
<th>Project Staff Experience and Capabilities (30%)</th>
<th>Project Technical Approach (30%)</th>
<th>M/W/EBE (10%)</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civiltech</td>
<td>28</td>
<td>27</td>
<td>20</td>
<td>10</td>
<td>94</td>
</tr>
<tr>
<td>DLZ</td>
<td>18</td>
<td>19</td>
<td>19</td>
<td>10</td>
<td>66</td>
</tr>
<tr>
<td>Epstein &amp; Sons</td>
<td>27</td>
<td>26</td>
<td>27</td>
<td>10</td>
<td>90</td>
</tr>
<tr>
<td>ESI</td>
<td>23</td>
<td>23</td>
<td>20</td>
<td>10</td>
<td>76</td>
</tr>
<tr>
<td>HLR</td>
<td>23</td>
<td>22</td>
<td>22</td>
<td>10</td>
<td>77</td>
</tr>
<tr>
<td>Singh</td>
<td>21</td>
<td>20</td>
<td>21</td>
<td>10</td>
<td>72</td>
</tr>
<tr>
<td>Thomas</td>
<td>23</td>
<td>23</td>
<td>20</td>
<td>10</td>
<td>76</td>
</tr>
<tr>
<td>TERRA</td>
<td>24</td>
<td>24</td>
<td>23</td>
<td>10</td>
<td>81</td>
</tr>
<tr>
<td>T.Y. Lin</td>
<td>27</td>
<td>26</td>
<td>27</td>
<td>10</td>
<td>90</td>
</tr>
</tbody>
</table>

Civiltech Engineering was selected as the best candidate to provide the engineering services. They have extensive experience with similar corridor projects with Evanston, other municipalities, and IDOT. Their sub-consultants also have previous experience on IDOT and the City of Evanston projects, and their work has been satisfactory. Staff is recommending award of engineering study only at this time. Upon satisfactory completion of the engineering study, the City will consider awarding the Phase II Engineering & Phase III Construction Engineering services also.

Civiltech Engineering is proposing to meet the City’s M/W/EBE program goals. A memo reviewing their compliance is attached.

Attachments:
Civiltech Scope of Services_RFQ 20-21
MWEBE Memo - Church Street Pedestrian and Bicycle Improvements (RFQ 20-21)
Scope of Services for Professional Engineering Services
Church Street Pedestrian and Bicycle Improvements Phase I Study
Dodge Avenue to West City Limits
City of Evanston, Illinois | May 28, 2020

The Phase I Engineering Study for this project will include environmental and location-design studies needed to develop and refine feasible alternatives for the construction of pedestrian and bicyclist improvements along Church Street and the MWRD corridor, evaluate costs and impacts, and undertake coordination with jurisdictional agencies and the public. The primary objective of the Phase I Engineering Study is to develop a conceptual improvement plan which provides the desired level of safety and operation, minimizes impacts to adjacent properties and which fulfills all of the requirements for processing and funding of this project by the City of Evanston, the Illinois Department of Transportation (IDOT) and the Federal Highway Administration (FHWA).

The study corridor is depicted on Exhibit 1. The logical termini are assumed to be the north-south trail in Gorell Park (running along the east side of McCormick Boulevard) to the Church Street/Dodge Avenue intersection in the east-west direction, and the northern terminus of the trail in Harbert Park and the southern terminus of the trail in Beck Park at Lyons Street in the north-south direction. The scope of services includes and evaluation of concepts for pedestrian/bicyclist facilities across the Church Street/North Shore Channel Structure. If the preferred alternative requires modifications to the structure, Structural Studies (Bridge Condition Report and Type, Size & Location drawings) and Hydraulic Analyses will be required for Phase I design approval of this project and will be negotiated as a supplement or separate agreement. The logical termini and scope of studies will be confirmed with IDOT at the Kick-Off meeting.

All of the reports and documents that are prepared as part of the Phase I study will follow IDOT criteria and formats. The Scope of Services assumes that the improvement will be processed as a Federal-Approved Categorical Exclusion, including the preparation of a Project Development Report (PDR).
Exhibit 1

PROPOSED STUDY CORRIDOR
Dodge Avenue to West City Limits
Improvements Phase I
Church Street Pedestrian and Bicycle Path Corridor in Phase II

Based on LIDAR Data,
Develop Surface Model

2018 Aerial Photography
I. Proposed Scope of Services

1. Data Collection and Early Coordination

This work item will involve kick-off meetings and the collection and review of any available existing information as follows. Data will be inventoried and summarized on maps, charts and the base CAD file as necessary. This item includes the following tasks:

a. Attend project kick-off meeting with City staff to ensure that all issues and concerns will be addressed in the Phase I study and to collect and discuss available data collection items.

b. Attend project kick-off meeting with IDOT/District 1 staff. Items for discussion at the meeting include logical termini, jurisdictional boundaries, design standards, anticipated geometric/traffic/other department reviews, data collection from IDOT, coordination with other ongoing studies, project schedule, and anticipated level of environmental processing.

c. Obtain recent digital aerial photography and digital terrain modeling/LiDAR for the study area from stock sources suitable for concept-level design and environmental studies and plotting at a scale of 1" = 50’. Please see Exhibit 1 for assumed LiDAR boundaries.

d. Obtain and review land use, zoning, school district, park district, fire district, and other similar maps and plans from the City and County GIS departments.

e. Obtain right-of-way plans, plats and tax maps; record highway and geotechnical plans; traffic signal timing plans; and historic traffic counts; among other items from the City and other sources.

f. Obtain any traffic studies for developments in the project area that may be in the proposal stage.

g. Initiate a Design Stage Utility Locate request through J.U.L.I.E., and contact all identified public and private utilities to obtain atlases.

h. Contact IDNR to determine if any of the recreational properties which may require temporary construction easements or right of way acquisition were established or developed using OSLAD or LAWCON funds (Section 6(f) lands). If so, additional effort may be required to obtain approval that the project will result in a temporary non-conforming use lasting under 6 months.

i. Conduct at least two general field visits and prepare a comprehensive photo log of the entire project area.

j. Prepare a Project Program Information (PPI) Form in accordance with IDOT requirements if/when Federal funds are secured for any phase of the improvement.

k. Prepare and process an Environmental Survey Request (ESR) through the IDOT Bureau of local Roads and Streets (BLRS). The ESR will cover the boundaries shown in Exhibit 1.
l. Prepare Initial Coordination Meeting Data Form (BLR 22410) in accordance with IDOT requirements.

m. Prepare and submit one grant application for federal funding of the potential improvement.

2. Field Survey and Preparation of Base CAD File

In order to develop accurate construction costs and determine the limits of any necessary easements or right-of-way, a complete design topographic survey will be conducted as part of the Phase I study for the Church Street portion of the study corridor only. Since the path alignment is not yet known within the north-south corridor along the North Shore Channel, we propose that a surface model based on available LiDAR data be used to evaluate various alignment alternatives. Once a preferred alignment is selected, a detailed topographic survey along the north-south corridor can be completed in Phase II.

The detailed survey will extend from the north-south trail in Gorell Park on the west leg of the McCormick Boulevard intersection to 100 feet east of Dodge Avenue in the east-west direction. A detailed structure survey will not be completed at this time; only plan view/surface features on the structure will be collected in the event that this information is needed for conceptual ideas to cross the channel. In the north-south direction, the LiDAR-based surface model will cover the area between the east edge of the North Shore Channel to the west side of McDaniel Avenue and will stretch from the south side of Dempster Street north to Lyons Street. See Exhibit 1.

The detailed survey along Church Street will include topographic information, cross sections on 50-foot stations, and a drainage and utility survey. Topo will extend 50 feet back from the existing right-of-way on minor side streets, and 100 feet back on Dodge Avenue and Dempster Street. Cross sections will also be taken at all intersecting side streets and driveways.

This work item will also include inputting topographic information into a computer-aided design (CAD) workstation. Civiltech will prepare base sheets which will include identification and plotting of all existing utilities within the project limits based on the topographic survey, JULIE information, and field inspections. Existing cross section information would be generated from the survey or LiDAR data and plotted on cross section sheets to aid in the review of the existing roadway profile, right-of-way/easement needs, and drainage analysis.

We propose to use Environmental Design International, Inc. (EDI) as a subconsultant to perform the detailed topographic survey services. Civiltech will prepare the LiDAR surface model. This item...
includes time for Civiltech coordination with the sub-consultant. A scope of services and fee estimate for EDI’s services is contained in Exhibit D-3b.

3. Crash Studies

In order to satisfy IDOT and FHWA requirements, it will be necessary to gather and review crash data for the study area to determine the existence of any safety hazards. Therefore, this work item will include the following items:

a. Obtain five years’ worth of crash data from IDOT in GIS format.

b. Conduct a detailed review of police crash reports (to be provided by the City) of all bicycle and pedestrian crashes as well as for all fatal (K) and severe (A) injury crashes.

c. Tabulate data and plot collision diagrams and exhibits.

d. Prepare wet/dry crash analysis.

e. Prepare roadway lighting warrant analysis.

f. Evaluate safety improvement needs, identify countermeasures, and write crash analysis.

4. Traffic Studies

If it is determined that COVID-19 restrictions are still affecting traffic patterns when the time comes, Civiltech will use historic counts and other traffic data to determine overall operation on a macroscopic level. These analyses could include using City of Evanston data from the previous Church Street project or ADT data from IDOT’s MS2 portal. This would allow the project to move forward with preliminary design and stay on schedule. It is the intent to collect new traffic data once the COVID-19 restrictions are lifted and traffic returns to normal as much as possible, to confirm proposed design. The traffic analyses will include:

a. Perform a field visit to observe pedestrian, bicyclist, transit, and traffic patterns during the morning and evening peak periods.

b. Conduct 24-hour vehicle turning movement, bike, and pedestrian counts with heavy vehicle classifications at the following major cross street intersections.
   i. Church Street/McCormick Boulevard
   ii. Church Street/Dodge Avenue

c. Perform one 24-hour bi-directional count to collect volume, speed, classification, and gap data on McDaniel Avenue and on Church Street and Dempster Street in the vicinity of a potential N-S trail connection at their intersections with McDaniel Avenue.

d. Evaluate speed and gaps on McDaniel Avenue, Church Street, and Dempster Street.

e. Reduce and tabulate traffic count data; prepare traffic volume exhibits.
f. Obtain 2050 traffic projections from CMAP.
g. Develop 2050 design hourly traffic volumes (DHVs).
h. Evaluate capacity and operation along streets within the study corridor under Existing and 2050 No-Build conditions to establish a baseline for comparison to proposed alternatives.
i. Evaluate capacity and operation along streets within the study corridor under all alternative cross sections to predict level of operation.
j. Perform weekday A.M. and P.M. peak hour capacity analyses using HCS 7 at the signalized intersections for both the existing conditions and the preferred improvement plan.
k. Prepare Intersection Design Studies (IDSs) as required by IDOT and FHWA. For estimation purposes, assume one IDS will be required at the intersection of Church Street and Dodge Avenue.

5. On-Street Parking Studies

This work item includes gathering the necessary data to support potential recommendations to modify on-street parking restrictions.

a. Conduct an inventory of all on-street parking conditions within the study area.
b. Survey on-street parking utilization on Church Street at four times determined in coordination with the City.
c. Prepare charts, tables, and exhibits to present results of the on-street parking analysis.

6. Geometric Studies

As part of this study numerous cross section alternatives will be evaluated to develop a Preferred Alternative for the improvements warranted under the City of Evanston’s Complete Streets Policy. This includes evaluation of geometric concepts across the North Shore Channel structure. This item will include:

a. Develop a range of typical sections to achieve a desirable level of operation for all users of the right-of-way.
b. Develop renderings for each of the typical sections for use in the public outreach process.
c. Determine the existence of and potential for environmental impacts of the range of alternatives and the Preferred Alternative.
d. Prepare preliminary horizontal geometrics for the Preferred Alternative.
e. Prepare design vehicle turning-template analyses using AutoTurn software.
f. Define vertical geometrics including preliminary analysis of proposed cross sections for the Preferred Alternative.
g. Prepare Plan and Profile exhibits.

h. Submit preliminary geometrics to the City and IDOT for review. A “Geometric and Traffic Review Book” will be prepared. It is assumed that these geometrics will be revised up to three times.

i. Refine horizontal and vertical geometrics based upon review comments.

We propose to use Infrastructure Engineering, Inc. (IEI) as a subconsultant to perform QC/QA services on our geometric submittals to the City and IDOT. A scope of services and fee estimate for IEI’s services is contained in Exhibit D-3d.

7. Lighting Studies

A lighting evaluation will be completed for the existing lighting systems on Church Street and McDaniel Avenue within the study corridor. The evaluation will include field testing and/or photometric calculations to determine existing light levels. The levels will be evaluated against recommended light levels provided in the City’s Street Light Master Plan (February 2019). Proposed lighting improvements will be determined to complement the proposed improvements. Lighting photometrics for the proposed condition will be completed to assist in developing estimated costs.

a. Evaluate the existing lighting levels on Church Street and McDaniel Avenue.

b. Recommend lighting improvements based on results on existing lighting evaluation and proposed improvements.

8. Geotechnical Studies

A factor which often contributes to project cost increases during the implementation of an improvement is the inaccuracy of cost estimates for pavement rehabilitation and treatment of unsuitable subgrade soils. This will include soil borings (assume 4 locations) for this project, and preparation of a Roadway Geotechnical Report (RGR). Recommendations will be developed for roadway and path pavement structures in the design year (based upon a 20-year design life) and a pavement design will be developed.

We propose to use GSG Consultants, Inc. (GSG) as a subconsultant to perform geotechnical services. This item includes time for Civiletech coordination with the subconsultant. A scope of services and fee estimate for GSG’s services is contained in Exhibit D-3c.
9. Special Waste Studies

As part of the environmental studies required for a Federal-aid project, it is necessary to perform a Special Waste Screening to determine if there are any sites located along the project area that may result in the need for further environmental investigation. Due to the current and previous land uses in the area, it is anticipated that the initial screening will result in the need for a Preliminary Environmental Site Assessment (PESA) to be completed by the City of Evanston along the local roadways to determine the extent of any special remediation that may need to occur. The local roadways and corridors include all streets within the study corridor as defined in Exhibit 1, with the exception of McCormick Boulevard, Church Street, and Dempster Street. A PESA will be completed by IDOT for these three roadways under their jurisdiction (as part of the ESR process).

We propose to use GSG Consultants, Inc. (GSG) as a subconsultant to perform the PESA. This item includes time for Civiltech coordination with the subconsultant. A scope of services and fee estimate for GSG’s services is contained in Exhibit D-3c.

10. Wetlands Studies

There is the possibility that regulated wetlands and waters are located within the study corridor. Civiltech will conduct investigations of all potential wetlands and waters. This item includes the following tasks:

a. Perform a preliminary desktop evaluation for the study corridor of all available records and documentation including a review of historical and current topographic maps, aerial imagery, wetland inventory maps, flood maps, and soil survey data.

b. Conduct on-site field investigation to mark the limits of all wetlands and waters within and within 100 feet of the study corridor. The on-site field investigation will consist of a delineation done accordance with the August 2010 U.S. Army Corps of Engineers (USACE) Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region, Version 2.0 (Supplemental Wetland Manual) as well as a Floristic Quality Assessment as required by the USACE – Chicago District.

c. Coordinate with Environmental Design International, Inc. (EDI) to ensure that all wetland and soil pit flags are surveyed.

d. Prepare a Wetland Delineation Report for the study corridor in accordance with U.S. Army Corps of Engineers, IDOT, IDNR, County, and City standards.

e. Assist with obtaining a Biological Resources Review and clearance from IDNR and a TREC report from IDOT,
Proposal to Furnish Professional Engineering Services  
Church Street Pedestrian and Bicycle Improvements Phase I Study  
City of Evanston, Illinois

i. Prepare a preliminary Section 7 consultation memorandum to the U.S. Fish and Wildlife Service (USFWS) for identification of federally listed endangered and threatened species habitats.
ii. Prepare the Biological/Wetlands portions of IDOT’s Environmental Survey Request (ESR).
iii. Once impacts of the proposed improvements can be identified, prepare and submit IDOT’s Wetland Impact Evaluation (WIE).
f. Submit the Wetland Delineation Report to the City and County.
g. Submit the Wetland Delineation Report to the USACE for concurrence and jurisdictional determination of WOUS, including wetlands.
h. Schedule and attend up to two on-site pre-application meetings with the USACE and the City as needed.

11. Drainage Studies

Drainage Study - McCormick Boulevard, Church Street between McCormick Boulevard and Dodge Avenue, and Dempster Street are IDOT jurisdictional routes, however the drainage systems are locally maintained. A full Location Drainage Study is not anticipated to be required by IDOT, however a Drainage Technical Memorandum that includes an Existing Drainage Plan (EDP) and Proposed Drainage Plan (PDP) will be prepared. This will be confirmed at the IDOT Kickoff Meeting. This item will include an analysis of the existing drainage conditions as well as the requirements for the proposed drainage system for the selected improvement. The tasks below will satisfy Federal-aid study requirements.

a. Existing Drainage Plan
   i. Define watershed divides and identify additional drainage features.
   ii. Define outlets and interpreted divides based on the updated survey.
   iii. Perform field reconnaissance to review existing drainage structures and patterns.
   iv. Develop preliminary Existing Drainage Plan.
   v. Submit Existing Drainage Plan to IDOT and City for review.
   vi. Meet with IDOT and City to discuss existing drainage plans.
   vii. Meet with the local officials to define existing drainage patterns and identify existing drainage problems.
   viii. Prepare and submit Pre-Final Existing Drainage Plan to IDOT and City for review.
   ix. Prepare and submit Final Existing Drainage Plan to IDOT and City for approval.

b. Proposed Drainage Plan
   i. Determine existing and proposed runoff coefficients.
   ii. Define flood plain encroachments (done in conjunction with Hydraulic Report).
iii. Identify R.O.W. requirements for ditches, drainage outlets, and detention facilities.
iv. Prepare Draft Proposed Drainage Plan and submit to City and IDOT for review in paper and PDF.
 v. Meet with IDOT and City to review Draft Proposed Drainage Plan.
vi. Meet with local officials to discuss Draft Proposed Drainage Plan.
 vii. Develop stormwater detention plan (if required).
 viii. Develop preliminary storm sewer sizing.
 ix. Develop preliminary drainage calculations.
x. Prepare and submit Pre-Final Proposed Drainage Plan to IDOT and City for review.
x i. Prepare and submit Final Proposed Drainage Plan to City and IDOT for approval.

c. Technical Memorandum
   i. Prepare report exhibits.
   ii. Write, proofread and edit the Draft Tech Memo.
   iii. Print, bind and deliver the Draft Tech Memo.
   iv. Attend review meeting with City and IDOT, if required.
   v. Revise draft report exhibits.
   vi. Revise Draft Tech Memo.
   vii. Print, bind and deliver Pre-Final Tech Memo.
   viii. Revise Pre-Final Tech Memo, proofread and edit.
   ix. Print, bind and deliver Final Tech Memo to City.

Drainage Analysis of Alternate Routes
An additional analysis of alternatives will be conducted along the north-south study corridor. Existing and proposed drainage will be examined in these areas and will be factored into the final recommended route.

12. Section 4(f) Evaluation and Documentation

The proposed improvement may require grading into or acquisition of publicly owned property with recreational facilities present. These properties include School District #202 (Evanston Township High School) located on the south side of Church Street, School District #65 facilities along McDaniel Avenue, and/or Harbert and Beck Parks. There are varying levels of Section 4(f) processing depending on complexity, including De Minimis, Programmatic, and Individual.

At two of these sites (School District #202 and the Evanston Park sites), we will assume that impacts will be minor and will not result in impacts to the recreational facilities located on the sites. In these
two cases, Section 4(f) coordination will consist of preparing the necessary documentation to result in a *de minimis* finding. The *de minimis* evaluation will include the following work tasks:

a. Complete checklist and appendices.
b. Prepare 4(f) exhibits.
c. Address any public comments.
d. Prepare materials for City and School District 202 to review.
e. Provide letter to the School District and to the City representative with jurisdiction over the parks for concurrence signatures.
f. One meeting with each agency.
g. Submit documentation to IDOT/FHWA.

However, potential improvements at the District #65 facilities (Joseph E. Hill Education Center and Dr. MLK Jr. School), will potentially impact recreational facilities. Documentation for these resources will be considerably more than that of a *de minimis* finding. It is anticipated that the following tasks will be required for the District #65 properties:

a. Preparation, attendance, meeting minutes for up to 2 meetings with School District 65.
b. Write draft Section 4(f) Evaluation report, which will include the following:
   i. Description of the proposed action, including a statement of the project purpose and need.
   ii. Description of the Section 4(f) resource.
   iii. Description of the alternatives, including avoidance alternatives.
   iv. Description of impacts.
   v. Discussion of mitigation measures.
   vi. Discussion of coordination activities.
   vii. Prepare report exhibits.
c. Present Section 4(f) Evaluation at an IDOT/FHWA coordination meeting. Prepare meeting minutes.
d. Print, bind and deliver draft Section 4(f) Evaluation report to IDOT for review and comment.
e. Revise draft report up to 2 times based upon review comments and prepare the Final Section 4(f) Evaluation. This includes a disposition of comments.
f. Print, bind and deliver Final Section 4(f) Evaluation. Hard copies as well as electronic files will be provided.
g. Process Final Section 4(f) Evaluation for signature.

It is anticipated that the environmental study process will result in a determination that the proposed improvements will cause no significant environmental impacts and thus, would meet the requirements of a Categorical Exclusion. It is anticipated that this project would require a Federal Approval. Therefore, this work task will involve integration of project data and engineering studies into a Draft Project Development Report (PDR) that meets IDOT requirements as contained in BLR Form 22110. Specifically this work item will include the following:

a. Prepare report exhibits, including a location map, a land use exhibit, existing and proposed typical sections, and a Maintenance of Traffic exhibit.
b. Prepare a detailed construction cost estimate for the proposed improvements.
c. Write, proofread, and edit the Draft PDR.
d. Print, bind, and deliver the Draft PDR.
e. Attend a review meeting with IDOT and the City if required.
f. Revise Draft PDR (time in Final PDR item).

14. Agency Coordination

This item covers coordination with Authorities Having Jurisdiction (AHD) in the study corridor. The efficiency and timeliness of executing a project often can hinge on the level and frequency of coordination with IDOT officials. In order to avoid delays and costly multiple design revisions, we believe it will be helpful to have short but regular coordination meetings with IDOT decision-makers to review the overall progress. These meetings would occur at the regular IDOT/FHWA coordination meetings. In addition to a kick-off meeting with City and IDOT, we propose to schedule up to four meetings with IDOT. Additional AHD meetings include the Village of Skokie and MWRD. All meetings include preparation, attendance, and meeting minutes preparation.

a. Kick-off meeting with City and IDOT (covered in Item 1.)
b. Assume four Local Agency/IDOT/FHWA Meetings.
c. Coordination meetings with other agencies with jurisdiction. Assume two meetings each with Skokie and MWRD.

15. Community Engagement

We propose to team with MUSE Community + Design (MUSE) as a subconsultant to assist with the Community Engagement activities. This item includes time for Civiltech coordination with the
subconsultant. A scope of services and fee estimate for MUSE’s services is contained in Exhibit D-3a.

A public involvement program is proposed that meets or exceeds IDOT and FHWA requirements for a Federal-aid improvement. The purpose of the public involvement process is to promote a proactive and responsive approach that seeks the input of all concerned stakeholders early and often, and that provides for appropriate input at key points in the project decision making process. This scope assumes that one public information meeting and one public hearing (or a second public information meeting) will be held, in addition to several other engagement activities as noted below and detailed in MUSE’s scope of services. The public information meeting is recommended due to the anticipated high level of public interest in this project. The second meeting may either be a public information or a public hearing due to anticipated right-of-way/temporary easements, Section 4(f) coordination, and/or parking changes. This will be determined through IDOT coordination. Following are the public involvement tasks that are anticipated. Detailed descriptions of these activities are contained in MUSE’s scope of services in Exhibit D-3a.

a. Aldermanic/Advisory Committee Meetings
b. Introductory Conversations
c. Public Information Meeting (Kick-off – Open House)
d. Student Engagement
e. Walkability Audit
f. Key Stakeholders Interview
g. Analysis and Documentation of the Process
h. Public Information Meeting or Hearing (Preferred Improvement – Open House)

In accordance with BLRS and Federal-aid requirements, the Public Information Meeting/Public Hearing will include:

- Selection of and coordination with venue.
- Preparation and coordination of newspaper display advertisement.
- Preparation and distribution of notification letters to area residents and businesses.
- Preparation of brochure.
- Preparation of exhibits.
- Preparation for and attendance at dry run with City staff.
- Attendance at public information meeting.
- Preparation of a meeting summary.
- Disposition of public comments.
16. Final Project Development Report

Based on the outcome of the Draft PDR review and agency input, the Final Project Development Report will be prepared. Assume a Pre-Final submittal will be required. Design Approval will be requested from IDOT. This work item will include the following tasks:

a. Revise Draft PDR exhibits.
b. Revise construction cost estimate for proposed improvements.
c. Revise Draft PDR text, proofread, and edit.
d. Print, bind, and deliver Pre-Final PDR.
e. Revise Pre-Final PDR text, proofread, and edit.
f. Print, bind, and deliver Final PDR.

17. Supervision, Administration, and Project Coordination

This item is comprised of project setup, monthly invoicing and preparation of status reports, bi-weekly client coordination meetings as needed and in-house coordination meetings. This item also includes implementation of Civiltech’s quality control/quality assurance in-house review process.

III. Anticipated Project Schedule

We anticipate that the Phase I Study will take 18 to 24 months to complete. This schedule may be extended if Structural Studies and Hydraulic Analyses become necessary at a later date.

IV. Cost Estimate of Consultant Services

In order to calculate our “not-to-exceed” fee, we estimated workhours to complete the individual tasks outlined in the Pre-Phase I Study. Our approved IDOT overhead rate for fiscal year ending December 31, 2020 is 117.73%. Using this approved IDOT overhead rate and the IDOT profit formula results is an overall billing factor of 2.4930. Compensation for our work will be based upon actual labor dollars expended times 2.4930 to cover actual payroll, overhead and indirect costs, payroll burden and fringe benefit costs and profit. Direct costs such as printing, vehicle expenses, and sub-consultant expenses will be billed at their actual cost. Please reference the Cost Estimate of Consultant Services and workhour/direct expense calculations in Exhibit D-2. Our proposed maximum “not-to exceed” fee is $293,650.41.
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Sharon Johnson, Acting Deputy City Manager
CC: Hitesh Desai, Chief Financial Officer; Tammi Nunez Purchasing Manager
Subject: MWEBE Memo - Church Street Pedestrian and Bicycle Improvements (RFQ 20-21)
Date: June 8, 2020

Recommended Action:
The Purchasing Division recommends City Council accept and place on file the MWEBE Memo for the Church Street Pedestrian and Bicycle Improvements (RFQ 20-21).

Council Action:
For Action: Accept and Place on File

Summary:
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 Church Street Pedestrian and Bicycle Improvements (RFQ 20-21), Civitech Engineering’s, total base bid is $293,650.41 and they are found to be in compliance with the City’s MWEBE 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>Environmental Design</td>
<td>Land Surveying</td>
<td>$28,375.00</td>
<td>10%</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>International</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33 Monroe Street, Ste. 1825</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago, IL 60603</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure Engineering Inc.</td>
<td>Engineering Services</td>
<td>$10,619.00</td>
<td>3%</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1 S Wacker Drive, Ste. 2650</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago, IL 60606</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GSC Consultants Inc.</td>
<td>Consultant Services</td>
<td>$27,175.00</td>
<td>9%</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1 N. LaSalle Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago, IL 60602</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUSE Community + Design</td>
<td>Neighborhood Planning</td>
<td>$35,135.00</td>
<td>12%</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>1212 N. Ashland Ave. 2nd flr.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago, IL 60622</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>$101,305.00</strong></td>
<td>34%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To: Honorable Mayor and Members of the City Council

CC: Members of Administration and Public Works Committee

From: Paul Moyano, Senior Project Manager

CC: David Stoneback, Public Works Agency Director; Lara Biggs, Capital Planning & Engineering Bureau Chief / City Engineer

Subject: Approval of a Contract Award with Carollo Engineers, Inc. for Hydraulic Modeling Services (RFP 20-32)

Date: June 8, 2020

Recommended Action:
Staff recommends the City Council authorize the City Manager to execute an agreement with Carollo Engineers, Inc. (8600 W. Bryn Mawr Avenue, Suite 900N, Chicago IL 60631) for Hydraulic Modeling Services (RFP 20-32) in the not-to-exceed amount of $50,000 per year for the next three years (2020, 2021, and 2022), with the option to extend the contract for a fourth year (2023).

Funding Source:
Funding is provided from the Water Fund (Account 510.40.4225.62185) which has an approved FY 2020 budget of $160,000 and a YTD balance of $110,500. Staff proposes to budget $50,000 for hydraulic modeling services in this same account in future years.

Council Action:
For Action

Summary:
In 2003, the City of Evanston solicited proposals for the development of a water distribution system hydraulic model. Since that time, the model has proven to be a valuable tool for the maintenance and operation of the water distribution system, as well as for long-term planning. Most recently, the model has been used to identify and confirm needed capital improvements, calculate available fire flow capacity, and assess water age in parts of the system.

Since the development of the model, the City has maintained service contracts with engineers to maintain and operate the hydraulic model. The last service contract expired in 2019.
This current RFP is for a three-year agreement with an engineer to provide the necessary model support, and includes an option to extend the agreement for a fourth year. Specific tasks to be completed in this timeframe include an assessment to support wholesale customer supply, an update of the hydraulic model, continued support of capital improvement projects, and a number of additional tasks to support the operation and maintenance of the water distribution system.

Analysis:
On April 16, 2020, the City issued a Request for Proposal. On May 14, 2020, the City received six proposals from the following consulting firms:

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Address</th>
<th>Proposal Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>AECOM Technical Services, Inc.</td>
<td>303 East Wacker Drive, Suite 1400, Chicago, IL 60601</td>
<td>$49,133.28</td>
</tr>
<tr>
<td>Cardillo Engineers, Inc.</td>
<td>8600 W. Bryn Mawr Avenue, Suite 900N, Chicago, IL 60631</td>
<td>$78,749.00</td>
</tr>
<tr>
<td>Christopher B. Burke Engineering, Ltd.</td>
<td>820 Davis Street, #520, Evanston, IL 60201</td>
<td>$48,765.88</td>
</tr>
<tr>
<td>Greeley and Hansen LLC</td>
<td>100 South Wacker Drive, Ste 1400, Chicago, IL 60606</td>
<td>$49,587.00</td>
</tr>
<tr>
<td>Homer &amp; Shifrin, Inc.</td>
<td>8755 W. Higgins Rd., Ste. 325, Chicago, IL 60631</td>
<td>$73,550.00</td>
</tr>
<tr>
<td>Stantec Consulting Services, Inc.</td>
<td>350 N. Orleans Street, Suite 1301, Chicago, IL 60604-2590</td>
<td>$85,658.00</td>
</tr>
</tbody>
</table>

The proposal review team consisted of:
• David Stoneback, Public Works Agency Director
• Paul Moyano, Senior Project Manager
• Deborah Cueva, Civil Engineer II
• Jillian Ostman, Purchasing Specialist

The proposals were reviewed based on firm qualifications & expertise; project team; project approach; price; organization and completeness of the proposal; and willingness to execute City’s professional services contract. The proposals were rated and the scoring is as follows:
Five modeling tasks were included in the RFP to allow for an evaluation of pricing, but individual tasks will only be authorized as needed and will remain below the annual budget.

Carollo Engineers received the highest overall score. They provided a qualified team and a project approach that demonstrated an understanding of the modeling tasks that are to be completed. They are also willing to execute the City’s agreement and proposed a reasonable price for the work.

This contract will be awarded for three years with a maximum of $50,000 per year, and the option of extending the contract for a fourth year. Staff proposes to authorize Task 1 – General Hydraulic Modeling Support, Task 2 – Wholesale Water Customer Impacts, and Task 3 – Custer Loop Assessment at the time that the Contract is authorized. Staff will negotiate and authorize individual task orders up to the annual maximum amount for each year.

As in past years, compliance with the City’s M/W/EBE program was waived for this contract because of the specialized nature of hydraulic modeling and the limited annual budget.

Attachments:

Summary of Proposed Cost by Task
## Summary of Proposed Cost by Task
### Hydraulic Modeling Services (RFP 20-32)

<table>
<thead>
<tr>
<th>Task Description</th>
<th>AECOM Technical Services, Inc.</th>
<th>Carollo Burke Engineering, Ltd.</th>
<th>Christopher B. Burke Engineering, Ltd.</th>
<th>Greeley and Hansen LLC</th>
<th>Horner &amp; Shifrin, Inc.</th>
<th>Stantec Consulting Services, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 - General Hydraulic Modeling Support</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$9,960.50</td>
<td>$8,024.00</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>2.2 - Wholesale Water Customer Impacts</td>
<td>$12,904.36</td>
<td>$19,058.00</td>
<td>$9,763.72</td>
<td>$10,017.00</td>
<td>$20,150.00</td>
<td>$16,714.00</td>
</tr>
<tr>
<td>2.3 - Custer Loop Assessment</td>
<td>$8,694.64</td>
<td>$10,087.00</td>
<td>$9,763.72</td>
<td>$7,018.00</td>
<td>$9,750.00</td>
<td>$14,774.00</td>
</tr>
<tr>
<td>2.4 - Hartrey Watermain Assessment</td>
<td>$8,694.64</td>
<td>$10,087.00</td>
<td>$9,763.72</td>
<td>$7,018.00</td>
<td>$9,750.00</td>
<td>$14,464.00</td>
</tr>
<tr>
<td>2.5 - Model Update</td>
<td>$8,839.64</td>
<td>$29,517.00</td>
<td>$9,514.22</td>
<td>$17,510.00</td>
<td>$23,900.00</td>
<td>$29,706.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$49,133.28</td>
<td>$78,749.00</td>
<td>$48,765.88</td>
<td>$49,587.00</td>
<td>$73,550.00</td>
<td>$85,658.00</td>
</tr>
</tbody>
</table>
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Christopher Venatta, Senior Project Manager
CC: David Stoneback, Public Works Agency Director; Lara Biggs, City Engineer
Subject: Approval of Contract Award with Schroeder and Schroeder Inc. for Special Assessment Alley Project (Bid 20-09)
Date: June 8, 2020

Recommended Action:
Staff recommends the City Council authorize the City Manager to execute an agreement with Schroeder and Schroeder Inc. (7306 Central Park, Skokie, IL 60076) for the Special Assessment Alley Project (Bid 20-09) in the amount of $479,044.50.

Funding Source:
Funding is provided from the Capital Improvement Fund 2020 General Obligation Bonds in the amount of $239,522.25 and from the Special Assessment Fund in the amount of $239,522.25. A detailed summary is included in the memo below.

Council Action:
For Action

Summary:
This project consists of improvements to the alley north of Central Street and east of Ridge Avenue – Special Assessment 1525. Improvements include installation of an 8-inch thick concrete alley with permeable pavers, installation of storm sewers, and related garage apron restoration work. This alley is being paved through the special assessment process which is administered by the City’s Board of Local Improvements.

This bid was advertised on Demandstar and in the Pioneer Press. Bids for the project were electronically received on May 19, 2020. Five contractors submitted bids for this project as follows.
The submitted bids cannot be withdrawn or canceled for a period of sixty (60) calendar days following the bid opening. The bids were reviewed by Chris Venatta, Senior Project Manager. Attached is a bid tabulation showing the detailed bid results.

A summary of the bid pricing received is as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Alternate 1 Standard Alley</th>
<th>Alternate 2 Green Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Cement Co., Inc.</td>
<td>$493,189.50</td>
<td>$555,873.50</td>
</tr>
<tr>
<td>Landmark Contractors</td>
<td>$615,287.00</td>
<td>$633,880.00</td>
</tr>
<tr>
<td>Pan-Oceanic Engineering Co., Inc.</td>
<td>$505,660.63</td>
<td>$528,765.51</td>
</tr>
<tr>
<td>Schroeder &amp; Schroeder, Inc.</td>
<td>$481,201.50</td>
<td>$479,044.50</td>
</tr>
<tr>
<td>Sumit Construction Co., Inc.</td>
<td>$566,118.00</td>
<td>$553,908.00</td>
</tr>
</tbody>
</table>

The project included two alternate designs. Alternate 1 was a standard concrete alley with storm sewer and Alternate 2 was a green infrastructure alley that contained permeable pavers. The lowest bid for both options was Schroeder & Schroeder, Inc. for Alternate 2. This design alternate also aligns with the City’s Stormwater Management Guide, which the City Council accepted and placed on file on December 9, 2019, as well as Evanston’s Climate Action and Resilience Plan.

Schroeder & Schroeder 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 Schroeder & Schroeder for a total amount of $479,044.50.

Detailed Funding Summary

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>Available Budget</th>
<th>Contract Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 GO Bonds</td>
<td>415.40.4120.65515-420002</td>
<td>$250,000.00</td>
<td>$239,522.25</td>
</tr>
<tr>
<td>Special Assessment Fund</td>
<td>415.40.4219.65515-420002</td>
<td>$250,000.00</td>
<td>$239,522.25</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$500,000.00</td>
<td>$479,044.50</td>
</tr>
</tbody>
</table>

Legislative History:
Ordinance 21-O-20, allowing for the construction of a local improvement known as Evanston Special Assessment No. 1525, was adopted by the City Council on March 9, 2020.

Attachments:
BID TAB 20-09
MWEBE Memo - Special Assessment Alley Project (Bid 20-09)
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>ITEM</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>3000</td>
<td>$8.00</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>2</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>1500</td>
<td>$8.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>3</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>500</td>
<td>$8.00</td>
<td>$4000.00</td>
</tr>
<tr>
<td>4</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>1000</td>
<td>$8.00</td>
<td>$8000.00</td>
</tr>
<tr>
<td>5</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>2000</td>
<td>$8.00</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>6</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>2500</td>
<td>$8.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>7</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>3000</td>
<td>$8.00</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>8</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>3500</td>
<td>$8.00</td>
<td>$28,000.00</td>
</tr>
<tr>
<td>9</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>4000</td>
<td>$8.00</td>
<td>$32,000.00</td>
</tr>
<tr>
<td>10</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>4500</td>
<td>$8.00</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>11</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>5000</td>
<td>$8.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>12</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>5500</td>
<td>$8.00</td>
<td>$44,000.00</td>
</tr>
<tr>
<td>13</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>6000</td>
<td>$8.00</td>
<td>$48,000.00</td>
</tr>
<tr>
<td>14</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>6500</td>
<td>$8.00</td>
<td>$52,000.00</td>
</tr>
<tr>
<td>15</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>7000</td>
<td>$8.00</td>
<td>$56,000.00</td>
</tr>
<tr>
<td>16</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>7500</td>
<td>$8.00</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>17</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>8000</td>
<td>$8.00</td>
<td>$64,000.00</td>
</tr>
<tr>
<td>18</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>8500</td>
<td>$8.00</td>
<td>$68,000.00</td>
</tr>
<tr>
<td>19</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>9000</td>
<td>$8.00</td>
<td>$72,000.00</td>
</tr>
<tr>
<td>20</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>9500</td>
<td>$8.00</td>
<td>$76,000.00</td>
</tr>
<tr>
<td>21</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>10000</td>
<td>$8.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>22</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>10500</td>
<td>$8.00</td>
<td>$84,000.00</td>
</tr>
<tr>
<td>23</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>11000</td>
<td>$8.00</td>
<td>$88,000.00</td>
</tr>
<tr>
<td>24</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>11500</td>
<td>$8.00</td>
<td>$92,000.00</td>
</tr>
<tr>
<td>25</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>12000</td>
<td>$8.00</td>
<td>$96,000.00</td>
</tr>
<tr>
<td>26</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>12500</td>
<td>$8.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>27</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>13000</td>
<td>$8.00</td>
<td>$104,000.00</td>
</tr>
<tr>
<td>28</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>13500</td>
<td>$8.00</td>
<td>$108,000.00</td>
</tr>
<tr>
<td>29</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>14000</td>
<td>$8.00</td>
<td>$112,000.00</td>
</tr>
<tr>
<td>30</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>14500</td>
<td>$8.00</td>
<td>$116,000.00</td>
</tr>
<tr>
<td>31</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>15000</td>
<td>$8.00</td>
<td>$120,000.00</td>
</tr>
<tr>
<td>32</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>15500</td>
<td>$8.00</td>
<td>$124,000.00</td>
</tr>
<tr>
<td>33</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>16000</td>
<td>$8.00</td>
<td>$128,000.00</td>
</tr>
<tr>
<td>34</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>16500</td>
<td>$8.00</td>
<td>$132,000.00</td>
</tr>
<tr>
<td>35</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>17000</td>
<td>$8.00</td>
<td>$136,000.00</td>
</tr>
<tr>
<td>36</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>17500</td>
<td>$8.00</td>
<td>$140,000.00</td>
</tr>
<tr>
<td>37</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>18000</td>
<td>$8.00</td>
<td>$144,000.00</td>
</tr>
<tr>
<td>38</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>18500</td>
<td>$8.00</td>
<td>$148,000.00</td>
</tr>
<tr>
<td>39</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>19000</td>
<td>$8.00</td>
<td>$152,000.00</td>
</tr>
<tr>
<td>40</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>19500</td>
<td>$8.00</td>
<td>$156,000.00</td>
</tr>
<tr>
<td>41</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>20000</td>
<td>$8.00</td>
<td>$160,000.00</td>
</tr>
<tr>
<td>42</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>20500</td>
<td>$8.00</td>
<td>$164,000.00</td>
</tr>
<tr>
<td>43</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>21000</td>
<td>$8.00</td>
<td>$168,000.00</td>
</tr>
<tr>
<td>44</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>21500</td>
<td>$8.00</td>
<td>$172,000.00</td>
</tr>
<tr>
<td>45</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>22000</td>
<td>$8.00</td>
<td>$176,000.00</td>
</tr>
<tr>
<td>46</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>22500</td>
<td>$8.00</td>
<td>$180,000.00</td>
</tr>
<tr>
<td>47</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>23000</td>
<td>$8.00</td>
<td>$184,000.00</td>
</tr>
<tr>
<td>48</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>23500</td>
<td>$8.00</td>
<td>$188,000.00</td>
</tr>
<tr>
<td>49</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>24000</td>
<td>$8.00</td>
<td>$192,000.00</td>
</tr>
<tr>
<td>50</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>24500</td>
<td>$8.00</td>
<td>$196,000.00</td>
</tr>
<tr>
<td>51</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>25000</td>
<td>$8.00</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>52</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>25500</td>
<td>$8.00</td>
<td>$204,000.00</td>
</tr>
<tr>
<td>53</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>26000</td>
<td>$8.00</td>
<td>$208,000.00</td>
</tr>
<tr>
<td>54</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>26500</td>
<td>$8.00</td>
<td>$212,000.00</td>
</tr>
<tr>
<td>55</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>27000</td>
<td>$8.00</td>
<td>$216,000.00</td>
</tr>
<tr>
<td>56</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>27500</td>
<td>$8.00</td>
<td>$220,000.00</td>
</tr>
<tr>
<td>57</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>28000</td>
<td>$8.00</td>
<td>$224,000.00</td>
</tr>
<tr>
<td>58</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>28500</td>
<td>$8.00</td>
<td>$228,000.00</td>
</tr>
<tr>
<td>59</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>29000</td>
<td>$8.00</td>
<td>$232,000.00</td>
</tr>
<tr>
<td>60</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>29500</td>
<td>$8.00</td>
<td>$236,000.00</td>
</tr>
<tr>
<td>61</td>
<td>EXCAVATION</td>
<td>YD.</td>
<td>30000</td>
<td>$8.00</td>
<td>$240,000.00</td>
</tr>
</tbody>
</table>

**TOTAL BID: $504,720.00**
<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>ITEM</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>TOTAL</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EARTH EXCAVATION</td>
<td></td>
<td>600</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>2</td>
<td>PRECAST CONCRETE</td>
<td></td>
<td>139,050</td>
<td>$139,050.00</td>
<td>$139,050.00</td>
</tr>
<tr>
<td>3</td>
<td>PRODUCT 180 15</td>
<td></td>
<td>180</td>
<td>$159,000.00</td>
<td>$159,000.00</td>
</tr>
<tr>
<td>4</td>
<td>product 14 8 9</td>
<td></td>
<td>15</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>5</td>
<td>PRODUCT 780 1</td>
<td></td>
<td>1</td>
<td>$24,390.00</td>
<td>$24,390.00</td>
</tr>
<tr>
<td>6</td>
<td>PRODUCT 10,000 9</td>
<td></td>
<td>1</td>
<td>$14,896.00</td>
<td>$14,896.00</td>
</tr>
<tr>
<td>7</td>
<td>PRODUCT 542 SQ. FT.</td>
<td></td>
<td>1</td>
<td>$15,900.00</td>
<td>$15,900.00</td>
</tr>
<tr>
<td>8</td>
<td>PRODUCT 542 SQ. YD.</td>
<td></td>
<td>1</td>
<td>$7,246.20</td>
<td>$7,246.20</td>
</tr>
<tr>
<td>9</td>
<td>PRODUCT 1,500 9</td>
<td></td>
<td>1</td>
<td>$24,390.00</td>
<td>$24,390.00</td>
</tr>
<tr>
<td>10</td>
<td>PRODUCT 3,250 9</td>
<td></td>
<td>1</td>
<td>$43,168.00</td>
<td>$43,168.00</td>
</tr>
<tr>
<td>11</td>
<td>PRODUCT 3,710.97 9</td>
<td></td>
<td>1</td>
<td>$3,710.97</td>
<td>$3,710.97</td>
</tr>
<tr>
<td>12</td>
<td>PRODUCT 10,500 9</td>
<td></td>
<td>1</td>
<td>$18,000.00</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>13</td>
<td>PRODUCT 500 9</td>
<td></td>
<td>1</td>
<td>$1,170.00</td>
<td>$1,170.00</td>
</tr>
<tr>
<td>14</td>
<td>PRODUCT 2,652.00 9</td>
<td></td>
<td>1</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>15</td>
<td>PRODUCT 900 9</td>
<td></td>
<td>1</td>
<td>$286.65</td>
<td>$286.65</td>
</tr>
<tr>
<td>16</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>17</td>
<td>PRODUCT 542,763.50 9</td>
<td></td>
<td>1</td>
<td>$542,763.50</td>
<td>$542,763.50</td>
</tr>
<tr>
<td>18</td>
<td>PRODUCT 6,240 9</td>
<td></td>
<td>1</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>19</td>
<td>PRODUCT 60.00 9</td>
<td></td>
<td>1</td>
<td>$355,873.50</td>
<td>$355,873.50</td>
</tr>
<tr>
<td>20</td>
<td>PRODUCT 60.00 9</td>
<td></td>
<td>1</td>
<td>$5,669.08</td>
<td>$5,669.08</td>
</tr>
<tr>
<td>21</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>22</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>23</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>24</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>25</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>26</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>27</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>28</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>29</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>30</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>31</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>32</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>33</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>34</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>35</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>36</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>37</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>38</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
<tr>
<td>39</td>
<td>PRODUCT 529,763.50 9</td>
<td></td>
<td>1</td>
<td>$529,763.50</td>
<td>$529,763.50</td>
</tr>
<tr>
<td>40</td>
<td>PRODUCT 353,908.00 9</td>
<td></td>
<td>1</td>
<td>$353,908.00</td>
<td>$353,908.00</td>
</tr>
</tbody>
</table>

**TOTAL**

$353,908.00

*AS READ*

$529,763.50

*AS CORRECTED*

$353,908.00

$529,763.50
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Sharon Johnson, Acting Deputy City Manager
CC: Hitesh Desai, Chief Financial Officer; Tammi Nunez Purchasing Manager
Subject: MWEBE Memo - Special Assessment Alley Project (Bid 20-09)
Date: June 8, 2020

Recommended Action:
The Purchasing Division recommends City Council accept and place on file the MWEBE Memo for the Special Assessment Alley Project (Bid 20-09).

Council Action:
For Action: Accept and Place on File

Summary:
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 Special Assessment Alley Project (Bid 20-09), Schroeder & Schroeder’s, total base bid is $481,201.50 and they are found to be in compliance with the City’s MWEBE 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>Galaxy Underground Inc.</td>
<td>9233 Cherry Avenue Franklin Park, IL 60131</td>
<td>Sewer &amp; Water Construction</td>
<td>$191,359.00</td>
<td>39%</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Total M/W/EBE</td>
<td></td>
<td>$191,359.00</td>
<td>39%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Johanna Leonard, Director of Community Development
CC: Gary Gerdes, Building & Inspection Services Division Manager; Angelique Schnur, Senior Property Standards Inspector
Subject: Approval of Funding for the Demolition of a Vacant, Structurally Unsafe Building at 2012 Maple Avenue
Date: June 8, 2020

Recommended Action:
Staff recommends City Council approval of funding for the demolition of a vacant, structurally unsafe residential structure located at 2012 Maple Avenue. The cost for the demolition will be $40,300 which includes disconnection of the water and sewer services, demolition of structure, removal and backfill of the foundation and regrading of the site.

Funding Source:
The cost of the demolition will be paid for by grants provided by the Abandoned Residential Property Municipality Relief Grant from the Illinois Housing Development Authority. The funding source is the IL Vacant Expense Account, 100.24.2435.62469.

Council Action:
For Action

Summary:
The City was awarded a $75,000.00 grant from the State of Illinois as facilitated through the Illinois Housing Development Authority to use as funds to assist with property maintenance of vacant and abandoned properties. The demolition of the building at 2012 Maple Avenue qualifies as an activity that is addressed using this grant. The residential structure has been deteriorating for years with no maintenance and was declared an unsafe structure in March 2020. Inspection findings showed sections of the foundation walls have collapsed and the structure remains unsupported causing the structure to lean. The owner will retain ownership of the property and intends to rebuild. A $15,000 lien for the Affordable Housing Tax will be placed on the property and released after the owner has resided in the new house for three years after occupancy.
Grant funds can only be used on vacant properties and have been used for grass mowing, debris removal and fencing. Property Standards has also used the grant funding as a tool to eliminate vacant, structurally unsafe structures on 4 previous occasions. The funding has only been used on vacant structures that have been declared structurally unsafe by the Building Division.

The grant funds needed to be used by May 29th of this year. There are approximately $14,000 in unused funds that will be forfeited which may impact future funding amounts. If approved, the funding for the demolition will be paid from the next grant cycle.

The property owner was cited for failure to correct previous violations. At the administrative hearing, the owner stated she was not aware of the extent of the structural deficiencies that existed. Discussion regarding the possible use of the grant funds for the demolition of the structure occurred at the administrative hearing.

Attachments:
MBR PROPOSAL - 2012 MAPLE
PROPOSAL-CONTRACT

MBR WRECKING INC. License #TGC040468
4107 OAKTON ST.
SKOKIE, IL. 60076
888.585.DEMO (3366)

DATE: 4/13/2020
PROPOSAL #2166
LOCATION(S):
2012 MAPLE AVE.
EVANSTON, IL. 60601
PROPOSAL IS VALID FOR 30 DAYS
SUBMITTED TO: CITY OF EVANSTON

PROPOSAL DOES NOT INCLUDE:
WATER: BILLS, RETENTION PLAN, DEGRADATION FEES,
2012 MAPLE AVE.
REMOVING: HAZARDOUS MATERIAL, TIRES, TREES,
Pools, underground tanks, automobiles.
DEMO TAX.
REPAIRS DUE TO CONVENTIONAL WORK METHOD.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCONNECT ALL UTILITIES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACQUIRE DEMO PERMIT:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTALL TEMPORARY FENCING AS NEEDED:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEMOLISH THE 2 STORY BUILDING ON SITE:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REMOVE FOUNDATION/SLAB BENEATH THE BUILDING:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REMOVE ALL OF THE DEBRIS FROM THE PREMISES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BACKFILL THE AREA, GRADE TO LEVEL &amp; SEED:</td>
<td>$40,300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$40,300

1. PERFORMANCE & PAYMENT: THE CONTRACTOR SHALL PERFORM THE CONTRACT WORK IN COMPLIANCE WITH THIS CONTRACT AND WITH ALL APPLICABLE LAWS AND LEGAL REQUIREMENTS, AND IN THE MANNER AND TO THE STANDARD TO BE EXPECTED OF A REASONABLY COMPETENT CONTRACTOR. THE OWNER/REPRESENTATIVE SHALL PAY THE CONTRACTOR DEPOSITS TO BE PAID IN INSTALLMENTS & FINAL INSTALLMENT TO BE PAID UPON COMPLETION OF CONTRACT WORK. ALL SCRAP AND/OR SALVAGE MATERIAL (BRICK, METAL, ETC.) SHALL BECOME THE PROPERTY OF MBR WRECKING INC.

2. VARIATIONS: THIS CONTRACT MAY BE VARIED BY CHANGES TO THE CONTRACT WORK (INCLUDING ADDITIONS, OMISSIONS OR REPLACEMENTS) WHEN:
A. THE CONTRACTOR PROVIDES A WRITTEN ESTIMATE OF THE VALUE OF THE VARIATION AND WHEN THE PAYMENT OR CREDIT IS TO BE MADE; AND
B. THE VARIATION NOTICE IS SIGNED BY OWNER/REPRESENTATIVE AND THE CONTRACTOR.

3. WORKPLACE HEALTH AND SAFETY: THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE FEDERAL AND STATE HEALTH AND SAFETY RULES AND REGULATIONS. THE CONTRACTOR SHALL OBTAIN ALL PERMITS, PERMISSIONS, CONSENTS OR APPROVALS REQUIRED IN CONNECTION WITH THE CONTRACT WORK.

5. ACCESS: THE OWNER SHALL GIVE THE CONTRACTOR REASONABLE ACCESS AS NECESSARY TO ENABLE PERFORMANCE OF THIS CONTRACT.

6. CARE OF THE WORK: THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CARE OF THE CONTRACT WORK UNTIL COMPLETION AND SHALL PROMPTLY MAKE GOOD ANY LOSS OR DAMAGE TO THE CONTRACT WORK CAUSED BY AN ACT, NEGLECT OR DEFAULT OF THE CONTRACTOR OR THE CONTRACTOR’S EMPLOYEES, AGENTS OR SUB-CONTRACTORS.

7. DISPOSAL FEES: THE CONTRACTOR SHALL BE RESPONSIBLE FOR, AND INCLUDE IN THE TOTAL PRICE, ANY DISPOSAL FEES ASSOCIATED WITH THE REMOVAL AND DISPOSAL OF BUILDING MATERIAL. DISPUTE RESOLUTION: ANY DISPUTE BETWEEN THE OWNER/REPRESENTATIVE AND THE CONTRACTOR ARISING UNDER OR IN CONNECTION WITH THIS CONTRACT MAY BE REFERRED TO THE AMERICAN ARBITRATION ASSOCIATION OR AN APPROPRIATE COURT OR (BY MUTUAL CONSENT) A MEDIATION SERVICE.

OWNER/REPRESENTATIVE

MBR WRECKING INC.
Memorandum

To: Honorable Mayor and Members of the City Council
From: Paulina Martínez, Acting Deputy City Manager
CC: Paul Zalmezak, Economic Development Manager
Subject: Approval of Entrepreneurship Emergency Assistance Grants
Date: June 8, 2020

Recommended Action:
Economic Development staff recommends City Council approval for financial assistance through the Entrepreneurship Support Program for the following applicants:

- Horizon Photography - $2,436.00
- Career Catalyst - $2,500
- Carrie Brown-LMT Massage Therapy - $2,305.38
- SLK Salon - $2,500
- La Cocinita - $2,500
- Illinois Allergy and Asthma Specialists - $2,500
- Good to Go Jamaican Restaurant - $2,500
- Viet Nom Nom - $2,500
- Avengerz Music Group, LLC - $1,000
- Linmay Studio - $1,471.49

Funding Source:
Staff recommends utilizing the Economic Development Entrepreneurship Support Fund (Account 100.15.5300.62664). The approved 2020 Fiscal Year Budget allocated $50,000 to this account. This request totals $22,212.87. To date, $0 has been spent.

Council Action:
For Action

Summary:
Staff received 11 successful applications totaling $22,212.87. Two of the applications were received prior to May 11, 2020, when the guidelines to the Entrepreneurship Support Program were temporarily amended to include emergency assistance. Due to the shelter-in-place order, the Economic Development Committee has been unable to meet to approve these grants; thus, the original guidelines should be considered for the first two applications.
**Horizon Photography**
This application was submitted prior to May 11, 2020, by Jennifer Schuman, owner of Horizon Photography, a personal brand photography practice. Ms. Schuman’s request includes funding for:
- Production Space
- Equipment
- Marketing
- Professional Services
- Certifications

**Career Catalyst**
This application was submitted prior to May 11, 2020, by Alicia Skipworth, co-owner of Career Catalyst. Career Catalyst was founded in April 2020 on the heels of the Covid-19 pandemic. With the goal of creating a non-invasive platform to offer innovative career coaching and job readiness skills, the business was created to provide virtual resources and services to clients. Ms. Skipworth’s request for funding includes:
- Equipment
- Certifications
- Professional services

**Carrie Brown-LMT Massage Therapy**
Ms. Carolyn Brown is a licensed and insured massage therapist. She has been in business for the last five years. She was forced to shut-down due to the pandemic but is now getting prepared to reopen. Her request includes funding for:
- Rent
- Personal protective equipment

**SLK Salon**
Ms. Sandy Lewis Kandiri is the owner of SLK Studio, which has been in business for the last eight years and employs eight staff members. Her business had to shut-down due to the pandemic. Ms. Lewis Kandiri’s request includes funding for:
- Rent

**La Cocinita**
Ms. Rachel Angulo is the co-owner of La Cocinita restaurant, a quick-service Venezuelan restaurant in downtown Evanston for the past for years. Due to the pandemic, her catering business was severely impacted, and her operations were reduced to carry-out only. Ms. Angulo’s request includes funding for:
- Rent
**Illinois Allergy and Asthma Specialists**
Ms. Vivian Chou is the co-owner of Illinois Allergy and Asthma Specialists for the past 10 years. Due to the pandemic, they shifted their business model to offer telehealth appointments, but their business is down 95%. Ms. Chou’s request including funding for:
- Professional Services
- Utilities
- Rent

**Good to Go Jamaican**
Ms. Lenice Levy is the co-owner of Good to Go Jamaican Restaurant on Howard Street, which has been in business for 15 years. Due to the pandemic, the restaurant sales are down 70%, and operations were reduced to carry-out only. Ms. Levy’s request includes funding for:
- Mortgage
- Utilities

**Viet Nom Nom**
Mr. Moy Levy is the owner of Vien Nom Nom, a restaurant in downtown Evanston, which has been in business for five years. Due to the pandemic, the restaurant sales went down 90% and decided to shut-down for the time being, as most of his business was driven by Northwestern’s population. Mr. Moy’s request includes funding for:
- Rent

**Avengerz Music Group, LLC**
Mr. Seth Watson is the owner of Avengerz Music Group (AMG), a multi-media production company, which produces content for radio/TV/web advertising, as well as artist development, branding, and management. Due to the pandemic, the business was shut-down. Mr. Watson’s request includes funding for:
- Rent

**Linmay Studio**
Ms. Lindsay Mayuga is the owner of Linmay Salon for the past 2.5 years. Due to the pandemic, the salon has lost approximately $35,000 in revenue and was forced to shut-down. Ms. Mayuga’s request includes funding for:
- Rent
The table below provides a summary of the eligible program expenses:

<table>
<thead>
<tr>
<th>Business</th>
<th>Equipment</th>
<th>Marketing</th>
<th>Professional Services</th>
<th>Utilities</th>
<th>Rent/Mortgage</th>
<th>Payroll</th>
<th>Certification</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horizon Photography</td>
<td>$95.00</td>
<td>$521.00</td>
<td>$200.00</td>
<td>$-</td>
<td>$1,500.00</td>
<td>$-</td>
<td>$120.00</td>
<td>$2,456.00</td>
</tr>
<tr>
<td>Career Catalyst</td>
<td>$3,500.00</td>
<td>$-</td>
<td>$200.00</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$800.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Carrie Brown Massage Therapy</td>
<td>$1,711.38</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$594.00</td>
<td>$-</td>
<td>$-</td>
<td>$2,305.38</td>
</tr>
<tr>
<td>SLK Salon</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$2,500.00</td>
<td>$-</td>
<td>$-</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>La Cucinetta</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$2,500.00</td>
<td>$-</td>
<td>$-</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Illinois Allergy and Asthma</td>
<td>$-</td>
<td>$-</td>
<td>$1,135.00</td>
<td>$428.85</td>
<td>$956.15</td>
<td>$-</td>
<td>$-</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Specialists</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good to Go Jamaican Restaurant</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$679.54</td>
<td>$1,820.46</td>
<td>$-</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Viet Hom Nhom</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$2,500.00</td>
<td>$-</td>
<td>$-</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Avengerz Music Group LLC</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$1,000.00</td>
<td>$-</td>
<td>$-</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Limmay Studio</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$1,471.49</td>
<td>$-</td>
<td>$-</td>
<td>$1,471.49</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$22,912.87</strong></td>
</tr>
</tbody>
</table>

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 guidelines of this program were temporarily expanded to provide emergency assistance during the pandemic. The temporary program guidelines were approved by City Council on May 11, 2020. The program guidelines provide for up to $1,000 in assistance with City licensing and permitting fees, and/or up to $2,500 in assistance for qualifying business expenses such as tools, equipment, insurance, professional services, training, certifications, rent/mortgage, payroll, and utility bills.

Legislative History:
The original Entrepreneurship Support Program guidelines were approved by the Evanston City Council in April 2017; the temporary emergency assistance guidelines were approved on May 11, 2020.

Attachments:
- **Entrepreneurship Support Program Guidelines and Application**
- **Horizon Photography Application**
- **Career Catalyst Application**
- **Entrepreneurship Support Program - Emergency Assistance Guidelines**
- **Carrie Brown Application**

Page 4 of 60
SLK Studio Application
La Cocinita Application
Illinois Allergy and Asthma Specialists Application
Good to Go Jamaican Restaurant Application
Viet Nom Nom Application
Avengerz Music Group LLC Application
Linmay Application
Entrepreneurship Support Program

Application Instructions & Guidelines
(updated June 2017)

Community Development Department
Economic Development Division
2100 Ridge Avenue, Evanston, Illinois 60201
847.448.8311
economicdevelopment@cityofevanston.org
Program purpose & overview

The purpose of the entrepreneurship 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

Evanston residents who have completed the Sunshine Enterprises Community Business Academy Program or equivalent and are starting or operating a business with a physical location in Evanston are eligible for assistance through this program. 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. 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 or lease documentation which identifies the applicant specifically.

All applicants must submit a business plan reasonably demonstrating business viability as determined at the discretion of Program staff including the following sections:

- Professional Experience & Founding History
- Operating Structure
- Market Analysis
- Marketing Plan
- Management
- Capital Summary and Sourcing
- Financial Analysis [Start Ups]
- Future Planning/Ambitions

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.

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

---

1 Equivalent entrepreneurship training programs are multi-day or multi-week courses with a structured curriculum, including those provided by The Resurrection Project, Bethel New Life, Chicago Urban League, Women's Business Development Center, and the YWCA of Metro Chicago.
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 submitted by the first Monday of each month.
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 Schuman

Applicant Address *
2142 Brummel St.
Evanston, IL 60202
United States

Applicant Email * jennifer@horizon-arts.com

Applicant Phone Number * 8479102722

Business Name * Horizon Photography

Business Website http://www.horizonportraits.com

Business Address 2901A Central St. Suite 4
Evanston, IL 60202
United States

Please provide a description of your business (500 words max)

Thank you so much for the opportunity to submit this application for the Entrepreneur Support program. As an Evanston native and long-time business owner here, I have been invested in our community my life long. Given the current health crisis, my work has been completely diminished, and this micro-funding would enable my business to continue through this challenging time.

Horizon Photography serves the Evanston community and clients by creating images uniquely tailored to suit and promote individuals and businesses. Through brand assessment and Personal Brand photography, I help my clients confidently establish visibility, create online relationship, and build trust to elevate their brand and gain new career positions, and additional clients and customers.

As an Evanstonian I have valued promoting the work of many local organizations over the years, including The Woman’s Club of Evanston, Music Theater Works, The Evanston Animal Shelter, Evanston Rebuilding Warehouse, and many others through pro bono photography and marketing efforts.

Services to be funded: Professional Services
Do you need financial assistance with City licensing or permitting requirements? No

Please describe how you intend to use Entrepreneurship Support Program funding to expand your business (500 words max)

Estimate for the services needed:

As the owner of Horizon Photography, I currently rent a space in Evanston where I am able to schedule headshot and portrait sessions. In addition to these services, I am also planning to use the studio space to photograph retail products as I gain project work from Amazon retailers. Having recently begun my lease in August, 2019, this 12 x 14 space allows me to photograph local professionals, families and individuals in this studio as I build my business to serve clients in the area.

These funds will assist Horizon Photography by providing payments to the family-owned Evanston real estate company, Arnel, Inc., which owns the studio space, as well as four additional small businesses which Horizon Photography supports.

Services to be funded with this grant:

Work space
Arnel, Inc. Commercial Real Estate (Evanston)
$ 1,500 (studio x3 months)

Studio backdrops
Harold’s True Value Hardware (Evanston)
$ 100 (2 backdrops)

Continuing Education
Sue Bryce Education (online)
$ 140 (4 months)

Tax return / Accounting
Trinity Financial (Chicago)
$ 200 (one time fee)

Total $ 2,500

Upload written estimates for the services needed below:
Upload business plan (.pdf or .doc)

Upload proof of residency or business location (lease, utility bill, bank statement, etc.)

Upload proof of completion of a business training program (Community Business Academy or other)*

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 Schuman

Date

Saturday, April 4, 2020
April 1st, 2020

Horizon Photography Business Plan 2020

Dear City of Evanston representatives,

Thank you so much for the opportunity to submit this application for the Entrepreneur Support program. As an Evanston native and long-time business owner here, I have been invested in our community my life long. Given the current health crisis, my work has been completely diminished, and this micro-funding would enable my business to continue through this challenging time.

These funds will assist Horizon Photography by provide payments to the family-owned Evanston real estate company, Arnel, Inc., which owns my studio space, as well as four additional small businesses which Horizon Photography supports.

I look forward to hearing from you following your review of the enclosed business plan and application.

Very Kindly,

Jennifer

Jennifer Schuman
Horizon Photography
I. Executive Summary
Horizon Photography serves the Evanston community and clients by creating images uniquely tailored to suit and promote individuals and businesses. Through brand assessment and Personal Brand photography, I help my clients confidently establish visibility, create online relationship, and build trust to elevate their brand and gain new career positions, and additional clients and customers.

As a native Evanstonian I have valued promoting the work of many local organizations over the years, including The Woman's Club of Evanston, Music Theater Works, The Evanston Animal Shelter, Evanston Rebuilding Warehouse, and many others through pro bono photography and marketing efforts.

II. Company Description
1. Company philosophy and vision
a. Horizon Photography was established in 2002, initially offering services to capture life events such as engagements, weddings, family gatherings and celebrations. In 2018 I shifted my service focus to Personal Brand Photography to better support small business owners in the area. With a heart to see our community strengthen and grow, Horizon Photography continues to serve local small businesses, non-profit organizations, and community life through creative content.

b. I have valued promoting the work of many local organizations over the years, including The Woman's Club of Evanston, Music Theater Works, The Evanston Animal Shelter, Evanston Rebuilding Warehouse, and many others through pro bono photography and marketing efforts.

c. Horizon Photography is currently structured as a Sole Proprietorship, with conversion to LLC under consideration.

2. SWOT Analysis
Strengths: Dedicated small business owner, life long community advocate
Weaknesses: Book-keeping
Opportunities: Support success of other Evanston small businesses
Threats: COVID-19 economic downturn
Immediate goals/next steps: Seek to increase virtual project work
Long term goals/next steps: Build a Personal Brand consulting studio
III. Products and Services

1. As a Personal Brand photographer, my clients benefit not only from my photography skills, but corporate branding experience as well. This unique offering brings a process of brand evaluation, photo session planning, and photography styling which is aimed to generate 6-12 months of visual content to use on social media platforms and increase online engagement.

2. Most photographers provide event coverage and portrait work that may document the occasion, but ignores the need for brand consideration. My competitors are unable to offer the unique marketing experience I provide, which gives Horizon Photography a competitive edge.

3. Horizon Photography services fit into the mid-range of the competitive landscape. My three-tier pricing strategy allows me to serve solo-preneurs and start-up companies, as well as already established firms with greater marketing budgets.

IV. 2020 Marketing Plan

Personal Brand photography is a growing trend around the globe. This approach to creating emotional connection and communicating a personal story is captured through styled photography sessions, providing clients with lifestyle imagery that grabs the attention they need to build relationships with customers via websites and social media platforms.

With e-commerce sales increasing exponentially, this is a ‘Visual Age’ where businesses need to create a striking, captivating online presence, demanding high quality visual aids and creative content. Personal Brand photography is a unique offering that I offer, and will continue to bring a tailored look that coincides with business graphics, color palette, values, and vision.

Personal Brand Photographers in Evanston:
1. Horizon Photography

Photographers in Evanston:
1. Geoff Martin Photography: portraits
2. Jill Norton: candid and headshots
3. Bordeaux Studio: weddings and headshots
4. Jessie Hearn Photography: families
5. Sutton Studios: pets and families
6. Ozzie Ramsay: headshots, weddings
7. Evanston Photographic Studios: headshots, weddings, portraits
With my corporate and retail branding background, I use my international experience to create a wide range of ideas for projects. My ideas capture energy and excitement and I love to create EYE CANDY that stirs emotion and gives people that "gotta have it" feeling!

E-commerce, product listings, lifestyle content, model shots, artistic photography, and marketing materials.

- Food products
- Lifestyle content
- Fashion and clothing catalogs
- Beauty & Makeup
- Pet products
- Interiors and Architecture
- Household products
- Travel and tours
- Electronics

**Revenue Sources**
I am currently working to generate various streams of income with Horizon Photography, including virtual project work, photo styling and photography for Amazon retailers, and Personal Brand video meeting sessions.

The images I create bring life to your products, and capture attention that convert to sales. My professional styling is designed to bring your listings to the next level. Competitive rates are based on project requirements and images needs.

Horizon Photography provides professional services including:

~ Reliable & Efficient work
~ 15 years of studio, portrait and commercial experience
~ Professional Styling to fit your brand
~ Use of professional lighting and camera equipment
~ Full editing services in Adobe Photoshop
~ Lifestyle shoots
~ Graphic design work as needed

**Marketing Horizon Photography**

- Client Referrals
- Networking (BNI, Chamber of Commerce, etc.)
- Business website
- Social media marketing
- Search engine optimization
- Print marketing materials (postcards, business cards)
V. Start-up Expenses

Having sought out an affordable studio space in Evanston for over a year ($500 / month), I was able to begin leasing an office on Central Street, and use this as a headshot and portrait studio over the past seven months. My hope is to continue working out of this space, and carry on benefiting the family-run businesses which owns the building (Arnel, Inc.).

VI. Revenue Plan / Entrepreneurship Support Program funding

2019 Revenue $14,267

2020 Revenue (projected) $53,780
A. January - April (4 months) $3,500
B. May - December (8 months)
  Digital Marketing (est 16 x $800) $12,800
  Product for Amazon vendors (est 16 x $600) $9,600
  Studio Headshots (est 32 x $290) $9,280
  Personal Brand sessions (est 12 x $900) $9,000
  Portrait Session (est 8 x $1,200) $9,600
2018 Clients
American Family Insurance
Core Energetics Chicago
Dr. Katie Fruhauff
Dwelling Spaces + Places
Dynamic Colors, Inc.
Green Spoon Kitchen
Evanston Woman Magazine
Integral Alternative Medicine
Jackie Mack, Jameson Sotheby’s International Real Estate
Kasper & Nottage, Attorneys at Law
Michael Silver Associates
NS Management
Lubin Associates, Attorney at Law
Oldani Entrepreneurial Law, LLC
Spring Tree Counselling
Studio5 Performance Center
Various Headshot sessions

2019 Clients
@revenue Marketing
American Family Insurance
Barbara Goodman, Attorney at Law
CPAEMA Association
Evanston Podiatric Surgeons
Evanston Woman Magazine / Evanston Man
Green Spoon Kitchen
Heaven Meets Earth Family Yoga
Hudson Real Estate Group
Jeff Story, Estate Attorney
Jenny Arrington Yoga
Midwest Labradoodle
Real Producers North Shore Magazine
Scott Simpson Design + Build
Spaniak Real Estate Group
Studio5 Performance Center
Tara Lubin, Real Estate Broker
The Amicus Group
The Chicago School of Professional Psychology
Trillium Consulting
Various Headshot sessions

2020 Clients
Core Energetics Chicago
Jackie Mack, Jameson Sotheby’s International Real Estate
Michael Silver Associates
NS Management
Real Producers North Shore Magazine
Sass & Grace Beauty
Spaniak Real Estate Group
Studio5 Performance Center
The Chicago School of Professional Psychology
Various Headshot sessions

Community Service
Central Street Business Association
Dance Center Evanston
Evanston ReBuilding Warehouse
GRIN2B
Music Theater Works
The Woman’s Club of Evanston
Vineyard Church of Evanston
Wagging Hearts
Estimate for the services needed:
As the owner of Horizon Photography, I currently rent a space in Evanston where I am able to schedule headshot and portrait sessions. In addition to these services, I am also planning to use the studio space to photograph retail products as I gain project work from Amazon retailers and other E-commerce and digital marketing clients.

Having begun my lease in August, 2019, this 12 x 14 space allows me to photograph local professionals to benefit their websites, Linked profiles, etc., to create updated images that will in turn help them gain new clients and jobs.

In addition, I am starting to gain digital marketing work for remote clients, whom I am building relationships with and serve via online databases, such as:

The Mom Project
Upwork
Virtual Vocations
Freelancer
FlexJobs

Services to be funded with this grant:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Workspace</td>
<td>$1,500 (studio x3 months)</td>
</tr>
<tr>
<td>Arnel, Inc. Commercial Real Estate (Evanston)</td>
<td></td>
</tr>
<tr>
<td>Digital Marketing</td>
<td>$521</td>
</tr>
<tr>
<td>Website host, internet, FTP site,</td>
<td></td>
</tr>
<tr>
<td>Database memberships, etc.</td>
<td></td>
</tr>
<tr>
<td>Studio backdrops</td>
<td>$139 (2 backdrops)</td>
</tr>
<tr>
<td>Harold’s True Value Hardware (Evanston)</td>
<td></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>$140 (4 months)</td>
</tr>
<tr>
<td>Sue Bryce Education (online)</td>
<td></td>
</tr>
<tr>
<td>Accounting services</td>
<td>$200 (one time fee)</td>
</tr>
</tbody>
</table>

Total $2,500
## Services to be funded with this grant:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Quote A</th>
<th>Quote B</th>
<th>Quote C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Studio workspace</strong></td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Arnel, Inc. Commercial Real Estate (3 months)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Digital Marketing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website host, internet, FTP site, Database memberships, etc.</td>
<td>UpWork.com</td>
<td>freelancer.com</td>
<td>virtualvocations.com</td>
</tr>
<tr>
<td></td>
<td>photoshelter.com</td>
<td>flexjobs.com</td>
<td></td>
</tr>
<tr>
<td><strong>Studio backdrops</strong></td>
<td>$ 521</td>
<td>$ 541</td>
<td>$ 521</td>
</tr>
<tr>
<td>Materials to create two backdrops</td>
<td>Harold's True</td>
<td>Lemoy Hardware</td>
<td>Home Depot</td>
</tr>
<tr>
<td>Value Hardware</td>
<td>Value Hardware</td>
<td></td>
<td>Evanston</td>
</tr>
<tr>
<td><strong>Continuing Education</strong></td>
<td>$ 139</td>
<td>$ 139</td>
<td>$ 95</td>
</tr>
<tr>
<td>Lighting &amp; photography instruction, Small business courses online (4 months)</td>
<td>Sue Bryce Education</td>
<td>LinkedIn Learning</td>
<td>The Photography Institute</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accounting services</strong></td>
<td>$ 140</td>
<td>$ 120</td>
<td>$ 184</td>
</tr>
<tr>
<td></td>
<td>Trinity Advisors</td>
<td>LinkedIn Learning</td>
<td>The Photography Institute</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS</strong></td>
<td>$2,500</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Entrepreneurship Support Program

Application

Applicant Name * Alicia Skipworth
Applicant Address * 1810 Dodge Ave Unit 2 Evanston, Illinois 60201 United States
Applicant Email * aliciaskipworth@yahoo.com
Applicant Phone Number * 8472172096

Business Name * Career Catalyst
Business Website http://careercatalystco.com
Business Address 1810 Dodge St Unit 2 Evanston, Illinois 60201 United States

Please provide a description of your business (500 words max)
Specializing in STEM, Healthcare and Entrepreneurship, Career Catalyst is the only career site built with resources for a broad community. From high school to retirement, there is something for everyone. Realizing the stress of career planning, discovery, growth, and professional development never seem to go away, Career Catalyst was created to cultivate a sense of community regardless of where you are on your career journey. Our platform was intentionally built with you in mind; It follows our clients throughout their career and evolves with them as they advance.

At Career Catalyst, we promote career success through quality resources and critical feedback. At the forefront of the business is our ability to:

- Provide client customization,
- Offer professional feedback,
- Coordinate mentorship,
- Lead meaningful simulations, and

...
Provide one-on-one coaching.

Since the job market has become increasingly competitive and career progression is no longer linear, we understand the importance of investing in yourself. We believe in you and would love to partner with you as a passenger along your career ride.

Career Phases:

Mapping Your Destination
High School Students preparing to transition into early adulthood may benefit from:

- Assistance choosing colleges/trade schools
- Navigating application processes for FAFSA and other scholarships
- Learning of beneficial volunteer opportunities
- Early career planning
- Professional writing reviews

CC Mentorship Program (you would be paired with a college student/early careerist)

Adjusting Your Speed

For a head start in the race to success, College Students and Early Careerists seeking growth may benefit from:

- Professional Development Coaching
- Personal Finance Coaching (strategies for investing and paying down debt)
- Professional Writing revamp services
- Free resources and industry tips

Cruise Control

Mid Careerists and Executives who are THRIVING in their careers can also benefit from our services. They may find value in:

- Personal Development Coaching
- Personal Finance Coaching
- Volunteering through the CC mentorship program (you would be paired with a college
Switching Gears

If you are seeking a career switch or the opportunity to return to school, Career Catalyst is here to serve! Benefits may include:

Career Coaching (planning, admissions process, etc)
Professional Development Coaching
Entrepreneurship Coaching
Personal Finance Coaching

Easy Street

Experienced Careerists or Retirees may benefit from:
Personal Finance Coaching
Entrepreneurship Coaching

Volunteering through the CC mentorship program (you will have the option to choose which group they provide mentorship to)

Professional Drag Racer

We believe in a holistic approach to fostering high performance and career satisfaction, which goes beyond individual coaching. Company Clients can expect:

On-site or virtual talent/professional development workshops
A customized toolkit to engage and retain top talent
A plan tailored to their unique organizational needs

<table>
<thead>
<tr>
<th>Services to be funded:</th>
<th>Tools/Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Licenses/certifications</td>
</tr>
<tr>
<td></td>
<td>Continuing Education</td>
</tr>
</tbody>
</table>

Do you need financial assistance with City licensing or permitting requirements? No
<table>
<thead>
<tr>
<th>Please describe how you intend to use Entrepreneurship Support Program funding to expand your business (500 words max)</th>
<th>Career Catalyst will use funds for obtaining professional certifications, high-speed internet access and/or laptop(s) and marketing materials.</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;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.&quot; (Type name below for signature).</td>
<td>Alicia Skipworth</td>
</tr>
<tr>
<td>Date</td>
<td>Sunday, May 10, 2020</td>
</tr>
</tbody>
</table>
Career Catalyst
Business Plan
Alicia Skipworth and Mariah Smith, Co-Founders
May 14, 2020
**Founding History:**

Career Catalyst was founded in April 2020 on the heels of the Covid-19 pandemic. With the goal of creating a non-invasive platform to offer innovative career coaching and job readiness skills, the business was created to provide virtual resources and services to clients. Our mission is to strengthen the employee pool, while bridging the gap in professional disparities. There is an even greater need to magnify this mission to overcome the effects of the pandemic.

**Professional Experience**

*Alicia Skipworth, MBA* - Co-Founder  
- Graduate of the Sunshine CBA academy  
- MBA from North Park University: concentration in Marketing and Human Resource Management  
- Bachelor of Science in Social Work  
- Experience as a Contract/Outsourcing Administrator  
- Experience with entrepreneurial endeavors  
- Urgent healthcare and pharmaceutical experience  
- Proficient in Project Management, Planning, and Coaching  
- Innovative and technologically sound

*Mariah Smith, LSSGB* - Co-Founder  
- Graduate Candidate within the #1 nationally ranked Master in Health Administration program - University of Alabama at Birmingham  
- Bachelor of Science in Management: specialization in Healthcare Analytics  
- Certified with a Lean Six Sigma Green Belt from Institute of Industrial and Systems Engineers  
- Experience in Urgent Care, Academic Medical Center, For-Profit, and Not-For-Profit healthcare systems  
- Direct experience with Internships and Cooperative Education programs  
- Proficient in Project Management, Planning, and Coaching

**Operating Structure**

Laptops, internet, and Zoom technology are used for all services. Contracted Consultants provide individualized and customizable services based on client requests. Simulations are
used to enhance training. Instruction, guidance, and quality feedback are provided to clients as necessary.

**Market Analysis**

**SWOT Analysis**

![Swot diagram]

**Strengths**
- Compliant with social distancing
- Low overhead
- Wide customer reach due to online platform
- Measurable outcomes (job offer, college acceptance)
- Individualized approach (meets clients where they are)
- Bridges the gap for professional disabilities (levels the playing field)

**Weaknesses**
- Highly dependent on technology
- Impersonal interactions (completely virtual)
- Keeping up with demand
- Processing times

**Opportunities**
- Explore different platforms (beyond zoom)
- Establish corporate clients/partnerships to better serve clients
- Growth and expansion (bigger client base and more consultants)
- Offer Continuing education (certifications, Six Sigma Microsoft office, FRM)
- Podcast/short webinars
- Career fairs
- Optimizing outcomes (successful interviews and negotiations)

**Threats**
- Competitors with more experienced coaches
- Competitors with better technology (latest software, online course platforms in existence)
- Time Zone confusion
- Power outages

**Target Audience**

Career Catalyst is the only career site built with resources for a broad community, ranging from high school to retirement. Our target audience is high school and beyond. We hope to follow clients throughout their career and evolve with them as they progress.
Marketing Plan

Social Media- Facebook, Instagram, and Linkedin are used to market services to our target audience. Facebook is used to target middle-aged clients. Linkedin is used to target middle-aged professionals as well. Instagram is used to target high school and college students.

Other Marketing Strategies:
- Local newspapers, magazines
- Attend Career Fairs
- Strategic Partnerships
- Publications

Management

Alicia Skipworth, MBA
Co-Founder

Mariah Smith, LSSGB
Co-Founder

Geryl Smith, Jr- MAcc
Chief Financial Officer (Consultant)

Lynsey Johnson
Executive Assistant (Consultant)

Capital Summary

Secured
- Web Domain Name
- EIN #

Need to Secure:
- Business License
- Laptops
- Reliable Internet
- Professional License
- Marketing Materials
Laptop Estimates

**HP - 15.6" Touch-Screen Laptop - AMD Ryzen 5 - 12GB Memory - 256GB SSD - Natural Silver**
Model:15-EF0023DXSKU:6403436
Best Buy $599.99
Ebay: $559.00
Amazon: $658.00

**Dell - Inspiron 15.6" Touch-Screen Laptop - Intel Core i3 - 8GB Memory - 1TB HDD + 128GB SSD - Black**
Model:I3593-3992BLK-PUSSKU:6403450
Best Buy $449.99
Dell $399.00
Amazon $478.00

**Microsoft - Surface Laptop 3 - 13.5" Touch-Core i5 - 8GB Memory - 128GB Solid State Drive (Latest Model) - Platinum**
Model:VGY-00001SKU:6374327
Best Buy $999.99
Amazon $989.00
Microsoft $999.00

Professional Licensure Estimates
See certification estimates in Appendix A
Financial Forecasts

See Financial Forecasts in Appendix B

Future Planning / Ambitions

Offer certifications and/or study materials through the business
- Lean Six Sigma (LSS)
- Project Management Professional (PMP)
- Certified Associate in Project Management (CAPM)
- Cardiopulmonary Resuscitation (CPR)
- ACT/SAT/GRE standardized test preparation

Offer training modules through Microsoft
- Excel
- Access
- Visio
- Word
- Project

Participate in Career Fairs
- College
- Healthcare

Get into Recruiting
- Place clients in roles

Strategic Partnerships
- Mentorship
- Corporate partners
- Training institutions
Appendix A
Career Coaching Certification Courses

As a premiere careers space credential, the Certified Professional Career Coach program (CPCC), by the PARW/CC, offers you a comprehensive window into the career coaching industry. Add career coach certification to your list of tools and skills or begin a totally new career! Membership in the Professional Association of Resume Writers & Career Coaches (PARW/CC) is required to register for the CPCC and retain membership. PARW/CC is the longest standing professional resume writing and career coaching association in the industry with more than 1100 members, and offering three career management credentials. Diane is the Director of the CPCC credential, a comprehensive program focused on career management and job search coaching strategies.

Diane Hudson
CPCC Program Director
Email: diane@cpcc-careercoach.com
Phone: (208) 323-9636

Cost: $1345.00, Website is here

WCI’s Certified Career Coach training program gives you the necessary foundation to coach with a 100 percent success rate. Through our career coach training course you learn how to apply WCI’s Proven Methodology with confidence, generate business and maintain long-term client relationships. With WCI’s career coach certification you will be able to help a client create a vision for their career, set and achieve career goals, and lead others. You will also learn how to assess career employees. At WCI we offer several paths to becoming a Certified Career Coach.

The following paths are listed in order of increasing skills application:

Path 1: Enroll in the CPC Self-Study Course (CPC-100) and once complete enroll in the self-study CCC Add-on (CCC-203)
Path 2: Enroll in the CPC Teleclass (CPC-300) and once complete enroll in the self-study CCC Add-on (CCC-203)
Path 3: Enroll in the CPC Teleclass (CPC-300) and once complete enroll in the CMCC Weekend Teleclass Intensive (CMCC-403)

Additional Self-Study Niche Add-ons in other niche areas may be added upon completion of either the CPC Self-Study Course (CPC-100) or the CPC Teleclass (CPC-300). Additional Certified Master Niche Coach Weekend Teleclass Intensives in other niche areas may be added upon completion of the CPC Teleclass (CPC-300).

You are welcome to call us toll free at 1.877.633.5082 from 10am - 6pm EST.
Please leave a message for us outside of office hours. If you need your answer outside of office hours please complete the form below and we will email you shortly.

Write Us!
World Coach Institute, Inc.
PO Box 971552
Boca Raton, FL 33497

Cost: $2357.00, website is [here](#)

CCI’s Founder – Your instructor and developer of the CCI curriculum is Marcia Bench, the creator of career coaching and author of the leading textbook on career coaching, *Career Coaching: An Insider’s Guide*. Marcia has previously served as Senior Vice President in a leading career management firm, hiring and overseeing a team of consultants while maintaining her own executive case load of 100 clients per year. A former lawyer, Marcia became a certified coach in 1999 and continues to be a leader in the career development and coaching industries. What Will I Learn by Attending Your Training?

By joining me for this update to our time-tested approach to career coaching – which we have used to train thousands of students from more than 42 countries around the world over the past 15 years – you will learn:

- what career coaching is – and how it is different from career counseling, consulting and other similar specialties
- the 3 key components of every coaching session
- how to bring structure to your coaching and still have room for your uniqueness
- our trademarked “Authentic Vocation” approach to designing one’s ideal career – these 8 components alone will delight your clients and make your coaching so much easier!
- our proprietary “QuantumShift! Coaching” model – learn it now in just a few hours, and continue to hone and refine your skills for life!
- how to use Linkedin and other social media as power tools to help your clients succeed in any market
- how to custom design a Job Search Action Plan for your clients – and leverage their strengths in their search
- what a good resume includes, online or offline – and how to use resume writers in your business
- how to coach clients to effectively interview, network and negotiate their compensation

Cost: $1997.00, website is [here](#)
HP - 15.6” Touch-Screen Laptop - AMD Ryzen 5 - 12GB Memory - 256GB SSD - Natural Silver
Model:15-EF0023DXSKU:6403436
Best Buy $599.99
Link to purchase here
Ebay: $559.00
Link to purchase here
Amazon: $658.00
Link to purchase here

Microsoft - Surface Laptop 3 - 13.5” Touch-Screen - Intel Core i5 - 8GB Memory - 128GB Solid State Drive (Latest Model) - Platinum
Model:VGY-00001SKU:6374327
Best Buy $999.99
Link to purchase here
Amazon $989.00
Link to purchase here
Microsoft $999.00
Link to purchase here
Successful CPRW Candidates Receive:

- Authorization to use “CPRW” after your name to denote your earned certification (i.e.: Jane Doe, CPRW), and in your advertising and promotional materials.
- A personalized CPRW Certificate for display in your office.
- Announcement of your earned credential in the PARW/CC Spotlight.
- The CPRW logo, as shown above, for use in your printed literature and web site.

The CPRW logo, examination, study guide, and any other related materials are the exclusive property of PARW/CC. PARW/CC membership is a prerequisite for CPRW testing and continuing validation of the CPRW Credential.

**Program Fee: $250**

PARW/CC Membership Fee

Please complete this process by accepting membership below and paying on final screen.

**Top of Form**

**Individual Member — $150.00**

*A full access membership for individuals not associated with a member company or government entity that holds a membership.*

**Business Consulting:**

Karim Duree – Evanston, IL $200 ($66/Hr)

Sylver Consulting – Evanston, IL $200 ($100/Hr)

Dunn Solutions - Skokie, IL $200 ($100/Hr)
Entrepreneurship Support Program - Emergency Assistance

Application Instructions & Guidelines

(Updated April 2020)

Community Development Department
Economic Development Division
2100 Ridge Avenue, Evanston, Illinois 60201
847.448.8311
economicdevelopment@cityofevanston.org
Emergency Assistance

On March 16 2020, the City of Evanston, along with the State of Illinois and surrounding communities, declared a state of emergency due to the coronavirus pandemic, which forced the partial shutdown of restaurants and total shutdown of non-essential services (i.e. retail, fitness, beauty businesses, etc.) as defined by the State of Illinois. In light of the economic shock this situation is creating in the Evanston community, the following emergency guidelines will apply when considering Entrepreneurship Support Program applications, for the remainder of FY 2020 (as long as funding is available). The emergency guidelines address:

- Expanded covered categories
- Simplified eligibility criteria
  - Removed entrepreneurship training certificate requirement
  - Removed business plan requirement

Program purpose & overview

The purpose of the entrepreneurship 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 Entrepreneurship Support account under the Economic Development annual budget. 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

1) Any business with a physical location in Evanston is eligible for assistance through this program. 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 or lease documentation which identifies the applicant specifically.
2) Business must have been in business for at least 12 months on or before March 16, 2020.
3) 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.
4) Applicants must have no outstanding parking tickets and be current on all fees, taxes, utility bills and debts owed to the City of Evanston.

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:

1) 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
2) Request up to $2,500 of small business support grant funding for expenses or services in the following categories:
   - **Professional Services** (Accounting, tax, insurance, legal)
   - **Tools and Equipment** (software, hardware, process-specific tools or equipment)
   - **Licenses and Certifications**
   - **Production and Work Space**
   - **Continued research and development** of initial MVPs (minimum viable products)
   - **Continuing Education and Key Personnel Development** (Classes, workshops, training programs)
   - **Professional and Market Networks**
   - **Rent or mortgage payment**
Utility bills
Payroll

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/emergency-assistance-entrepreneurship-grant/

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.

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.
<table>
<thead>
<tr>
<th><strong>Applicant Name</strong>  *</th>
<th>Carolyn Brown</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant Address</strong>  *</td>
<td>2018 Maple Ave 2nd FL Evanston, IL 60201 United States</td>
</tr>
<tr>
<td><strong>Applicant Email</strong>  *</td>
<td><a href="mailto:cebrown77@gmail.com">cebrown77@gmail.com</a></td>
</tr>
<tr>
<td><strong>Applicant Phone Number</strong>  *</td>
<td>773-322-0754</td>
</tr>
<tr>
<td><strong>Business Name</strong>  *</td>
<td>Carrie Brown-LMT Massage Therapy</td>
</tr>
<tr>
<td><strong>Business Address</strong></td>
<td>2002 Maple Ave suite#102 Evanston, IL 60201 United States</td>
</tr>
<tr>
<td><strong>How long have you been in business?</strong>  *</td>
<td>5 years</td>
</tr>
<tr>
<td><strong>Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.)</strong>  *</td>
<td>![20200513_071302.jpg](1.85 MB · JPG_MTL)</td>
</tr>
<tr>
<td><strong>Business type</strong>  *</td>
<td>Brick and mortar</td>
</tr>
<tr>
<td><strong>Is your business still operating?</strong></td>
<td>Not at the moment</td>
</tr>
<tr>
<td><strong>Please provide a description of your business (500 words max)</strong>  *</td>
<td>I am a state licensed and insured massage therapist. I offer massage therapy and bodywork to clients in a private office that I rent in Evanston, IL. (2002 Maple Ave, suite #102). Sessions are charged a rate per half hour, one hour, ninety minutes or two hour time slots and by appointment only. Each appointment is scheduled via phone call, email or text message. I usually acquire clients through referrals from current regular clients and networking. I have been working for myself since 2015 and a Massage therapist since</td>
</tr>
</tbody>
</table>
2005. I generally work an average of 30–35 hrs per week, which includes hands on appointment time, light office duties, scheduling appointments and management of supplies.

<table>
<thead>
<tr>
<th>Services to be funded:</th>
<th>Professional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tools/Equipment</td>
</tr>
<tr>
<td></td>
<td>Licenses/certifications</td>
</tr>
<tr>
<td></td>
<td>Production &amp; Work Space</td>
</tr>
<tr>
<td></td>
<td>Research &amp; Development</td>
</tr>
<tr>
<td></td>
<td>Continuing Education</td>
</tr>
<tr>
<td></td>
<td>Professional and Market Networks</td>
</tr>
<tr>
<td></td>
<td>Rent/mortgage</td>
</tr>
<tr>
<td></td>
<td>Utilities</td>
</tr>
</tbody>
</table>

Do you need financial assistance with City licensing or permitting requirements? No

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max) *

I plan to use the Emergency Assistance Entrepreneurship Grant to help pay monthly rent/utilities for my office work space due to loss of income due to the Covid-19 Pandemic. I will also use the funding to pay for supplies needed to re-open; such as face masks, extra cleaning products and supplies needed, Continuing education classes and training needed to maintain my state license and uphold professional standards and ethics; and any other necessary marketing, tools or equipment needed to help provide a safe and sanitized environment to conduct business in as we plan to re-open for when it is time to do so.

Please describe how your business has been affected by the pandemic (500 words max) *

My business has been affected greatly by the Pandemic because it has been shut down completely as of March 21, 2020 and is considered a non-essential business, therefore I have lost two months of income. Due to this government ordered closure and loss of income, I am no longer able to afford to pay rent for my work space, nor pay any other bills to maintain business. This pandemic will also affect the way my business is to be conducted in the future when it is safe to re-open. I will have to take all the necessary precautions and extra steps to re-open in a responsible manner and will add extra costs to my expenses to maintain. It may also affect the clientele of my business in such a way that some people may not feel safe enough to return to activities and services like massage therapy due to the pandemic and the fear it has caused many people to have.

Upload proof of residency or business location (lease, utility bill, bank statement, etc.)
"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).

<table>
<thead>
<tr>
<th>Date</th>
<th>Wednesday, May 13, 2020</th>
</tr>
</thead>
</table>

Carolyn Brown
## Emergency Assistance Entrepreneurship Grant

<table>
<thead>
<tr>
<th><strong>Applicant Name</strong>  *</th>
<th>Sandy Lewis Kadiri</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant Address</strong>  *</td>
<td>3545 Grove St, Evanston, IL 60203 United States</td>
</tr>
<tr>
<td><strong>Applicant Email</strong>  *</td>
<td>Sandy Lewis Kadiri</td>
</tr>
<tr>
<td><strong>Applicant Phone Number</strong>  *</td>
<td><strong>312-618-0968</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Business Name</strong>  *</th>
<th>Studio SLK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Website</strong></td>
<td><a href="http://www.studio-slk.com">http://www.studio-slk.com</a></td>
</tr>
<tr>
<td><strong>Business Address</strong></td>
<td>1934 Maple Ave, Evanston, Illinois 60201 United States</td>
</tr>
</tbody>
</table>

| **How long have you been in business?**  * | 8 years |

**Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.)**  *

<table>
<thead>
<tr>
<th><strong>Business type</strong>  *</th>
<th>Brick and Mortar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is your business still operating?</strong></td>
<td>Not at the moment</td>
</tr>
</tbody>
</table>

**Please provide a description of your business (500 words max)**  *

Studio SLK hair/nail salon has been serving the Evanston community for the past 8 years. Currently we have one nail technician, four hair stylist, and three support staff. We serve primarily professional women, as well as men, students, and children. Guests are able to come in and make new friends, find out what's going on in and around the city, catch up with old friends all while getting pampered. Studio SLK is more than a hair/salon, the business supports and collaborates with local organizations in their efforts to serve the...
community. Also, we host monthly pop-ups where entrepreneurs with "no walls" set up in an area provided and sell their products. This allows them to get the exposure needed to thrive. The business also gives jobs to students by participating in the Mayor's summer youth job program. We do our best to support the community in which we serve.

<table>
<thead>
<tr>
<th>Services to be funded: *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
</tr>
<tr>
<td>Tools/Equipment</td>
</tr>
<tr>
<td>Professional and Market Networks</td>
</tr>
<tr>
<td>Rent/mortgage</td>
</tr>
<tr>
<td>Payroll</td>
</tr>
<tr>
<td>Utilities</td>
</tr>
</tbody>
</table>

Do you need financial assistance with City licensing or permitting requirements? No

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max) *

Grant funds if given will be used for but not limited to offset the cost of rent, payroll, marketing, utilities, as well as purchase of PPE supplies that's needed due to the new guidelines for the beauty industry.

Please describe how your business has been affected by the pandemic (500 words max) *

Because of the global pandemic COVID-19, Studio SLK has been closed from 3/21/20 (5:00pm) to present. We are not considered essential and is currently awaiting clearance to safely reopen. We are unable to conduct day to day business because we rely on customers to physically walk through our doors. Since we are closed, unfortunately, we are unable to do so. The longer the business remains closed without income coming in, the more challenging it will be for the business to bounce back.

*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). *

Sandy Lewis Kadiri

Page 43 of 60
# Emergency Assistance Entrepreneurship Grant

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>Rachel B Angulo</td>
</tr>
<tr>
<td>Applicant Address</td>
<td>120 HIBBARD RD Wilmette, IL 60091 United States</td>
</tr>
<tr>
<td>Applicant Email</td>
<td><a href="mailto:info@lacocinita.com">info@lacocinita.com</a></td>
</tr>
<tr>
<td>Applicant Phone Number</td>
<td>415-519-1701</td>
</tr>
<tr>
<td>Business Name</td>
<td>La Cocinita Restaurant</td>
</tr>
<tr>
<td>Business Website</td>
<td><a href="http://www.lacocinitarestaurant.com">http://www.lacocinitarestaurant.com</a></td>
</tr>
<tr>
<td>Business Address</td>
<td>1625 Chicago Avenue Evanston, IL 60201 United States</td>
</tr>
<tr>
<td>How long have you been in business?</td>
<td>4 years</td>
</tr>
<tr>
<td>Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.)</td>
<td><a href="la_cocinita_restaurant_2018_liquor_license.pdf">la_cocinita_restaurant_2018_liquor_license.pdf</a> 768.26 KB · PDF</td>
</tr>
<tr>
<td>Business type</td>
<td>Brick and Mortar</td>
</tr>
<tr>
<td>Is your business still operating?</td>
<td>Yes</td>
</tr>
<tr>
<td>Please provide a description of your business (500 words max)</td>
<td>We have a quick-service Venezuelan restaurant. We serve arepas, empanadas, tacos, plantains, rice &amp; beans, and other regional specialties. Typically we do a lot of catering for the university and elsewhere in the community. We are typically very busy during weekday lunches because of nearby office workers (pre-COVID).</td>
</tr>
</tbody>
</table>
Services to be funded:  *  
Rent/mortgage  
Payroll  
Utilities  

Do you need financial assistance with City licensing or permitting requirements?  
Yes (please specify below):  
Liquor + Health Permitting Fees (credit from 2020 paid fees and/or toward 2021 fees)  

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max)  
We are having trouble staying current on rent & utilities due to the significant decrease in sales that we are experiencing due to the COVID-19 crisis. Moreover, once our PPP funding gets used up next month, we will also need assistance keeping up with payroll.  

Please describe how your business has been affected by the pandemic (500 words max)  
Dine-in operations are of course no longer an option and therefore a significant source of our revenue has disappeared entirely. We were busiest during weekday lunches with nearby office workers. Since people are not going to work in their offices, this is all lost revenue because that group is not ordering to-go; they're not nearby and therefore are not ordering at all. We also had all of our scheduled catering orders canceled, and we have not had any catering orders for the past two months. Catering makes up a large portion of our typical sales, so this is a huge loss as well. While we have experienced a small increase in delivery orders, these are through third party delivery services that charge 15% commission (which thankfully is capped, thanks to the city of Evanston). So almost all of our revenue is now subject to this commission, which also limits our ability to be profitable. We don't have space in front of our restaurant for a sidewalk cafe, so we will have to wait longer to re-open.  

Our catering business has been non-existent this spring, and we expect that to continue through the busy season (summer). Our summer events will likely all get canceled as well. So we have very minimal prospects for revenue this year. The one thing we've been doing to keep our team employed is we have been collecting donations from family, friends, and customers to send free meals to health care workers and first responders in Evanston and beyond. We are discounting the meals by 25% and offering free delivery, so we are not making money on this. But it's great for the community and it's keeping our team working. Thus far, we have sent 859 meals to the hard-working people on the frontline at Evanston Hospital, St. Francis Hospital, the Evanston Police Department, and the Evanston Fire Department.  

I certify that all of the information contained in this document, all statements, information, and

Rachel Angulo
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). *

<table>
<thead>
<tr>
<th>Date</th>
<th>Thursday, May 21, 1981</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Vivian Chou</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address</td>
<td>Evanston, IL 60202 United States</td>
</tr>
<tr>
<td>Applicant Email</td>
<td></td>
</tr>
<tr>
<td>Applicant Phone Number</td>
<td></td>
</tr>
<tr>
<td>Business Name</td>
<td>Illinois Allergy and Asthma Specialists</td>
</tr>
<tr>
<td>Business Website</td>
<td><a href="http://www.ilallergyasthma.com">http://www.ilallergyasthma.com</a></td>
</tr>
<tr>
<td>Business Address</td>
<td>2500 Ridge Suite 211A Evanston, IL 60201 United States</td>
</tr>
<tr>
<td>How long have you been in business?</td>
<td>2010</td>
</tr>
<tr>
<td>Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.)</td>
<td>![idfpr_docs.pdf](157.92 KB) PDF</td>
</tr>
<tr>
<td>Business type</td>
<td>Brick and Mortar</td>
</tr>
<tr>
<td>Is your business still operating?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Please provide a description of your business (500 words max)**

Illinois Allergy and Asthma Specialists was started by the partnership of Dr. Vivian Chou and Dr. Amishi Murthy. Our office is located in the COS Building in Evanston. We are board-certified allergists dedicated to applying our expertise in allergy, asthma, and immunology to provide compassionate and excellent care. We evaluate children and adults, and treat a wide range of allergic conditions, including asthma, allergic rhinitis, food allergy, atopic dermatitis (eczema), chronic sinusitis, drug allergy, eosinophilic gastrointestinal disorders, hives, angioedema (swelling), and immune deficiencies. We
enjoy serving our patients in a welcoming environment. We welcome all patients and serve private, Medicaid, and self-pay patients.

<table>
<thead>
<tr>
<th>Services to be funded: *</th>
<th>Professional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Licenses/certifications</td>
</tr>
<tr>
<td></td>
<td>Rent/mortgage</td>
</tr>
<tr>
<td></td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>Utilities</td>
</tr>
</tbody>
</table>

Do you need financial assistance with City licensing or permitting requirements? No

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max) *

We would use the funds for payroll to keep the business running, rent, utilities, accounting, and licenses. Any support would be vastly appreciated. Our employees are like family to us and want to keep them working.

Please describe how your business has been affected by the pandemic (500 words max) *

Our volume is down about 95% as people are afraid to come to the office. We are doing telehealth visits, but they are sparse. Spring is usually our busiest season and we are struggling to make payroll and keep our employees paid. We hope to get through this and still survive. We are independent physicians and are fearful that many practices such as ours will go bankrupt, leaving further consolidation of an already corporate-ruled business model for American medicine. We are proud to serve all populations and our patients are happy when they can reach a doctor to answer their question within hours, unlike large hospital systems. We would hate for our business model to evaporate with the pandemic and miss serving our patients in the community. I live and work in Evanston and it is a joy to be a neighborhood physician. Thank you for your time and kind consideration.

"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). *

Vivian Chou

Date * Thursday, May 21, 2020
Emergency Assistance Entrepreneurship Grant

<table>
<thead>
<tr>
<th>Applicant Name *</th>
<th>LENICE LEVY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address *</td>
<td>711 Howard St, EVANSTON, IL 60202, United States</td>
</tr>
<tr>
<td>Applicant Email *</td>
<td><a href="mailto:INFO@GOODTOGORESTAURANT.COM">INFO@GOODTOGORESTAURANT.COM</a></td>
</tr>
<tr>
<td>Applicant Phone Number *</td>
<td>7736366300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name *</th>
<th>GOOD TO GO JAMAICAN CUISINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Website</td>
<td><a href="http://WWW.GOODTOGORESTAURANT.COM">http://WWW.GOODTOGORESTAURANT.COM</a></td>
</tr>
<tr>
<td>Business Address</td>
<td>711 Howard St, Evanston, Illinois 60202, United States</td>
</tr>
</tbody>
</table>

| How long have you been in business? * | 18 YEARS |

| Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.) * | liquor_license_pdf.pdf (107.65 KB · PDF) |

<p>| Business type * | Brick and Mortar |
| <strong>Is your business still operating?</strong> | Yes |
| <strong>Please provide a description of your business (500 words max)</strong> | Good To Go is a full service restaurant and entertainment venue. We have been in business for 18 years and specialize in Jamaican cuisine. We offer live entertainment on the weekends, catering, dine and carry out service. |
| <strong>Services to be funded:</strong> | Rent/mortgage |
| | Utilities |
| <strong>Do you need financial assistance with City licensing or permitting requirements?</strong> | No |
| <strong>Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max)</strong> | I will use the funds to pay some of our utilities and mortgage. Due to Covid 19 we have drop in revenue more than 70%. |
| <strong>Please describe how your business has been affected by the pandemic (500 words max)</strong> | Our business has been dramatically impacted. We dropped about 70% in revenue. We had to eliminate 3/4 of our staff. We have made some progress in operating in the current environment by rebounding back to our humble beginnings as a carry out business. |
| &quot;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). | Evanston |
| <strong>Date</strong> | Thursday, May 21, 2020 |</p>
<table>
<thead>
<tr>
<th><strong>Applicant Name</strong> *</th>
<th>Alan Moy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant Address</strong> *</td>
<td>2925 North Whipple Street, Chicago, Illinois 60618, United States</td>
</tr>
<tr>
<td><strong>Applicant Email</strong> *</td>
<td><a href="mailto:alan@eatvietnomnom.com">alan@eatvietnomnom.com</a></td>
</tr>
<tr>
<td><strong>Applicant Phone Number</strong> *</td>
<td>630-992-1851</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Business Name</strong> *</th>
<th>Viet Nom Nom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Website</strong></td>
<td><a href="http://eatvietnomnom.com">http://eatvietnomnom.com</a></td>
</tr>
<tr>
<td><strong>Business Address</strong></td>
<td>618 1/2 Church Street, Evanston, Illinois 60201, United States</td>
</tr>
</tbody>
</table>

**How long have you been in business?** * 5 years

**Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.)** *

- [viet_nom_nom_food_establishment_license_2020.pdf](viet_nom_nom_food_establishment_license_2020.pdf) (199.44 KB, PDF)

<table>
<thead>
<tr>
<th><strong>Business type</strong> *</th>
<th>Brick and Mortar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is your business still operating?</strong></td>
<td>Not at the moment</td>
</tr>
</tbody>
</table>
Please provide a description of your business (500 words max) *

Viet Nom Nom is a Vietnamese-inspired fast casual restaurant & multi-operation food service company based in Evanston, IL. We started our concept in 2015 and opened our first brick & mortar location in 2017.

We currently use our storefront like a commissary to support multiple businesses across Evanston & Chicago. In particular, we have a significant partnership with Northwestern University. We are a preferred catering partner, operate a daily grab & go meal distribution business across campus (~200 units/day across 5 locations), run campus food court kiosks, and even have a stadium kiosk at Ryan Field during football season. We also host offsite pop-ups & festivals across Chicagoland.

Viet Nom Nom is run by a hands-on owner with a successful business background, entrepreneurial experience, and strong food acumen. His passion is to create a positive, family-style, and successful work environment that then allows the team to have a positive effect on the community around them.

Services to be funded: *

Rent/mortgage

Do you need financial assistance with City licensing or permitting requirements?

Yes (please specify below):

Yes, but the full $2,500 would be used toward rent so licensing and permitting may not be applicable. We’ve already paid for our 2020 food establishment license back in December 2019.

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max) *

I plan to use this grant funding to pay rent. While we have a PPP loan, we can only use those funds toward April, May, and June rent (at most -- forgiveness is still TBD). We plan to re-open for a limited menu and operation on 6/4. July rent will be due in a matter of weeks and there is no saying that our sales will cover enough or any of our expenses. Our landlord, Wimette Real Estate (Cameel Halim), has confirmed that they are not providing any relief with our rent -- deferrment or forgiveness/abatement.

Our rent is $3,442.00 per month + 2% sales commission, so we would use the entire $2,500 toward that amount (whether that's for July rent or an upcoming month if/when we are approved).

Since I closed on 3/19, despite being an essential service, I have been adamant about not re-opening due to safety concerns -- it has not been safe to reopen for "normal" business operations. Instead, I am more interested in utilizing my kitchen to serve community members in need. I have been actively exploring opportunities with Districts 65 & 202, the City of Evanston, Public Health
Department, and Evanston Community Foundation to serve meals via the youth meal distribution program + family meal kits to low income families. Our current target is 3,200 meals to youths in the free meal program. That only represents 20% of the total meals needed per week, so we have the goal of feeding thousands of more meals. That said, the current budget of the program is only $1–2/meal. We’re doing everything we can to procure enough funds to provide healthy & nutritious meals. Often times the program falls short of providing the 10 meals per child and, even when they do provide food, it’s often packaged & shelf stable foods. We will serve fresh veggies & proteins. But, we need assistance to sustain this operation -- for my team and the costs involved to serve.

Please describe how your business has been affected by the pandemic (500 words max) *

Viet Nom Nom was able to weather most of the storm in the first half of March. We were actually growing and about to embark on new locations — at the beginning of April, we were going to launch a permanent kiosk in the union food court at Northwestern University’s (Norris Center) and a new food hall kiosk in Chicago’s Loop. We were also excited to be providing our joint proposal with Newport Coffee for concessions at Robert Crown Community Center and the Evanston Lagoon. However, COVID-19 completely eliminated those new opportunities/locations for the foreseeable future and decimated our existing business.

Northwestern University’s (responsible) campus closure and the Governor’s (necessary) statewide mandate for all restaurants & bars, we’re now in complete uncertain & concerning territory. Over 66% of my business revenues come from business partnerships with Northwestern University, as we serve grab & go meals, operate kiosks, and cater on campus on a daily basis. On 3/12, Northwestern announced that they were moving to a virtual campus. This decimated our campus business. Coupled with the Governor’s restaurant mandate and stay at home order, well over 90% of our business was eliminated.

“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). *

Date * Thursday, May 21, 2020
### Emergency Assistance Entrepreneurship Grant

<table>
<thead>
<tr>
<th><strong>Applicant Name</strong></th>
<th>Seth Watson</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant Address</strong></td>
<td>937 McDaniel Avenue, Evanston, IL 60202 United States</td>
</tr>
<tr>
<td><strong>Applicant Email</strong></td>
<td><a href="mailto:platinumavnger@gmail.com">platinumavnger@gmail.com</a></td>
</tr>
<tr>
<td><strong>Applicant Phone Number</strong></td>
<td>773-969-1370</td>
</tr>
<tr>
<td><strong>Business Name</strong></td>
<td>AvengerzMusicGroupLLC</td>
</tr>
<tr>
<td><strong>Business Website</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business Address</strong></td>
<td>1823 Church Street, Evanston, IL 60201 United States</td>
</tr>
<tr>
<td><strong>How long have you been in business?</strong></td>
<td>15 months</td>
</tr>
<tr>
<td><strong>Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business type</strong></td>
<td>Brick and Mortar</td>
</tr>
<tr>
<td><strong>Is your business still operating?</strong></td>
<td>Not at the moment</td>
</tr>
</tbody>
</table>
Please provide a description of your business (500 words max) *

Avengerz Music Group (AMG) is multi-media production company. We strive to produce professional, creative, eye-catching content for radio/TV/web advertising, as well as artist development, branding, and management. We will also provide radio/TV/web advertising to the community. These particular services will be provided in the form of producing content for television, internet, and radio commercials.

<table>
<thead>
<tr>
<th>Services to be funded: *</th>
<th>Rent/mortgage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you need financial assistance with City licensing or permitting requirements?</td>
<td>No</td>
</tr>
</tbody>
</table>

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max) *

The funds will be used to pay rent.

Please describe how your business has been affected by the pandemic (500 words max) *

My business has not been operating, it has been completely shut down.

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). *

Seth O. Watson

Date *

Monday, May 25, 2020
### Emergency Assistance Entrepreneurship Grant

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Lindsay Mayuga</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address</td>
<td>5053 N Wolcott Ave, Chicago, IL 60640, United States</td>
</tr>
<tr>
<td>Applicant Email</td>
<td><a href="mailto:linmaystudio@gmail.com">linmaystudio@gmail.com</a></td>
</tr>
<tr>
<td>Applicant Phone Number</td>
<td>7737919799</td>
</tr>
</tbody>
</table>

| Business Name           | Linmay Studio                       |
| Business Website        | [http://www.linmaystudio.com](http://www.linmaystudio.com) |
| Business Address        | 525 Kedzie Street, Evanston, IL 60202, United States |

**How long have you been in business?**

2.5 years had a Evanston business before this too called The Comb.

Upload proof of being in business for 12 months prior to March 16, 2020 (i.e. business license from the City, the State, an utility invoice, etc.).

| Business type          | Brick and Mortar                     |

---

Page 58 of 60
Is your business still operating? Not at the moment

Please provide a description of your business (500 words max) *

Linmay Studio is a low volume, high-end hair color studio. My name is Lindsay Mayuga, and I am a solo-preneur. I love the artistry of hair color and the relationships with my clients. This business is a labor of love, and it shows in every detail. The studio has a light, airy vibe that lends itself to a relaxing experience for all who enter. It has been a passion of mine to question the status quo that the salon experience has become. I have found that a smaller, my intimate space has a calming and personalized way about it. I see about 6 people a day and have created the business of my dreams. Linmay Studio is a modern-day salon, and the direction my industry is going in. I have a podcast for industry professionals where I discuss business, self-worth, and industry topics. I am so passionate about this industry and moving the needle forward for hair professionals everywhere. My business is what I am most proud of because I have remained true to myself as I built it.

Services to be funded: * Rent/mortgage

Do you need financial assistance with City licensing or permitting requirements? No

Please describe how you intend to use Emergency Assistance Entrepreneurship Grant funding to help your business (500 words max) *

I would use this grant to pay my back rent that my landlord was kind enough to hold off on me paying during the pandemic. My rent is $1,471.49. I owe two months currently and would benefit from this grant as my unemployment has not come through yet. I was hoping to be able to use that to pay my rent.

Please describe how your business has been affected by the pandemic (500 words max) *

My business closed on March 17th and is hoping to reopen the first of June. I have currently forgone $35,000 of revenue and still have my operating expenses to pay. The pandemic has taken a recession-proof industry and turned it on its head. I had no idea that something like this could happen and that my industry would be among the most hit. I would be interested in putting a group of salon professionals in Evanston together for networking and act as an industry connector here in Evanston. Let me know, I have so many salon friends and feel
having a network would be amazing.

*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).

Date*

Thursday, May 28, 2020
Memorandum

To: Honorable Mayor and Members of the City Council

CC: Members of Administration and Public Works Committee

From: Stefanie Levine, Project Manager

CC: David Stoneback - Public Works Agency Director; Lara Biggs - City Engineer

Subject: Approval of Change Order #1 with SmithGroup, for the Shoreline Condition Assessment Engineering Services Agreement

Date: June 8, 2020

Recommended Action:
Staff recommends the City Council authorize the City Manager execute Change Order #1 to an existing agreement with SmithGroup (35 E. Wacker Drive, Suite 900, Chicago, IL 60601) for the Shoreline Condition Assessment Project in the amount of $26,000. This change order will increase the total contract amount from $74,500 to $100,500.

Funding Source:
Funding will be provided from the Capital Improvement Fund 2020 General Obligation Bonds Facilities Contingency Account (Account 415.40.4120.62145 - 520011). This line item has an approved FY 2020 budget of $600,000 and a YTD balance of $256,344.

Council Action:
For Action

Summary:
Record high water levels combined with recent severe storms and intense wave action have resulted in significant damage to the lakefront’s revetment (rock wall parallel to the shoreline) and groin systems (sheet pile walls perpendicular to the shoreline). Conditions in some areas have deteriorated to the point where loss of parkland and permanent damage or loss of several City lakefront buildings is a potential threat. Additionally, some sections of the revetment system have destabilized to the point that public safety in these areas is an immediate concern. With the heavy rains seen thus far this spring, lake levels are projected to rise further, exacerbating this already significant issue.

On February 24, 2020 the City Council awarded a sole-source contract to SmithGroup to provide coastal engineering services to evaluate lakefront conditions and prepare
construction documents for emergency repairs. On April 27, 2020, staff presented SmithGroup's initial findings to the Council. The presentation identified four City controlled sites and one IDOT controlled roadway in need of immediate repair. The recommended repairs are intended to protect the public from revetment failure, prevent permanent damage or loss of three beach houses, prevent loss of public parkland and prevent roadway closures.

Currently, SmithGroup is preparing construction documents to provide immediate repairs to the four City controlled sites identified at Greenwood Beach (north), Elliot Park (south), Dempster Street Launch and Garden Park (north). Staff has also contacted IDOT to discuss concerns surrounding conditions at their roadway (Sheridan Road between South Boulevard and the southern end of the City).

In order to progress the completion of the emergency work at the four City controlled sites, SmithGroup was requested to submit a proposal to provide engineering services for bidding assistance and construction administration services. These are services beyond the initial evaluation of the lakefront condition and must be added to their existing contract. Work that will be performed with these additional services include:

**Bidding Assistance:**
1. Attend a pre-bid conference
2. Address bidder technical questions/issue bid addenda
3. Evaluate bids received
4. Provide award recommendations to the City

**Construction Administration:**
1. Prepare and issue construction documents incorporating addenda
2. Review/approve contractor submittals, shop drawings and material samples
3. Attend one pre-construction meeting
4. Conduct periodic review of work on site
5. Review/respond to contractor requests for information
6. Review/approve contractor pay requests
7. Prepare pricing requests for additional construction services
8. Prepare construction punch lists
9. Review/approve project closeout documents and as-builts

The current schedule for the above work is to bid the project in July 2020 and perform construction between September and November of 2020 in order to prepare the sites in need of urgent repairs in time for the 2020/2021 winter storm season.

SmithGroup’s Change Order proposal complies with the city’s M/W/EBE program goals, allocating 25% of the change order amount to their MBE engineering subconsultant (D’Escoto).

**Legislative History:**
On February 24, 2020, City Council approved a Sole-Source Contract with SmithGroup for the Shoreline Condition Assessment.

Attachments:
SmithGroup Change Order #1 Proposal
May 15, 2020

Transmitted – (Via E-Mail)

Ms. Stefanie Levine
Senior Project Manager
City of Evanston
2100 Ridge Avenue
Evanston, IL 60201

RE: City of Evanston – Shoreline Condition Assessment, Change Order #1

Dear Stefanie:

On behalf of SmithGroup, Inc., (“SmithGroup”) I am pleased to submit this proposal to the City of Evanston (“City”) to provide Bidding Support and Construction Administration Services for the Shoreline Condition Assessment project. The following is our understanding of the services which are to be provided.

UNDERSTANDING OF THE PROJECT

On February 24, 2020 the City of Evanston approved a contract with SmithGroup to provide engineering services related to the City’s lakefront. The scope of services approved at that time included producing construction documents for up to 5 Urgent Needs sites. The original contract did not include bidding and construction administration services, and the City has requested that SmithGroup provide those services for the Urgent Needs sites, which are:

- Greenwood Beach;
- Elliot Park;
- Dempster Street Launch Facility; and
- Garden Park.

The City intends to bid and award a construction contract in the summer of 2020, with construction taking place at the Greenwood Beach, Elliot Park, Dempster Street and Garden Park locations in the fall of 2020. No work will take place under this contract at Sheridan Road in 2020.

SCOPE OF SERVICES

Task CO1. Bidding Services

SmithGroup will provide the following bidding support services:

SmithGroup will attend the Client’s pre-bid conference to receive technical questions from the bidders and respond as appropriate by issuing addenda to the bid documents to clarify the design intent. SmithGroup will evaluate the bids, check contractor references, and make a recommendation to the City for award.

---

City of Evanston | Shoreline Condition Assessment | SmithGroup
---|---|---
Evanston, IL | | 12274

CHANGE ORDER #1 PROPOSAL | - 1 - | 05/15/2020
SMITHGROUP

Deliverables – SmithGroup will prepare bid addendum package (assumed no more than 1) and recommendation for award memorandum.

Bid advertisement, bid opening and award shall be by the City.

Task CO2. Construction Administration Services
SmithGroup will commence Construction Administration (CA) services and responsibilities upon the award to a Contractor of one contract for construction of the project. SmithGroup will provide the following CA services:

a) SmithGroup will prepare final Issued for Construction documents incorporating addenda.

b) SmithGroup will promptly monitor and coordinate with the Contractor the timing of submittals; check, note and review Shop Drawings, material samples, and other submissions and proposals of the Contractor for compliance with the working drawings, specifications, and design intent.

c) SmithGroup will attend one pre-construction meeting (hosted by the City).

d) SmithGroup will make periodic visits to the site during construction. During the site visits, SmithGroup will become generally familiar with the progress and quality of the work and will determine, in general, if the work is proceeding in accordance with the Contract Documents. SmithGroup will prepare a field report after each site visit to be delivered electronically within 3 business days after the site visit.

e) SmithGroup will review RFI’s submitted by the Contractor and respond by preparing and distributing bulletins, change orders, and supplemental instructions and clarifications, when directed by the City.

f) SmithGroup will review the contractor’s monthly pay applications and certify the application if progress and quality of the construction is consistent with the content of the application.

g) SmithGroup will prepare pricing requests to the contractor, and review contractor proposals for change order, when directed by the City.

h) SmithGroup will conduct one site visit to determine the date of Substantial Completion of the work by the Contractor, and shall compile a “Punch List” of items that are not in compliance with the Contract Documents. SmithGroup will make one subsequent site visit to observe completion of the Punch List items.

i) SmithGroup will review contractor closeout documents and as-builts (assumed submitted in 1 package and prepared by the Contractor) and will deliver them to the Client within thirty calendar days after completion of construction and before final payment is requested.

ADDITIONAL ASSUMPTIONS
SmithGroup will not have control or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, or for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the work, or for the failure.

<table>
<thead>
<tr>
<th>City of Evanston</th>
<th>Shoreline Condition Assessment</th>
<th>SmithGroup</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evanston, IL</td>
<td>12274</td>
</tr>
</tbody>
</table>

CHANGE ORDER #1 PROPOSAL - 2 - 05/15/2020
of any of them to carry out the work in accordance with the Contract Documents, unless SmithGroup has observed a defect in the work and fails to report the same in writing to the Client, or should have observed the defect in the exercise of the standard of professional care set forth in this agreement.

PREPARATION OF DIGITAL DATA
In the event SmithGroup is requested to prepare digital data for transmission to the Owner’s consultants, contractors or other Owner authorized recipients (“Digital Data”), the Owner acknowledges that due to the limitations of the digital data software, not all elements of SmithGroup’s services may be represented in the Digital Data, this being in the sole discretion of SmithGroup. Accordingly, although SmithGroup will endeavor to represent all material elements of SmithGroup’s services in the Digital Data, any use shall not relieve the Owner’s consultants, contractors, or other Owner authorized recipients or their respective obligations. The Owner agrees that it will include this provision in any agreements with its consultants, contractors, or other Owner authorized recipients, in which Digital Data is provided.

SCHEDULE

<table>
<thead>
<tr>
<th>Task:</th>
<th>Assumed Start</th>
<th>Assumed End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task CO1</td>
<td>July 8, 2020</td>
<td>September 3, 2020</td>
</tr>
<tr>
<td>Task CO2</td>
<td>September 8, 2020</td>
<td>December 31, 2020</td>
</tr>
</tbody>
</table>

Proposed schedule is dependent on City of Evanston procurement processes and Contractor schedule and work performance.

CONSULTANTS
SmithGroup anticipates using the following consultants for this project and the costs will be borne by SmithGroup and are included in SmithGroup Lump Sum fee.

D’Escoto (MBE) – Civil Engineering and Field Inspection Support ($6,500)

COMPENSATION or PROFESSIONAL SERVICES FEE
City of Evanston shall compensate SmithGroup for the scope of services outlined above a fixed fee lump sum of $26,000, which includes expenses.

<table>
<thead>
<tr>
<th>Task:</th>
<th>% of Project</th>
<th>Fee ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task CO1</td>
<td>20%</td>
<td>$ 5,800</td>
</tr>
<tr>
<td>Task CO2</td>
<td>80%</td>
<td>$23,200</td>
</tr>
<tr>
<td>*Credit (removal of Sheridan Road)</td>
<td>($3,000)</td>
<td></td>
</tr>
</tbody>
</table>

Total this Change Order $26,000

*Credit: The total number of sites to be included in the Urgent Needs sites construction documents has been reduced from 5 to 4 due to the elimination of Sheridan road from the bid package. The value of this credit is estimated at 10% of the total value of Task 4 in the original contract. This results in a credit from the original scope of services of ($3,000).
ADDITIONAL SERVICES
Requests for additional services or staff will be documented by SmithGroup (if given verbally), and the work will commence upon (City of Evanston) approval of an estimated fee for that effort or, if not agreed otherwise, (City of Evanston) shall reimburse SmithGroup on an hourly basis of SmithGroup’s project staff actively engaged for all personnel hours worked on the project, according to the attached 2020 hourly rate sheet.

Regards,

Paul J. Wiese
Vice President

Enclosures:  Contract Amendment Form
2020 Hourly Rate Sheet
Memorandum

To: Honorable Mayor and Members of the City Council
From: Nicholas Cummings, Deputy City Attorney
Subject: Resolution 48-R-20, Terminating Limits on Third-Party Food Delivery Service Fees on July 13, 2020
Date: June 8, 2020

Recommended Action:
Staff recommends City Council adoption of Resolution 48-R-20, Terminating Limits on Third-Party Food Delivery Service Fees on July 13, 2020.

Council Action:
For Action

Summary:
With the recent COVID-19 outbreak, the State of Illinois is under a disaster proclamation and a state of emergency declared in Evanston. As part of this disaster proclamation, the Governor of Illinois has issued orders mandating that individuals shelter-in-place and requiring all non-essential business activities to cease. Restaurants in the City have been forced to end dine-in operations and now solely rely on delivery, drive-through, and takeout options.

Many consumers use third-party delivery platforms to order food from Evanston restaurants. Some of these third-party delivery platforms have waived fees on the consumer side but continue to charge fees to restaurants. These fees can represent a significant portion of the restaurant's revenues and can potentially erase any profit realized by the restaurant.

City Council previously passed a resolution prohibiting third-party delivery platforms from charging restaurants in the City more than 15% in fees, easing the financial burden on local restaurants while still allowing these third-party delivery platforms to recognize a significant profit. However, this resolution did not provide a termination date for the 15% cap on third-party food delivery service fees.

Resolution 48-R-20 provides a July 13, 2020 termination date for this 15% cap on third-party food delivery service fees.

Attachments:
48-R-20 Terminating Limits on Third Party Delivery Service Fees on July 13
A RESOLUTION

TERMINATING THE LIMITS ON THIRD-PARTY FOOD DELIVERY SERVICE FEES ON JULY 13, 2020

WHEREAS, the City of Evanston, Cook County, Illinois ("City"), is a home rule unit of government and, pursuant to the provisions of Section 6(a) of Article VII of the Illinois Constitution, may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency concerning the Novel Coronavirus Disease ("COVID-19") outbreak; and

WHEREAS, on March 9, 2020, the Governor of Illinois issued a disaster proclamation for the State of Illinois concerning the COVID-19 outbreak; and

WHEREAS, on March 15, 2020, the Mayor declared a state of emergency due to the COVID-19 outbreak pursuant to Section 9-9-3 of the City Code; and

WHEREAS, the Evanston City Council has extended the state of emergency due to the persistence of the COVID-19 outbreak; and

WHEREAS, in March and April 2020, the Governor of Illinois issued Executive Orders mandating individuals living in Illinois shelter at home and requiring all non-essential business activities and operations to cease; and
WHEREAS, in order to reduce the spread of the COVID-19 virus and protect public health, the shelter-at-home orders prohibit restaurants in the City from offering dine-in services, limiting restaurants to delivery, drive-through, and take-out options only; and

WHEREAS, many consumers use third-party applications and websites to place orders with restaurants for delivery and takeout, and these third-party platforms charge restaurant fees; service agreements between some restaurants and third-party platforms provide that the platform charges the restaurant 10% of the purchase price per order, while some agreements provide for higher per-order fees; and

WHEREAS, restaurants and especially small business restaurants, have limited bargaining power to negotiate lower fees with third-party platforms, given the high market saturation of third-party platforms, and the financial pressures small business restaurants are facing during the state of emergency; and

WHEREAS, the Evanston City Council capped the per-order fees of third-party food delivery platforms at 15% in order to accomplish the legitimate public purpose of easing the financial burden on struggling restaurants during this emergency while not unduly burdening third-party platforms, but did not provide a termination date for the 15% cap on per-order fees.

NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The prohibition on third-party food delivery services charging a covered establishment a fee per online order for the use of its services that totals

~2~
more than 15% of the purchase price of such online order shall terminate on July 13, 2020.

**SECTION 2:** This Resolution 48-R-20 will be in full force and effect from and after the date of its passage and approval in the manner provided by law.

_______________________________
Stephen H. Hagerty, Mayor

Attest: 

______________________________
Eduardo Gomez, Deputy City Clerk

Approved as to form:

______________________________
Kelley A. Gandurski, Corporation Counsel

Adopted: __________________, 2020
Memorandum

To: Honorable Mayor and Members of the City Council
From: Nicholas Cummings, Deputy City Attorney
Subject: Resolution 49-R-20, Extending the Declared State of Emergency to July 13, 2020
Date: June 8, 2020

Recommended Action:
Staff recommends City Council adoption of Resolution 49-R-20 extending the declared State of Emergency to July 13, 2020.

Council Action:
For Action

Summary:
The Mayor of the City of Evanston declared a state of emergency in the City in response to the COVID-19 outbreak on March 15, 2020. Section 11 of the Illinois Emergency Management Act provides that the Mayor's declaration will only last seven (7) days without City Council consent. Given the fact that there is no immediate end to the COVID-19 outbreak in sight, staff recommends that City Council adopt Resolution 49-R-20 to extend the current state of emergency to July 13, 2020, the date of the next scheduled City Council meeting.

Attachments:
Resolution 49-R-20 Extending State of Emergency to July 13
A RESOLUTION
Extending the Declared State of Emergency to July 13, 2020

WHEREAS, the City of Evanston, Cook County, Illinois (“City”), is a home rule unit of government and, pursuant to the provisions of Section 6(a) of Article VII of the Illinois Constitution, may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency concerning the Novel Coronavirus Disease (“COVID-19”) outbreak; and

WHEREAS, on March 9, 2020, the Governor of Illinois issued a disaster proclamation for the State of Illinois concerning the COVID-19 outbreak that was to last 30 days; and

WHEREAS, on March 15, 2020, the Mayor declared a state of emergency due to the COVID-19 outbreak pursuant to Section 9-9-3 of the City Code; and

WHEREAS, Section 11 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, provides that a disaster declaration by the principal executive officer of a political subdivision shall not last longer than seven (7) days without the consent of the governing board of the political subdivision; and

WHEREAS, the City Council found it appropriate extend the declared state of emergency until April 13, 2020; and
WHEREAS, on April 1, 2020, the Governor of Illinois issued an Executive Order extending the State’s disaster proclamation, requiring individuals to stay at home or their place of residence for an additional 30 days; and

WHEREAS, the City Council found it appropriate to extend the state of emergency until May 11, 2020 and again to June 8, 2020; and

WHEREAS, on April 30, 2020, the Governor of Illinois issued Executive Orders extending the State’s disaster proclamation and requiring individuals to stay at home or their place of residence until May 30, 2020; and

WHEREAS, the City Council finds it appropriate to extend the current state of emergency until the date of the first June City Council meeting, July 13, 2020; and

NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: The current declared state of emergency is hereby extended up to and including July 13, 2020.

SECTION 2: This Resolution 49-R-20 will be in full force and effect from and after the date of its passage and approval in the manner provided by law.

_______________________________
Stephen H. Hagerty, Mayor
Attest: Eduardo Gomez, Deputy City Clerk

Approved as to form: Kelley A. Gandurski, Corporation Counsel

Adopted: ________________, 2020
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Shane Cary, Architect/Project Manager
CC: David Stoneback, Public Works Agency Director; Lara Biggs, Bureau Chief - Capital Planning/City Engineer; Stefanie Levine, Senior Project Manager
Subject: Resolution 51-R-20 Authorizing the City Manager to Enter into a Contract to Reconstruct the Fleetwood-Jourdain Gym Floor Without Utilizing a Public Bidding Process
Date: June 8, 2020

Recommended Action:
Staff recommends the City Council adoption Resolution 51-R-20 authorize the City Manager to execute an agreement with Bodala, Inc. DBA Central Rug and Carpet (3006 Central Street, Evanston, Illinois, 60201) in the amount of $593,851 without utilizing a public bid process. Two-thirds (2/3) vote of the aldermen is required to approve this item.

Funding Source:
Funding is provided from the Capital Improvement Fund 2020, 2020 General Obligation Bonds (Account 415.40.4120.65515-619024), in the amount of $593,851. This item has an FY2020 budget of $250,000. The remaining funding is from savings in other projects and facilities contingency. A detailed funding table is included in the information below.

Council Action:
For Action

Summary:
The gym floor at the Fleetwood-Jourdain Community Center has an issue with swelling and buckling caused by moisture. On October 14, 2019, City Council approved a contract with Raths, Raths, & Johnson, a forensic architect, to investigate the source of the water. Their report indicated that the moisture damage is most likely due to two sources:

- A sewer backup in the kitchen floor drain which flooded the kitchen and auditorium, and the gym.
- Groundwater that infiltrated up through the volleyball stanchions embedded into the floor.
Other potential sources of the moisture identified in the report include groundwater infiltrating up through the concrete subfloor, inadequate control of relative humidity in the gym, refinishing of the wood floor before new HVAC equipment had not yet been fully commissioned and floor cleaning procedures. Steps have been taken or are being taken to address each of the identified potential sources of the moisture except where floor removal is required.

On March 9, 2020 City council adopted Resolution 23-R-20, authorizing the City Manager to enter into contracts for the design and construction without utilizing a public bidding process. Raths, Raths, & Johnson’s report was used by McGuire Igleski and Associates to create a design for a new gym floor and prepare construction documents for construction. The work will require removing the gym floor and a portion of the subfloor system down to the structural concrete slab. This will then be replaced with a series of flooring layers that will stop the migration of water and provide a level surface for a new maple wood gym floor.

The schedule for this project is challenging. The intent has been to complete the floor restoration to allow basketball to be played in the gym this September. The nature of the construction is unlikely to allow the project to be complete by the beginning of September, but if the council authorizes this contract, the gym floor could be ready for limited use in September with a few lagging items to complete in October.

The cost of this construction is substantially higher than was budgeted. This is largely because the recommended solution for the moisture mitigation is more invasive than was originally hoped and requires the sub-floor to be completely demolished and reconstructed. This extent of demolition and reconstruction was not included in the original budget estimate.

Analysis:
The construction documents were shared with five general contracting companies. The City received three responses as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Address</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bodala, Inc., dba Central Rug &amp; Carpet</td>
<td>3006 Central Street Evanston, Illinois 60201</td>
<td>$593,851.00</td>
</tr>
<tr>
<td>G.A. Johnson &amp; Son</td>
<td>826 Foster Street Evanston, Illinois 60201</td>
<td>$652,330.00</td>
</tr>
<tr>
<td>Frank Stowell &amp; Sons, Inc.</td>
<td>8135 Lawndale Ave Skokie, Illinois 60076</td>
<td>$726,981.00</td>
</tr>
<tr>
<td>Meccor Industries</td>
<td>3033 Oakton Street Skokie, Illinois 60076</td>
<td>Non-responsive</td>
</tr>
<tr>
<td>W. B. Olson Incorporated</td>
<td>3235 Arnold Lane Northbrook, Illinois 60062</td>
<td>Non-responsive</td>
</tr>
</tbody>
</table>

Staff reviewed the three bids submitted. Central Rug & Carpet has a long history of doing projects with the City of Evanston and has recently performed the interior renovation at
Fleetwood-Jourdain Community Center. Their work has always been satisfactory. Therefore, staff is recommending award of the contract to Central Rug & Carpet. Central Rug & Carpet is an Evanston Business and will comply with the City’s M/W/EBE goals. A memo reviewing their compliance with M/W/EBE and LEP programs is attached.

Detailed Financial Summary:
The following is a detailed breakdown of the funding sources:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account</th>
<th>FY 2020 Budget</th>
<th>Available Budget</th>
<th>Contract Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 GO Bonds – FJ Gym Floor Improvements</td>
<td>415.40.4120.65515-619024</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>2020 GO Bonds – Savings from Other Projects</td>
<td>415.40.4120.65515-619024</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>2020 GO Bonds – Facilities Contingency</td>
<td>415.40.4120.65515-619024</td>
<td>$600,000</td>
<td>$400,195</td>
<td>$143,851.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$850,195</strong></td>
<td><strong>$593,851.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Legislative History:
On October 14, 2019, the City Council approved agreement with Raths, Raths, & Johnson, Inc. for Fleetwood-Jourdain Gym Floor Investigation.

On March 9, 2020, the City Council adopted Resolution 23-R-20, authorizing City Manager to enter contracts for the design and reconstruction of the Fleetwood-Jourdain gym floor without utilizing a public bidding process; and entering a contract with McGuire Igleski & Associates for the design.

Attachments:
Resolution 51-R-20, Reconstruct the Fleetwood-Jourdain Gym Floor Without Utilizing a Public Bidding Process
MWEBE Memo - Fleetwood-Jourdain Gym Floor Replacement
51-R-20

A RESOLUTION

Authorizing the City Manager to enter into a Contract to Reconstruct the Fleetwood-Jourdain Gym Floor Without Utilizing a Public Bidding Process

WHEREAS, in July 2018, the City of Evanston’s Parks, Recreation, and Community, and Community Services Department reported water damage to the gym floor at Fleetwood-Jourdain Community Center; and

WHEREAS, despite City efforts to mitigate the damage, the damage to the gym floor at Fleetwood-Jourdain Community Center continued to worsen and rendered the gym unusable beginning in September 2019; and

WHEREAS, the City depends on the gym at Fleetwood-Jourdain Community Center to provide a venue for community activities such as basketball, roller skating, volleyball, after school programs, and special events. The gym is also the location for the FAM basketball league which provides organized basketball league for over one hundred (100) kids each season beginning in late September; and

WHEREAS, the City hired a forensic architect who identified numerous issues that caused the water damage to the gym floor, which will require new a new architectural design and reconstruction of the floor to restore the gym floor to a safe and playable condition; and

WHEREAS, the cost for architectural plans and construction are expected to each exceed twenty-five thousand dollars ($25,000.00); and
WHEREAS, Evanston City Code Section 1-17-1 requires the City to advertise all contracts over twenty-five thousand dollars ($25,000.00) through the City’s request for proposal and/or bid process; and

WHEREAS, the City needs the gym at the Fleetwood-Jourdain Community Center gym to re-open prior to September 2020 to support City programs, the FAM basketball league, and restore a revenue from special events; and

WHEREAS, the City needs the gym at the Fleetwood-Jourdain Community Center gym to re-open prior to September 2020 to support City programs; and

WHEREAS, the City cannot complete the request for proposal process for architectural designs and construction of a new gym, award the contracts, and complete the construction of the new gym floor prior to September 2020; and

WHEREAS, the City Council previously approved Resolution 23-R-20, authorizing the City Manager to enter into a contract without advertising for bids to construct a new gym floor at the Fleetwood-Jourdain Community Center at a cost not to exceed two hundred sixty thousand dollars ($260,000.00) based on an incorrect cost estimate; and

WHEREAS, the actual bid price for construction of the gym floor is five hundred ninety three thousand eight hundred fifty one dollars ($593,851.00); and

WHEREAS, Section 1-17-1 of the Evanston City Code permits City Council to permit the City Manager to enter into contracts over twenty-five thousand dollars ($25,000.00) without advertising for bids with approval of two-thirds (2/3) of all Aldermen.
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 enter into a contract to construct a new gym floor at the Fleetwood-Jourdain Community Center without advertising the contract for bids. The contract to construct a new gym floor at the Fleetwood-Jourdain Community Center shall not exceed five hundred ninety three thousand eight hundred fifty one dollars ($593,851.00).

SECTION 3: The City Manager is hereby authorized to execute payment all required payments for the contract permitted in Section 2.

SECTION 4: 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: Resolution 51-R-20 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

Approved as to form:

_______________________________
Kelley Gandurski, Corporation Counsel

Adopted: _____________________, 2020
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Sharon Johnson, Acting Deputy City Manager
CC: Hitesh Desai, Chief Financial Officer; Tammi Nunez Purchasing Manager
Subject: MWEBE Memo - Fleetwood-Jourdain Gym Floor Replacement
Date: June 8, 2020

Recommended Action:
The Purchasing Division recommends City Council accept and place on file the MWEBE Memo for the Fleetwood-Jourdain Gym Floor Replacement.

Council Action:
For Action: Accept and Place on File

Summary:
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 Gym Floor Replacement, Central Rug and Carpet's, total base bid is $593,851.00 and they are found to be in compliance with the City’s MWEBE 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>Central Rug and Carpet</td>
<td>Flooring</td>
<td>$593,851.00</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3006 Central Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evanston, IL 60201</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total M/W/EBE</td>
<td></td>
<td>$593,851.00</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Rajeev Dahal, Senior Project Manager
CC: David D. Stoneback - Public Works Director, Lara Biggs - City Engineer
Subject: Ordinance 56-O-20 Amending City Code Section 10-11-5(D), Schedule V(D) "Four-Way Stops" to Include Four-Way Stops at Hastings Avenue and Colfax Street.
Date: June 8, 2020

Recommended Action:
Staff recommends City Council adoption of Ordinance 56-O-20 by which the City Council would amend Section 10-11-5(D), Schedule V(D) of the City Code to establish a 4-Way Stop Control at the intersection of Hastings Avenue & Colfax Street.

Funding Source:
Funding will be through the General Fund-Traffic Control Supplies (Account 100.40.4520.65115), with a FY 2020 budget of $58,000 and remaining balance of $36,230.

Council Action:
For Introduction

Summary:
The Public Works Agency received a petition for 4-way stop signs from residents expressing safety concerns at the intersection of Hastings Avenue and Colfax Street. The concerns are lack of sidewalks for several blocks on either side of Colfax Street which requires pedestrians to cross the street at Hastings Avenue, sight line issues due to parked cars, and the proximity of Bent Park. Currently, Hastings Avenue approaches to the intersection are controlled by stop signs, and the Colfax Street traffic has the free flow. The installation of 4-way stop signs would provide gaps in traffic flow and allow children and other pedestrians to cross Colfax Street in a safer manner. Alderman Suffredin supports this recommendation.

Attachments:
Ordinance 56-O-20 4-Way Stop at Hastings & Colfax
56-O-20
AN ORDINANCE
Amending City Code Section 10-11-5(D), Schedule V(D)
“Four-Way Stops” to Include Four-Way Stops at Hastings Avenue and Colfax Street

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: City Code Section 10-11-5(D), Schedule V(D), “Four-Way Stops” of the Evanston City Code of 2012, as amended, is hereby further amended by to include the following:

(D) Four-Way Stops.

N. & S. and E. & W. traffic at Hastings Avenue and Colfax 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: This Ordinance 56-O-20 shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

SECTION 5: If any provision of this Ordinance 56-O-20 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 56-O-20 that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance 56-O-20 is severable.

Introduced:___________________, 2020

Adopted:___________________, 2020

Approved:___________________, 2020

______________________________
Stephen H. Hagerty, Mayor

Attest:______________________________
Kelley Gandurski
Corporation Counsel
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of Administration and Public Works Committee
From: Hitesh Desai, Chief Financial Officer
Subject: Ordinance 55-O-20, Amending the Amusement Tax
Date: June 8, 2020

Recommended Action:
Staff recommends City Council adoption of Ordinance 55-O-20 amending the Amusement Tax to include online streaming services and to increase the amusement tax on venues with capacity over 1500 audience members.

Funding Source:
Amusement Tax revenue is deposited to the City's General Fund.

Council Action:
For Action

Summary:
During the 2020 budget process, City Council approved an increase to the amusement tax from 4% to 5%. When this increase was approved, Council requested a follow-up discussion on ways to change Evanston's amusement tax to apply to some non-profit businesses. This discussion was held on January 27, 2020. Ordinance 55-O-20 reflects changes requested at this discussion.

Current Amusement Tax
The City Code section 3-2-17-2 defines “amusement” for the purpose of the tax as below:
Any event, exhibition, performance, presentation, or show for amusement purposes which is exhibited or staged in the City, including, but not limited to, the following:
(A) Any comedic, theatrical, dramatic, musical, opera, or spectator performance (except athletic contests) or production, or similar live or recorded amusement;
(B) Any show, motion picture show, antique or flower show, speech or lecture;
(C) Any exhibition of art or handicrafts or products;
(D) Any poultry or animal show, animal act, circus, or rodeo.

Section 3-2-17-1 states “that the amusement tax shall not apply to the following”:
(A) Governmental agencies;
(B) Religious societies or organizations;
(C) Live performances conducted or sponsored by not-for-profit institutions, organizations, groups or societies where no part of the net earnings inure to the benefit of any private shareholder or person.

Proposed Changes
Ordinance 55-O-20 includes three changes to the City's current amusement tax:
1. Excludes events at venues with a capacity of under 100 audience members (exemption does not apply to motion pictures shows).
2. Establishes new rate of 7% on large amusement events with a capacity over 1501 audience members.
3. Adds 5% tax to amusements delivered electronically, known as a Streaming Tax.

These proposed changes to the amusement tax accomplishes a number of the goals discussed during the January 27, 2020 City Council meeting and during the 2020 budget process.

First, the new structure excludes from the amusement tax all live events in venues with a capacity of under 100 audience members. This addresses concerns that were brought forward by City Council and community members about taxing small businesses that hold performance events, like restaurants or coffee shops. This change is expected to result in small reduction in tax revenue.

Secondly, the proposed structure applies a higher rate on very large events of 1501 or more attendees, whether hosted by a for-profit or non-profit entity. Events of this size place a high burden on City services including public safety, parking enforcement, and traffic controls. There is also a higher impact on the immediately surrounding community including increased parking, car and foot traffic, and litter. Applying a higher rate to amusement events of this size is reflective of the greater impact that events of this size have on the community. One event with 2,000 attendees and $40 tickets would yield $5,600 when taxed at the 7% rate (a 7% tax on a $40 ticket would be $2.80).

Finally, a new category of amusement is added to include video streaming, audio streaming, and online games, at the existing rate of 5%. This mirrors the Chicago Streaming Tax, though the Chicago rate is 9%. Due to the impacts of the COVID-19 pandemic, the City is expected to receive only very little amusement tax revenue from in-person events, which is budgeted at $430,000. With the rise in popularity of streaming amusements, staff recommends expansion of the tax to cover these activities. Based on current enrollment, staff conservatively estimates revenue of $115,000 from streaming services.

Attachments:
55-O-20 Amending 3-2-17 Amusement Tax
AN ORDINANCE

Amending City Code 3-2-17, “Amusement Tax,” to Include Online Streaming Services and to Increase the Amusement Tax on Venues with Capacity Over 1500 Audience Members

WHEREAS, the City of Evanston, Cook County, Illinois, (“City”) is a home rule unit of government and, pursuant to the provisions of Article VII, Section 6(a) of the Illinois Constitution, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

WHEREAS, pursuant to Article VII, Section 6(a) and Section 6(i) of the Illinois Constitution in conjunction with 65 ILCS 5/11-42-5 of the Illinois Municipal Code, the City is authorized to impose a tax upon amusements; and

WHEREAS, the City now desires to impose a tax upon the amusement of video streaming, audio streaming and online games delivered within the City (“Streaming Tax”); and

WHEREAS, the Illinois Mobile Telecommunications Sourcing Conformity Act (“MTSCA”), 35 ILCS 638/1 et seq., regulates the taxation of mobile telecommunication services; and

WHEREAS, the City in accordance with the MTSCA regulates the taxation of mobile telecommunications services within the City; and

WHEREAS, the City’s Streaming Tax will provide much needed revenue to promote the general health, safety, and welfare of the City and its residents within the City; and
WHEREAS, the Mayor and City Council of the City hereby believe that it is
in the best interest of the City and its residents to impose said Streaming Tax.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF

THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: Title 3, Chapter 2, Section 17, “Amusement Tax,” of the
Evanston City Code of 2012, as amended, is hereby amended to read as follows:

3-2-17-1. - TAX IMPOSED.

(A) A tax of five percent (5%) on the admission fee or charge is imposed upon every
amusement patron for the privilege of admission to any amusement in the City,
however, that the amusement tax shall not apply to the following.

(A) Governmental agencies;
(B) Religious societies or organizations;
(C) Live performances conducted or sponsored by not-for-profit institutions,
organizations, groups or societies where no part of the net earnings inure to the
benefit of any private shareholder or person;
(D) Venues with a capacity under one hundred (100) audience members.

(B) A tax of seven percent (7%) on the admission fee or charge is imposed upon
every amusement patron for the privilege of admission to any amusement in the City
with a capacity over one thousand five hundred and one (1501) audience members or
any amusement with over one thousand five hundred and one (1501) in attendance.

(C) In the case of amusements that are delivered electronically to mobile devices, as
in the case of video streaming, audio streaming and online games, the rules set forth in
the Illinois Mobile Telecommunications Sourcing Conformity Act, 35 ILCS 638, as
amended, may be utilized for the purpose of determining which customers and charges
are subject to the tax imposed by this Chapter.

3-2-17-2. - DEFINITIONS.

For purposes of this Section 3-2-17, the following terms, phrases, and words shall have the
meanings given to them in this Section:

| ADMISSION FEE or CHARGE. | Any fee or charge made or received for admission to any
amusement, whether or not represented by a ticket or admission
stub or receipt of any kind. An admission fee or charge includes,
but is not limited to, all fees or charges for seats, chairs, tables,
benches, space to stand or sit, special seating area, tent, structure,
booth, or similar accommodations made as aforesaid.

~2~
which there is a fee or charge.

<table>
<thead>
<tr>
<th>AMUSEMENT.</th>
<th>Any event, exhibition, performance, presentation, or show for amusement purposes which is exhibited or staged in the City, including, but not limited to, the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>Any comedic, theatrical, dramatic, musical, opera, or spectator performance (except athletic contests) or production, or similar live or recorded amusement;</td>
</tr>
<tr>
<td>(B)</td>
<td>Any show, motion picture show, antique or flower show, speech or lecture;</td>
</tr>
<tr>
<td>(C)</td>
<td>Any exhibition of art or handicrafts or products;</td>
</tr>
<tr>
<td>(D)</td>
<td>Any poultry or animal show, animal act, circus, or rodeo;</td>
</tr>
<tr>
<td>(E)</td>
<td>Any paid television programming, whether transmitted by wire, cable, fiber optics, laser, microwave, radio, satellite or similar means;</td>
</tr>
<tr>
<td>(F)</td>
<td>Any video streaming, audio streaming or online games delivered electronically to mobile devices.</td>
</tr>
</tbody>
</table>

<p>| AMUSEMENT PATRON. | (A) Any person admitted to any amusement in the City for which an admission fee or charge is imposed;                                                                                       |
|                  | (B) Any person who purchases or otherwise acquires a ticket or pass of any kind from a place other than the location where such ticket or pass is purchased or acquired for admission to any |</p>
<table>
<thead>
<tr>
<th><strong>amusement within the City.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OWNER.</strong></td>
</tr>
<tr>
<td>(A) With respect to the owner of a place where amusement is being held, any person with an ownership or leasehold interest in a building, structure, vehicle, boat, area or other place who presents, conducts or operates an amusement in such place or who allows, by agreement or otherwise, another person to present, conduct or operate amusement in such place;</td>
</tr>
<tr>
<td>(B) With respect to the owner of an amusement, any person which has an ownership or leasehold interest in such amusement or any person who has a proprietary interest in the amusement so as to en Title such person to all or a portion of the proceeds from the operation, conduct or presentation of such amusement, excluding proceeds from nonamusement services and from sales of tangible personal property.</td>
</tr>
<tr>
<td>(C) With respect to the owner of an amusement, any person operating a community antenna television system or wireless cable television system, or any person receiving consideration from the patron for furnishing, transmitting or otherwise providing access to paid television programming.</td>
</tr>
<tr>
<td><strong>PAID TELEVISION.</strong></td>
</tr>
<tr>
<td>Programming that can be viewed on a television or other screen, and is transmitted by cable, fiber optics, laser, microwave, radio, satellite or similar means to members of the public for consideration.</td>
</tr>
<tr>
<td><strong>PERSON.</strong></td>
</tr>
<tr>
<td>Any natural individual, firm, society, foundation, institution, partnership, limited liability company, association, joint stock company, joint venture, public or private corporation, receiver, executor, trustee or other representative appointed by the order of any court, or any other entity recognized by law.</td>
</tr>
</tbody>
</table>
3-2-17-3. - COMPUTATION OF TAX.

For the purpose of determining the amount of the amusement tax due under this Section 3-2-17, admission fees or charges shall be computed exclusive of the amusement tax, any Federal or State taxes imposed upon the amusement patron and any separately stated charges for nonamusement services or for sales of tangible personal property.

3-2-17-4. - COLLECTION, PAYMENT AND ACCOUNTING.

(A) Every owner, manager or operator of amusement or of a place where an amusement is being held must collect from each patron the tax imposed by this Section 3-2-17. The monthly verified return for each completed calendar month shall be due within twenty (20) days of the completion of the previous calendar month. A verified statement of admission or charges in a form prescribed by the Finance Director must accompany each remittance. Acceptance by the City of any amount tendered in payment of the tax must be without prejudice to any claim, demand or right on account of any deficiency.

(B) Canceled admission tickets, stubs, receipts, and complete and accurate records, books and accounts in detail of all receipts must be kept at the place of amusement or such other place in the City as may be designated in writing by the person liable for collection of the tax, addressed to the Finance Director. All such books, records and accounts will be open to inspection by the Finance Director or his/her designee, at all reasonable times during regular business hours.

(C) For purposes of this Chapter, it shall be presumed that the amount of the Streaming Tax imposed on each Person, unless the taxpayer or tax collector provides otherwise with books, records, or other documentary evidence, has been collected from the Person by the Owner. The ultimate incidence of the Streaming Tax shall remain on the Person and shall never be shifted to the Owner.

(D) Every owner, manager or operator who is required to collect the tax imposed by this Section 3-2-17 will be considered a tax collector for the City. All amusement taxes collected must be held by such tax collector as trustee for and on behalf of the City. The failure of the tax collector to collect the tax will not excuse or release the patron from the obligation to pay the tax.

SECTION 2: The findings and recitals contained herein are declared to be prima facie evidence of the law of the City and must be received in evidence as provided by the Illinois Compiled Statutes and the courts of the State of Illinois.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are
hereby repealed.

SECTION 4: This ordinance will be in full force and effect on October 1, 2020, after its passage, approval, and publication in the manner provided by law.

SECTION 5: If any provision of this ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity must 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: _________________, 2020 
Adopted: _________________, 2020

_______________________________
Stephen H. Hagerty, Mayor

Attest:

_______________________________
Eduardo Gomez, Deputy City Clerk

Approved as to form:

______________________________
Kelley A. Gandurski, Corporation Counsel

~6~

Page 8 of 8
Memorandum

To:  Honorable Mayor and Members of the City Council  
CC:  Members of the Planning and Development Committee  
From:  Meagan Jones, Neighborhood and Land Use Planner  
CC:  Johanna Leonard, Community Development Director; Scott Mangum, Planning & Zoning Manager  
Subject:  Ordinance 35-O-20, Amending Title 6, Ground Floor Uses in the D2 District  
Date:  June 8, 2020

Recommended Action:
Staff recommends that the Planning & Development Committee table Ordinance 35-O-20 due to the current COVID-19 pandemic and economic uncertainty over the retail market and the inability to hold in-person meetings with key stakeholders. Previously the Plan Commission and staff recommended amending the Zoning Ordinance to modify currently permitted ground-floor uses including Offices and Financial Institutions to special uses in order to encourage active ground-floor uses that promote pedestrian activity and an economically vibrant downtown corridor in the D2 Downtown Retail Core District.

Council Action:
For Introduction

Summary:
This item was tabled at the March 9, 2020 meeting of the Planning and Development Committee following discussion with concerns over being overly restrictive with the current vacancies in the downtown.

The D2 Downtown Retail Core District’s purpose is:

To define and support the traditional downtown retail shopping function of Evanston. The district is characterized by street level retail storefronts and structures that accent a pedestrian scale. Mixed use developments shall be encouraged within the district as shall the reuse of structures that assist in perpetuating the established pedestrian retail character in terms of scale, architecture and street front continuity as identified in the adopted "plan for downtown Evanston."
Permitted and special uses in the D2 District include a variety of business types, some of which are active uses that are visited by many customers daily, and others that are more passive businesses with few on-site customers.

The D2 District currently features a regulation that a minimum of 75% of every building’s sidewalk grade level exterior be devoted to retail trade activity. The Zoning Ordinance does not define retail trade activity, but does state Type 1 Restaurants (full-service) shall be considered retail trade activity. However, the list of permitted uses in the D2 District includes a variety of other uses (some active; some passive) that are allowed.

In order to promote a vibrant and healthy downtown corridor, staff and the Plan Commission recommend that the Zoning Ordinance is amended so that the list of permitted uses in the D2 District reflects active uses at the ground-floor. Uses that may be passive should require special use approval to determine the appropriateness at a given location and in conjunction with other similar uses in the area.

**Proposal Overview**

Staff proposes modifying the list of permitted uses in the D2 by allowing Offices and Financial Institutions as permitted uses only when located above the ground-floor. At the ground-floor level, Offices and Financial Institutions that do not primarily include retail banking will require
special use approval whereby City Council can determine whether such use is appropriate at a D2 location. Specifically, the following amendments are proposed:

Section 6-11-3-3. PERMITTED USES: The following uses are permitted in the D2 District:

- Artist studio
- Brew pub
- Commercial indoor recreation (when located above the ground floor)
- Cultural facility
- Dwellings (when located above the ground floor)
- Financial institution (excluding drive through facilities) (i) when located above the ground or ii) at the ground floor provided that the ground floor is primarily dedicated to retail banking services, such as checking/savings accounts and debit/credit card uses
- Food store establishment
- Funeral services excluding on site cremation
- Government institution
- Hotel
- Membership organization
- Office (when located above the ground floor)
- Residential care home – Category I (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title)
- Restaurant – Type 1
- Retail goods establishment
- Retail services establishment

The elimination of “excluding drive through facilities” is appropriate since Drive Through Facilities are a listed and defined zoning use that are eligible as a special use in certain districts, but are not listed, and are therefore prohibited in the D2 District. This amendment is the simplification of a redundant regulation that will result in no physical change in the D2 District.

Section 6-11-3-4. SPECIAL USES: The following uses may be allowed in the D2 District, subject to the provisions set forth in Section 6-3-5 of this Title:

- Assisted living facility (when located above the ground floor)
- Banquet hall
- Business or vocational school
- Commercial indoor recreation (at the ground level)
- Convenience store
- Craft alcohol production facility
- Daycare center – Child (subject to the general requirements of Section 6-4-2 of this Title)
- Educational institution – Private
Educational institution – Public
Financial institution (at the ground floor when retail banking services, such as checking/savings accounts and debit/credit card uses, are not provided)
Independent living facility (when located above the ground floor)
Neighborhood garden
Office (when located at the ground floor)
Open sales lot
Performance entertainment venue
Planned development (subject to the requirements of Section 6-11-1-10 of this Chapter and Section 6-3-6 of this Title)
Religious institution
Resale establishment
Residential care home – Category II (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title)
Restaurant – Type 2 (excluding drive through facilities)
Urban farm, rooftop

As previously mentioned, the elimination of “excluding drive through facilities” is appropriate since Drive Through Facilities are a listed and defined zoning use that are eligible as a special use in certain districts (but not the D2 District). This amendment is the simplification of a redundant regulation that will result in no physical change in the D2 District.

The proposal recognizes the difference in financial institutions which cater to smaller retail consumers (through checking/savings accounts, debit/credit card uses, and ATMs which create more pedestrian traffic and retail activity) and those that cater to larger businesses or are more office in nature (such as corporate or investment banking sites that would not generate as much daily traffic).

As amended, the remaining permitted uses in the D2 District are not all retail uses, nor do they all fit within the undefined retail trade activity as regulated in Section 6-11-3-2, which currently states:

In recognition of the traditional retail character of the district and in order to preserve and enhance retail trade activity, all buildings and structures within the district shall devote a minimum of seventy-five (75%) of the sidewalk grade level exterior to retail trade activity. For the purposes of this requirement, type 1 restaurants shall be considered retail trade activity.

The intent of this regulation is appropriate. However, the regulation is poorly worded since retail trade activity is not defined by the Zoning Ordinance and therefore has not been implemented consistently over time. When looking at the businesses currently located on the ground-floor of the D2 District, very few would be considered retail trade activity. Additionally, it is difficult to regulate a use based on the other uses within a building since those uses could change over time which might then make a non-retail trade activity noncompliant with the 75% requirement. Staff proposes the following:

6-11-3-2. RETAIL USE OF GRADE LEVEL ACTIVE USE OF GRADE LEVEL
In recognition of the traditional retail character of the district and in order to preserve and enhance retail trade activity, all buildings and structures within the district shall devote a minimum of seventy-five (75%) of the sidewalk grade level exterior to retail trade activity. An economically vibrant downtown corridor that encourages retail as well as other complementary uses, all permitted ground-floor uses, as listed in Section 6-11-3-3 PERMITTED USES, should promote pedestrian activity and/or encourage destination travel that bring more activity to the area. For the purposes of this requirement, type 1 restaurants shall be considered retail trade activity.

The modification of 6-11-3-2 results in the same intent as the current regulation, while shifting the regulation of each specific use to the eligible uses listed in the PERMITTED USES and SPECIAL USES sections of the Zoning Ordinance. With the intent of the regulation maintained, the proposed modification will allow active uses that are not specifically retail uses to appropriately locate in the D2 District and thereby encourage a vibrant downtown corridor.

The proposed text amendment to the Zoning Ordinance is intended to modify currently permitted ground-floor uses including Offices and Financial Institutions to special uses in order to encourage active ground-floor uses that promote pedestrian activity and an economically vibrant downtown corridor in the D2 Downtown Retail Core District. The proposed text amendment aligns with the Comprehensive Plan and ever-changing brick-and-mortar retail landscape to encourage an economically vibrant downtown area. The Comprehensive Plan specifically states Downtown Evanston’s “mix should continue to include restaurants and varied retail goods and service establishments and should be augmented through the addition of more hotel space and entertainment activities…” and “Evanston should encourage a compatible mix of land uses in the Downtown”. While retail uses should always be encouraged in the downtown area, the brick-and-mortar retail market is declining, so other types of active businesses should locate on the ground-floor to encourage activity in the area and ensure the downtown maintains its vitality.

Legislative History:
March 9, 2020 - The Planning and Development Committee tabled this item following discussion with concerns over being overly restrictive with the current vacancies in the downtown.

February 12, 2020 – The Plan Commission voted, 6-0, to recommend approval of the proposed text amendment with additional edits. Link to February 12, 2020 Plan Commission Packet

January 8, 2020 – The Plan Commission began discussion on the proposed text amendment and voted to hold the item in order for staff to revise the amendment regarding retail banking based on the Commission’s suggestions.

Attachments:
Ordinance 35-O-20, Amending Ground Floor Uses in the D2 District
Plan Commission Meeting Minutes- January 8, 2020
Draft Plan Commission Meeting Minutes- February 12, 2020
AN ORDINANCE

Amending Subsection Title 6, Chapter 11 of the City Code
To Encourage Active Ground-Floor Uses in the D2 Downtown Retail Core District

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: City Code Subsection 6-11-3-2, “Retail Use of Grade Level”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

6-11-3-2. – RETAIL USE OF GRADE LEVEL ACTIVE USE OF GRADE LEVEL.

In recognition of the traditional retail character of the district and in order to preserve and enhance retail trade activity, all buildings and structures within the district shall devote a minimum of seventy-five (75%) of the sidewalk grade level exterior to retail trade activity. an economically vibrant downtown corridor that encourages retail as well as other complementary uses, all permitted ground-floor uses, as listed in Section 6-11-3-3 PERMITTED USES, shall promote pedestrian activity and/or encourage destination travel that bring more activity to the area. For the purposes of this requirement, type 1 restaurants shall be considered retail trade activity.

SECTION 2: City Code Subsection 6-11-3-3, “Permitted Uses”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

6-11-3-3. – PERMITTED USES.

The following uses are permitted in the D2 District:

   Artist studio.

   Brew pub.
Commercial indoor recreation (when located above the ground floor).

Cultural Facility.

Dwellings (when located above the ground floor).

Financial institution (excluding drive through facilities) (i) when located above the ground or ii) at the ground floor provided that the ground floor is primarily dedicated to retail banking services, such as checking/savings accounts and debit/credit card uses).

Food store establishment.

Funeral services excluding on site cremation.

Government institution.

Hotel.

Membership organization.

Office (when located above the ground floor).

Residential care home – Category I (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title).

Restaurant – Type 1.

Retail goods establishment.

Retail services establishment.

SECTION 3: City Code Subsection 6-11-3-4, “Special Uses”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

6-11-3-4. – SPECIAL USES.

The following uses may be allowed in the D2 District, subject to the provisions set forth in Section 6-3-5 of this Title:

Assisted living facility (when located above the ground floor).
Banquet hall.

Business or vocational school.

Commercial indoor recreation (at the ground level).

Convenience store.

Craft alcohol production facility.

Daycare center – Child (subject to the general requirements of Section 6-4-2 of this Title).

Educational institution – Private.

Educational institution – Public.

Financial institution (at the ground floor when retail banking services, such as checking/savings accounts and debit/credit card uses, are not provided).

Independent living facility (when located above the ground floor).

Neighborhood garden.

Office (when located at the ground floor).

Open sales lot.

Performance entertainment venue.

Planned development (subject to the requirements of Section 6-11-1-10 of this Chapter and Section 6-3-6 of this Title).

Religious institution.

Resale establishment.

Residential care home – Category II (when located above the ground floor and subject to the general requirements of Section 6-4-4 of this Title).

Restaurant – Type 2 (excluding drive-through facilities).

Urban farm, rooftop.
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 held 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: Ordinance 35-O-20 shall be in full force and effect after its passage and approval.

SECTION 7: 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.

Introduced: _________________, 2020  Approved:
Adopted: _________________, 2020  _________________________, 2020

_______________________________
Stephen H. Hagerty, Mayor

Attest:
Approved as to form:

_______________________________  ______________________________
Devon Reid, City Clerk  Kelley Gandurski, Corporation Counsel
MEETING MINUTES
PLAN COMMISSION
Wednesday, January 8, 2020
7:00 P.M.

Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Peter Isaac (Chair), George Halik, John Hewko, Andrew Pigozzi, Jane Sloss

Members Absent: Carol Goddard, Jennifer Draper

Staff Present: Scott Mangum, Planning and Zoning Manager
Meagan Jones, Neighborhood and Land Use Planner
Brian George, Assistant City Attorney

Presiding Member: Chair Isaac

1. CALL TO ORDER / DECLARATION OF QUORUM

Chair Isaac called the meeting to order at 7:00 P.M.

2. APPROVAL OF MEETING MINUTES: December 11, 2019

Commissioner Halik made a motion to approve the minutes from the December 11, 2019 meeting. Seconded by Commissioner Pigozzi. A voice vote was taken and the minutes were approved unanimously, 5-0.

3. NEW BUSINESS

A. Text Amendment

   Ground Floor Retail Uses in the Downtown

   A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to revise regulations related to ground floor retail uses in the D2 Downtown Retail Core Zoning District

Mr. Mangum provided an overview of the proposed amendment, explaining the existing regulations and the desire to revise regulations to have ground floor uses that encourage pedestrian traffic and a vibrant retail area.

Chair Isaac opened the hearing to questions from Commissioners.
Commissioner Halik inquired about the definition of financial institutions and stated that he believes that use does indeed generate foot traffic in retail areas. There could be distinction made between financial institutions and retail banking to separate those institutions that are more office oriented and do not generate traffic that a retail banking use would.

Chair Isaac asked for review of where D2 districts are currently located and where financial institutions currently exist within the district. Mr. Mangum responded that currently Wintrust is the only bank he is aware of within the district and is located at Sherman Ave. and Clark St.

Commissioner Halik asked what the difference in retail traffic generation would be between a restaurant and a bank. Chair Isaac then inquired if the difference would be a matter of sales tax generation. Mr. Mangum stated that that is a distinction that could made between the two uses.

Commissioner Sloss asked if there was any data on retail space demand or the vacancy rate. Mr. Mangum responded that there is no information specific to the D2 District but there has generally been a high demand for restaurant space and the retail environment is more challenging.

The Commission then reviewed the standards and largely found that they had been met or were not applicable to the text amendment.

Commissioner Halik suggested that it may make sense to replace financial institution with retail banking. If there is anything that draws people in is encouraging foot traffic. He then inquired what would happen to the existing financial institution. Chair Isaac explained that the site would be able to continue to operate and, if it were to close, another bank would be able to utilize the same space by obtaining a special use assuming the space does not sit vacant for 12 months or greater.

Commissioner Sloss asked why the D2 zoning district was singled out for the amendment. Mr. Mangum responded that the D2 has the most stringent retail regulations. He added that another distinction between financial institutions and other retail uses would be hours of operation, with financial institutions having more restrictive hours.

Chair Isaac suggested that a total size of the storefronts be looked at as part of use regulations in that a large bank might disrupt the retail environment in a way that a small bank might not.

Commissioner Halik asked if staff had considered the size of a site or separating out retail banking. Mr. Mangum replied that had not been a consideration for this amendment.
Commissioner Hewko stated that if the goal is to generate pedestrian traffic then creating a separate retail banking definition may be a good idea.

Mr. Mangum clarified that the amendment does not prohibit the use in the D2 but would require the Zoning Board of Appeals to review and City Council to approve a proposed financial institution on the ground floor of a building within the D2.

Commissioner Pigozzi stated that if the goal is to improve the pedestrian traffic he questions the traffic generated by an artist studio versus a financial institution as well. He added that the newer bank location on Main Street and Chicago Avenue has a street presence and fits in well with the area.

Chair Isaac asked to compare traffic generated by a bank to a restaurant or other businesses.

Commissioner Halik expressed that we should not encourage more Special Uses but should minimize them.

Commissioner Hewko stated that it appears that there is consensus to create a new definition. A brief discussion followed regarding the details of retail banking.

Commissioner Halik made a motion to return the amendment to staff to re-evaluate and consider discussion points with modifications to definitions. Commissioner Pigozzi seconded the motion.

A voice vote was then taken and the motion passed, 5-0.

Ayes: Isaac, Halik, Hewko, Pigozzi, Sloss
Nays:

B. Text Amendment
Cannabis Use Regulations 19PLND-0106
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to revise the distance requirement between cannabis dispensaries and pre-existing public or private educational institutions that are elementary, middle, or high schools, as well as establish definitions and provisions for additional cannabis uses such as cannabis growers, infusers, processing organizations, transporters, etc. within the City’s zoning districts.

Ms. Jones provided an overview of the proposed amendment, providing background on legislation and City regulations recently approved and explaining the new definitions and regulations proposed.
Chair Isaac opened the hearing to questions from the Commission to staff.

Commissioner Halik asked why a reduction in the distance requirement was needed for dispensaries. Ms. Jones replied that the reduction would allow for a greater number of possible locations for dispensaries. Mr. Mangum added that the 500 ft. buffer provides parity with Chicago regulations. Along Howard Street the current 750 ft. buffer would prohibit a dispensary in Evanston on the north side of Howard Street but Chicago’s 500 ft. buffer would enable a dispensary to open on the south side of Howard Street.

Commissioner Hewko asked if the prohibition of on-site consumption would be reducing what is currently allowed at the existing dispensary. Ms. Jones responded that the regulations would not take away any existing use but codify an existing practice.

Commissioner Sloss inquired about the regulations referencing cannabis infusers within the dispensary subsection. Mr. Mangum replied that is a correction that needs to be made and will be made by staff.

Chair Isaac asked if, in the case of Cannabis Transporters, if there is no on-site cannabis storage and the business is only an office with vehicles why are there any regulations for that use. Ms. Jones responded that the intention is to have some consistency among the cannabis uses. The State regulations do not get specific regarding time limits on storing cannabis within transport vehicles so to be safe, staff placed the uses in the same areas.

Commissioner Isaac then inquired about the limitation of on-site consumption and Smoke Free Illinois regulations, stating that unlike cannabis, smoking tobacco is permitted outside but not indoors. Cannabis use would be prohibited both indoors and outdoors. He added that he thinks Evanston should consider being on the forefront with regards to permitting on-site cannabis consumption.

Commissioner Pigozzi stated he noticed the addition of the ETHS Day School on the buffer map and it taking out some possible areas for cannabis uses; he then inquired about how the distance requirements were determined. Ms. Jones confirmed that the distance requirements are based on the parcel lines and not the individual building. The schools on the map were provided from our Geographic Information Systems information. Commissioner Pigozzi then asked if the requirements apply to private institutions to which Ms. Jones replied that they do.

The Commission then entered deliberations.

Commissioner Sloss echoed Chair Isaac’s comments regarding reconsideration of on-site consumption and pointed out an article in previous information provided that
stated consumption could turn into an equity issue if lower-income residents are unable to consume cannabis within residences with restrictive smoking regulations and have no place they are able to consume the cannabis.

The Commission then reviewed the standards for text amendments and agreed that they were met or not applicable.

Commissioner Halik made a motion to recommend approval of the text amendment as presented. Seconded by Pigozzi. A roll call vote was taken and the motion was approved, 5-0.

Ayes: Isaac, Draper, Halik, Pigozzi, Sloss
Nays:

5. OTHER BUSINESS

A. Discussion – Updates to Rules & Procedures Related to Election of Commission Chair

Chair Isaac provided a summary of staff’s memo, stating that there is a referral from Council to look into making the Chair of the Plan Commission an appointed position, as is currently done with the Zoning Board of Appeals (ZBA). He explained that the Mayor nominates a resident to be appointed to the Commission and Council then votes on that nomination, the process would be similar for appointing a Chair of the Commission from existing members. Mr. Mangum added that this would necessitate changes to the Rules & Procedures, which staff is currently reviewing and welcomes suggestions for revisions.

Commissioner Halik asked if this means the Mayor could remove the Chair. Chair Isaac responded that, similar to the appointment of members and the Chair, the City Council would need to approve that action.

No additional procedure revisions were proposed.

6. PUBLIC COMMENT

There was no public comment.

7. ADJOURNMENT

Commissioner Pigozzi made a motion to adjourn the meeting. Commissioner Draper seconded the motion.

A voice vote was taken and the motion was approved by voice vote 5-0. The meeting was adjourned at 8:12 pm.
Respectfully Submitted,
Meagan Jones
Neighborhood and Land Use Planner
Community Development Department

APPROVED
MEETING MINUTES
PLANT COMMISSION
Wednesday, February 12, 2020
7:00 P.M.
Evanston Civic Center, 2100 Ridge Avenue, James C. Lytle Council Chambers

Members Present: Peter Isaac (Chair), Jennifer Draper, Carol Goddard, John Hewko, Brian Johnson, Jane Sloss

Members Absent: George Halik, Andrew Pigozzi

Staff Present: Scott Mangum, Planning and Zoning Manager
Meagan Jones, Neighborhood and Land Use Planner
Brian George, Assistant City Attorney

Presiding Member: Chair Isaac

1. CALL TO ORDER / DECLARATION OF QUORUM

Chair Isaac called the meeting to order at 7:00 P.M. Ms. Jones called the roll and a quorum was established.

2. APPROVAL OF MEETING MINUTES: January 8, 2020

Commissioner Goddard suggested a minor edit.

Commissioner Goddard made a motion to approve the minutes from the January 22, 2020 meeting as amended. Seconded by Commissioner Sloss. A voice vote was taken and the minutes were approved, 5-0, with one abstention.

3. OLD BUSINESS (Continued from January 8, 2020 meeting)

A. Text Amendment
Ground Floor Retail Uses in the Downtown 19PLND-0107
A Zoning Ordinance Text Amendment pursuant to City Code Title 6, Zoning, to revise regulations related to ground floor retail uses in the D2 Downtown Retail Core Zoning District

Ms. Jones provided a review of previous conversation on the proposed amendment and presented revisions that followed from that discussion.
Chair Isaac opened the hearing to questions from the Commission and Public. Hearing none he then asked if there was any public comment on the proposed amendment. Hearing none, Chair Isaac closed the hearing and the Commission reviewed the standards.

It was generally agreed that each standard had been met with intentions to follow the Comprehensive Plan, better fit within retail oriented areas and no evidence being shown that negative impacts would occur to adjacent properties. Standard 4 was not applicable.

Commissioner Draper asked for clarification on the language regarding placement of uses at the ground floor or above the ground floor. Ms. Jones responded that above ground floor financial institutions would likely have a greater variety of uses within it (such as investment and corporate banking) while on the ground floor, the intention is to have the retail banking portion of the financial institutions since that would create more pedestrian traffic.

Chair Isaac proposed to rework the language within the proposed text amendment to make it clearer.

Commissioner Goddard inquired if a financial institution could just have an ATM on the ground floor and meet the intent of the amendment. Ms. Jones responded that for this amendment that would not suffice, staff would take a look at what percentage of a financial institution is dedicated to retail banking type uses versus another use such as investment banking. Commissioner Goddard replied that the amendment language should better reflect that.

Some discussion continued regarding the wording of the amendment. It was agreed that reference to ATMs could be removed and wording describing retail banking as the primary use be added.

Commissioner Johnson asked if it would be advisable to use the phrase retail financial services to address uses such as investments brokerage that may have the appearance of the floor of a bank. Chair Isaac stated that previous discussion centered on the goal of the area to have ground floor retail and to not just have any type of financial services on the ground floor but to have uses that would also encourage pedestrian traffic, especially as it relates to the D2 District.

**Commissioner Goddard made a motion to recommend approval of the text amendment as amended. Seconded by Commissioner Hewko. A roll call vote was taken and the motion was approved, 6-0.**
4. NEW BUSINESS

A. Map Amendment

2044 Wesley Avenue 20PLND-0002

John Cleary, owner, submits for a Zoning Ordinance Map Amendment pursuant to City Code Title 6, Zoning, to remove property, known as 2044 Wesley Ave., from the West Evanston Overlay (oWE) District. This map amendment is in anticipation of a future planned development that would include this and additional properties, and consist of 3-story townhouses and one 4-story apartment building with indoor and outdoor parking.

Mr. Mangum provided an overview of past plans for the area such as the West Evanston Master Plan and the Canal-Green Bay Road- Ridge Avenue-Church Street Study Area Report. He then reviewed some existing regulations for the West Evanston Overlay District and properties within the district that had been developed. He then introduced the proposed map amendment.

Chair Isaac opened the hearing up to questions from the Commission. He then asked why the removal from the overlay was needed. Mr. Mangum replied that it was a request from the applicant due to not owning enough of the needed properties (such as the Public Storage and Parking Lot) to fully comply with the overlay.

Commissioner Sloss then asked how the development would follow the West Evanston Master Plan versus the overlay district and does that relate to form-based code. Mr. Mangum replied that the form based code of the West Evanston Overlay District implements the West Evanston Plan.

Mr. John Cleary, the applicant, stated he moved to Evanston in 2013 and lives near the site with children in the local schools. He then expressed that the overlay is very restrictive. He then explained that part of the overlay requirements include connecting the streets; on a lot that is 100 ft. deep this would be restrictive for building once the streets are in place. Mr. Cleary then stated that he is looking to build 2.5 to 3 – story townhouses; the proposed apartment building is not within the overlay district. If the properties are not in the overlay he would seek to build within the underlay zoning code regulations.

Chair Isaac inquired why the applicant was not applying for the map amendment and planned development at the same time. Mr. Cleary responded that due to cost, approximately $100,000 in plans, civil engineering and environmental work, it makes more sense to do the map amendment first then apply for the development. If the City
wants only townhouses, he would agree to sign an agreement or undertaking to proceed and appear before City Council. He went on to state that there is very little new affordable housing construction and townhomes are a form of housing that is missing.

Commissioner Draper asked Mr. Cleary what his plans would be if the proposed text amendment does not pass. Mr. Cleary responded that building a road between Wesley Ave. and Jackson St. would be impossible, however, if the overlay is removed then the site would be developed and generate taxes.

Commissioner Hewko stated that the materials indicate a need for the Public Storage lot along Simpson St. to be a part of development and inquired if the development is contingent on obtaining that property. Mr. Cleary responded that the proposal has nothing to do with the Public Storage facility and the parking owned by Walgreens.

Chair Isaac then opened up the hearing to questions from the public.

Mr. Marcus Lechleidner asked if all of the parcels are needed for the project to make financial sense. Mr. Cleary responded that the way the plan is laid out, development would require the purchase of the public storage facility, Walgreen’s parking lot, and property along Green Bay Road as well as putting in a road, which would be very expensive. He added that the plan was created in an era when a lot of development was occurring.

Mr. Lechleidner then asked what the expected cost of the townhomes would be. Mr. Cleary replied that townhomes costs are proposed to be $500,000 - $550,000 once complete, approximately $2,000 per month mortgage. Expected to be 2,000 square feet with 2-car garages.

Mr. Lechleidner then stated that a lot of people walk through the property and asked if it would still be possible with the development? Mr. Cleary responded that it could be possible to have access. He has an option on the properties but the City may have to foot the bill to clean the property. It would still be possible to walk through from Jackson St.

Jeff Masters inquired if the public storage facility does not go away if there would still be a road between the two properties. Mr. Cleary responded that there would be a private drive linking Jackson Ave. and Wesley Ave. between the facility and the townhome buildings, owned by the townhome owners.

Chair Isaac stated that it appears that the front of the townhomes would be south facing and to access the homes, one would need to go from the public street to the private sidewalk to access the townhomes and there would be a private alley to access public streets to get to the garages in the back.
Jeff Masters asked for clarification on the zoning change. Mr. Cleary stated that the Plan calls out the layout of roads and development. The underlying zoning would remain R4 and building could occur. Mr. Mangum stated that the overlay calls out the area for the public roads and then calls for development regulations. If it is removed, the underlying zoning district regulations would have to be followed. The R4 District provides for a wider variety of housing than the overlay. Mr. Cleary added that the R4 District has lower height restrictions as well as density.

Ms. Carolyn Dellutri asked what the maximum height is for the R4 District. Mr. Mangum responded that the maximum height is 35 ft. or 2.5 stories. R5 is 50 ft. or five stories.

Ms. Amy Masters voiced concern over the amount of greenspace and asked if removing the property from the overlay would remove those requirements? Mr. Mangum responded that the overlay requirements would be removed. One way to ensure keeping the greenspace could be to tie the two together, the map amendment and planned development. Chair Isaac stated the other option would be to amend the plan.

Ms. Dellutri asked if the property is removed and a planned development follows, could variances be granted regarding height. Mr. Mangum confirmed that could be done.

Chair Isaac then opened the hearing up to public comment.

Mr. Masters voiced concern of the proposal coming in two parts. There was a long process to implement the plan. If the proposed change occurs but the property is sold, there are no guarantees that “good faith” would be followed.

Ms. Dellutri asked for the Commission to consider the character of the area which should be kept. In the discussion about the R5a zoning Commissioners stated that the study should be looked at again. The Study called for downzoning. If the parking lot and storage facility are sold then they are stuck so the entire area should be considered.

Ms. Masters stated that there is a lot of resentment in the 5th Ward towards developers and residents are angry. The whole area should be restudied and the people in the area should be considered, not add too many people and density to the area.

Mr. Chris Gotschall stated that there are decisions being made based on old plans and data. There is a lot of tension. He added that townhomes are not necessarily bad but items addressed in the plan spoke to density.

Mr. Cleary stated that part of the parcel does not restrict but extends Jackson St. at his cost. He has no problem committing to just townhomes. There is density further south with very dense zoning, this area is less dense.
Chair Isaac closed the public hearing and the Commission began deliberations.

Commissioner Goddard asked what has been developed within the overlay. Mr. Mangum reviewed three properties, Emerson Square, Y.O.U. building and a ComEd station. He added that some properties have become available but not enough TIF increment has been created for public aggregation of properties.

Commissioner Draper asked if there was a public-private partnership possible for the street. Mr. Mangum stated that there would have to be a discussion with the City Council.

Commissioner Johnson stated in looking at the 5 principles, how would principles one and three affect connectivity. Mr. Mangum responded that the project would create a connection with the private drive. There would be some extension of the road, but it would compromise the quality of the connections contemplated including the orientation of development towards public streets as a traditional neighborhood design would.

Commissioner Isaac asked the Commissioners how they feel about a partial removal and not having a continuous block.

Commissioner Goddard stated that they need to consider if the overlay has accomplished its goals. If it has, it should be kept; if not, it should be removed. Chair Isaac inquired why one parcel should be removed that is the central area of this portion of the overlay district. It could be compromising that portion of the overlay.

Commissioner Draper stated that it would be difficult to develop the site and has not been done in 15 years. Rather than leave the property vacant, attempts could be made at figuring out a compromise.

Chair Isaac stated that the proposal is a smart use of space but that he has an issue of doing so piecemeal without knowing what is being done with it. Only one step could be compromising the overlay, so there is the need to see the next step.

Commissioner Johnson agreed with Chair Isaac. He explained that while it is less expensive this way, there is a great amount of uncertainty. If it were done with a developed plan it would ensure greater certainty.

Commissioner Draper stated that the applicant should work more with the City on the drives and roads. Cannot guarantee the proposal will be built so she agreed with previous comments.

The Commission then reviewed the standards. There was some disagreement on the 1st
standard. The property would be removed from the overlay but still meet the intent of the Comprehensive Plan; however, there is no guarantee that the proposal would be built. Standard 2 was met as the underlying zoning is not changing. Standard 3 could possibly not be met. There is the possibility that the change could adversely affect other properties but no testimony was provided proving this. Standard 4 does not apply to the proposed amendment.

Commissioner Goddard stated that she is not sure that the plan has been successful and the TIF has not been at this point. If the amendment is not approved the property may sit vacant.

**Commissioner Hewko made a motion to recommend approval of the proposed map amendment to remove 2044 Wesley from the West Evanston Overlay District. Seconded by Commissioner Goddard.**

A roll call vote was then taken and the motion failed, 2-4.

**Ayes: Goddard, Hewko**
**Nays: Draper, Johnson, Sloss, Isaac**

5. **PUBLIC COMMENT**

There was no public comment provided.

6. **ADJOURNMENT**

Commissioner Johnson made a motion to adjourn the meeting. Commissioner Goddard seconded the motion.

**A voice vote was taken and the motion was approved by voice vote 6-0. The meeting was adjourned at 8:27 pm.**

Respectfully Submitted,  
Meagan Jones  
Neighborhood and Land Use Planner  
Community Development Department
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Scott Mangum, Planning & Zoning Administrator
CC: Johanna Leonard, Community Development Director
Subject: Ordinances 58-O-20 and 59-O-20 Authorizing Text Amendments to the Zoning Ordinance regarding the Classification of Minor and Major Variations and Residential Care Homes
Date: June 8, 2020

Recommended Action:
Plan Commission and staff recommend approval of Ordinance 58-O-20 authorizing City-initiated Text Amendments to the Zoning Ordinance, Title 6 of the City Code, to Chapter 3 (Implementation and Administration) regarding the classification and administration of Minor and Major Variations and Ordinance 59-O-20 authorizing revisions to Chapter 4 (General Provisions) regarding Residential Care Homes and Transitional Treatment Facilities in the R4a, General Residential Zoning District.

Council Action:
For Introduction

Summary:
During the February 24, 2020 Planning and Development Committee meeting, the Committee provided positive feedback regarding several possible text amendments proposed by staff to clarify existing zoning regulations and reduce process time for variation cases. Many of these changes address variances that are generally approved with limited discussion and little to no public comment. These proposed changes would reduce resident and business zoning and permitting review time as well as reduce staff time spent preparing memos and public notices, thereby affording staff time for other activities.

The Zoning Ordinance lists certain types of variation requests that are eligible for the Minor Variation process. The Minor Variation process is approximately 30-45 days, including mailed public notice, with a determination made by the Zoning Administrator which may be appealed to the Zoning Board of Appeals (ZBA). The application fee for a Minor Variation is $275. A Major Variation that is determined by the ZBA typically takes 60-75 days with a $385
application fee and a Major Variation determined by the City Council typically takes 90-120 days.

The amendments would not change any zoning regulations such as building setbacks, building height, or parking requirements, however, they would reclassify some variations so that the review and decision-making process would be conducted by a different entity.

In summary, the following Major Variation that currently requires City Council approval would now be decided by the Zoning Board of Appeals:

- Parking for single and two-family residential (1 case in 2019, 2 cases in 2018, 2 cases in 2017, 3 cases in 2016)

The following Major Variations that currently require ZBA approval would now be decided by the Zoning Administrator as Minor Variations:

- All accessory structures for single and two-family residential (2 cases in 2016)
- All yard obstructions for single and two-family residential (1 case in 2019)
- All upper floor setback variations above an existing lower floor for single and two-family residential (1 case in 2019, 2 cases in 2017, 4 cases in 2016)

Proposal Overview:
Specific changes to the Ordinance with additions underlined and deletions struck-through are found in the attachment. Descriptions of the changes with explanations are found below.

Clarify: All accessory structure variation requests (for single family residential and two-family residential) are Minor Variations.
Most of the listed Minor Variations may be processed as Minor only if the zoning regulation is exceeded by 35% or less. The Zoning Ordinance is unclear whether the 35% cutoff applies to accessory structures such as detached garages, decks, and patios, or if such accessory structures are eligible for Minor Variations regardless of how much the regulation is exceeded. Staff policy for the last five years or more has been to process all accessory structure variation requests (for single-family residential and two-family residential) as Minor Variations. This text amendment would not change any policy but would clarify the current staff interpretation.

Change: All yard obstruction variation requests (for single-family residential and two-family residential) are Minor Variations.
The Zoning Ordinance currently allows yard obstructions (eaves, bay windows without foundations, chimneys) as Minor Variations when the zoning regulation (typically a setback) is exceeded by 35% or less. Any request for a yard obstruction that exceeds the zoning regulation by more than 35% must be processed as a Major Variation and is determined by the ZBA. Yard obstructions are minimal in impact and therefore should process as Minor Variations. This text amendment would change the current variation process for certain proposals and would result in a quicker process and reduced fees for the applicant, and less staff time processing the request.

Change: All accessory structure variation requests (including multiple family residential and commercial) are Minor Variations.
The Zoning Ordinance specifies only single-family residential and two-family residential uses may request Minor Variations. Any request for a variation for multiple family residential or commercial uses (except for fence variations) must process as Major Variations with a final determination by the ZBA. Accessory structure requests such as sheds, patios, decks, and pergolas, are minimal in impact and therefore should process as Minor Variations. This text amendment would change the current variation process for certain proposals and would result in a quicker process and reduced fees for the applicant, and less staff time processing the request.

**Change: All setback variation requests (for single-family residential and two-family residential) for upper floors that align with a floor below are Minor Variations.**

The Zoning Ordinance currently allows setback variations as Minor Variations when the zoning regulation is exceeded by 35% or less, except for second floors above existing legally nonconforming first floors where a side yard setback of at least 3’ exists (35% cutoff of a 5’ side yard setback requirement is 3.25’ but at a second floor the cutoff is changed to 3’ which is a 40% cutoff). Requests for additions that align with the floor below are common since it is structurally difficult and aesthetically odd to design an upper floor that is pulled in from existing load bearing exterior walls. Such requests have been approved 100% of the time by the ZBA in the last eight years or more. This text amendment would change the current variation process for certain proposals and would result in a quicker process and reduced fees for the applicant, and less staff time processing the request.

**Change: Parking variation requests (for single-family residential and two-family residential) are determined by the ZBA.**

The Zoning Ordinance currently requires all variations related to parking (number of parking spaces, location of spaces, setbacks, size of spaces) to be Major Variations that are heard by the ZBA as the recommending body, and then proceed on for a final determination by City Council. Most parking variations for single-family residential and two-family residential are requests to reduce setbacks to fit an open parking pad, or are to reduce the required number of parking spaces by one. Since these requests are minimal in nature and can be mitigated by utilizing public transportation or by providing affordable dwelling units, the ZBA could be the final determining body. Parking variation requests for multiple family residential and commercial (typically larger requests with greater impact) should continue to be determined by City Council. This text amendment would change the current variation process for certain proposals and would eliminate approximately 1.5 months of process time for the applicant, less staff time processing the request, and would reduce the number of variation requests on the P&D/City Council agenda.

**Clarify/Change: Distance requirement for Residential Care Homes and Transitional Treatment Facilities in the R4a General Residential District.**

The Zoning Ordinance features a 900’ separation requirement for all Residential Care Homes (Category I and II), Child Residential Care Homes, and Transitional Treatment Facilities. The distance requirement is required in all residential districts (and certain other districts). However, the R4a District was established in 2005, after the current Zoning Ordinance that was adopted in 1993, and inadvertently left the R4a District out of the distance requirement code section. The R4a District is the only residential district that is not specifically listed with the distance requirement, and therefore should be added for consistency. This text amendment would change the current regulation in the R4a District by bringing it into
conformity with the other residential districts and clarifying the intent of the original regulation with the 900' distance requirement.

**Standards of Approval**
The proposed Zoning Ordinance Text Amendment to revise procedures for variations and residential care homes meets the standards for approval of amendments per Section 6-3-4-5-0f the City Code. The proposal is consistent with the goals, objectives, and policies of the Comprehensive General Plan through its promotion of increased efficiency related to application processing and review. The proposal will have no effect on the overall character of existing development, presence of adverse effects on the value of adjacent properties, and adequacy of public facilities and services. The proposed text amendment will not have any adverse effects on the values of the properties in the area and ensure that there is consistency within existing Zoning Code regulations.

**Legislative History:**
May 13, 2020 - The Plan Commission unanimously recommended approval of the proposed Text Amendment to the Zoning Ordinance.

**Attachments:**
- 58-O-20 Amending Title 6 Chapter 3 Zoning of the City Code
- 59-O-20 Amending Title 6 Chapter 4 General Provisions
- Draft Minutes of the May 13, 2020 Plan Commission Meeting
5/26/2020

58-O-20

AN ORDINANCE

Amending Title 6, Chapter 3 “Implementation and Administration”

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF

EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: City Code Section 6-3-1-4 “Zoning Board of Appeals”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

6-3-1-4. - ZONING BOARD OF APPEALS.

The responsibilities of the Zoning Board of Appeals are to:

(A) Approve, approve with conditions, or disapprove any application for major variation, and any combined application for a major and minor variation pursuant to Section 6-3-8, except when such application pertains to off-street parking and loading for all uses other than single-family and two-family residential, and height beyond fifty (50) feet.

(B) Approve, approve with conditions, or disapprove any application for a family necessity variation.

(C) Hear and make recommendations to the City Council regarding any application for a major variation pertaining to off-street parking and loading for all uses other than single-family and two-family residential and height beyond fifty (50) feet pursuant to Section 6-3-8.

(D) Hear and make recommendations to the City Council regarding any application for a special use (except a planned development) pursuant to Section 6-3-5.

(E) Hear and decide any appeal from Zoning Administrator decisions regarding any application for a minor variation and fence variation pursuant to Section 6-3-8.

(F) Hear and decide any appeal from any order or final decision made by the Zoning Administrator in the administration or enforcement of the Zoning Ordinance pursuant to Section 6-3-11, except for an appeal of a decision based on the review and recommendation of the Design and Project Review Committee Site Plan and Appearance Review Committee.
(G) Hear and decide or make recommendations on any other matters referred to it by the City Council.

SECTION 2: City Code Section 6-3-1-6 "City Council," of the Evanston City Code of 2012, as amended, is hereby further amended as follows:

6-3-1-6. - CITY COUNCIL.

The City Council:

(A) Approves or disapproves any application for an amendment to the Zoning Ordinance, major variation pertaining to off-street parking and loading for all uses other than single-family and two-family residential, height beyond fifty (50) feet, special use (including a planned development), and unique use.

(B) Approves or disapproves any combined application for a special use and variation(s) and any application for a major variation and a major variation pertaining to off-street parking and loading for all uses other than single-family and two-family residential, or height beyond fifty (50) feet.

(C) Hears and decides, through its Planning and Development Committee, any appeal from a decision of the Zoning Administrator regarding an application for a substitution for an existing special use and an application for a temporary use.

(D) Take such other actions not delegated to other bodies that may be desirable and necessary to implement the provisions of this Ordinance.

SECTION 3: City Code Section 6-3-8-2 "Authority," of the Evanston City Code of 2012, as amended, is hereby further amended as follows:

6-3-8-2. – AUTHORITY.

The Zoning Administrator, the Zoning Board of Appeals, and the City Council, as the case may be, are authorized to approve, approve with conditions, or deny requested variations in accordance with the provisions of this Section 6-3-8 as follows:

(A) The Zoning Administrator is delegated the authority to grant "minor variations" and "fence variations" as defined in Section 6-3-8-3 of this Chapter;

(B) Zoning Board of Appeals is delegated the authority to hear appeals from decisions of the Zoning Administrator regarding minor variations and fence variations, to grant family necessity variations, and to grant "major variations," as defined in Section 6-3-8-3 of this Chapter, except as limited below, and combined applications for major and minor variations; and
The City Council shall retain the authority to grant major variations pertaining to off street parking for all uses other than single-family and two-family residential, off street loading, height beyond fifty (50) feet, including within that measurement any height otherwise excluded because the story provides required parking, and townhouse orientation.

SECTION 4: City Code Section 6-3-8-3 “Authorized Variations,” of the Evanston City Code of 2012, as amended, is hereby further amended as follows:

The following variations from this Ordinance are authorized:

6-3-8-3. – AUTHORIZED VARIATIONS.

The following variations from this Ordinance are authorized:

(A) Minor Variations:

1. Minor Variations consisting of the following types shall be for all uses (residential and commercial) unless specified differently below:

   a) Accessory structure requirements.

   b) Yard obstruction requirements beyond those permitted in Section 6-4-1-9(B).

   c) Setbacks necessary for an upper floor to align with a legally nonconforming setback below (for single family and two-family uses only).

2. Minor variations consisting of the following types shall be for single-family and two-family uses only and may be granted up to a maximum of thirty-five percent (35%) unless specified differently below:

   a) 1. Front, side, and rear yards and setbacks, including those interior side yard and setback variations necessary for second floor additions to principal structures that are legally nonconforming ground floor setbacks with respect to required interior side yards and that have existing interior side yards no less than three (3) feet deep.

   b) 2. Height.

   3. Minimum setbacks between principal and accessory structures.

   4. Other accessory structure requirements.

   c) 5. Lot width.

   d) 6. Building Gross lot coverage including impervious surface.

   e) Impervious surface.
f) 7. Dormer size and location.
g) 8. Modification of a residence to meet the special needs of the disabled.

(B) Fence Variations: Variations from the requirements for fences, set forth in Section 6-4-6-7, "Special Regulations Applicable To Fences," of this Title may be granted subject to the standards and conditions of Subsection 6-3-8-12(B) and Section 6-3-8-14 of this Chapter.

(C) Family Necessity Variations: The types of minor variations listed in Subsection (A) of this Section may be granted in excess of the maximum of twenty percent (20%) for single-family and two-family uses and residential care homes only, subject to the procedures and standards set forth in Section 6-3-8-7 and Subsection 6-3-8-12(D) of this Chapter respectively in order to:

1. Modify a residence to meet the special living needs of the disabled.
2. Modify a residence to provide space for an elderly parent to live with the family of his or her child.
3. Modify a residence to accommodate a growing family or to alleviate an inconvenience.

(D) Major Variations: "Major variations" shall be defined as all variations other than minor variations and fence variations, and shall be limited to the following:

1. Yards and setbacks.
2. Height.
3. Lot size, width and depth (including flag lots).
4. Lot coverage including impervious surface and/or floor area ratio.
5. Off-street parking and loading.
6. Home occupations.
7. Townhouse orientation.
8. Expansion, alteration, and/or enlargement of legal, nonconforming residential uses that contain no more than four (4) dwelling units and zero (0) lodging rooms/rooming units, and/or construction of accessory uses to such legal, nonconforming residential uses.
9. Open front porch setback.
SECTION 5: 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 6: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

SECTION 8: If any provision of this Ordinance or application thereof to any person or circumstance is held 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 application of this Ordinance is severable.

Introduced: _________________, 2020 Approved:
Adopted: _________________, 2020 ________________________________, 2020

________________________________________________
Stephen H. Hagerty, Mayor

Attest: Approved as to form:

________________________________________________
Devon Reid, City Clerk Kelley Gandurski, Corporation Counsel
AN ORDINANCE

Amending Title 6, Chapter 4 “General Provisions”

NOW BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 1: City Code Section 6-4-4-3 “Child Residential Care Homes Authorized as Permitted Uses In Residential Districts,” of the Evanston City Code of 2012, as amended, is hereby further amended as follows:

6-4-4-3. – CHILD RESIDENTIAL CARE HOMES AUTHORIZED AS PERMITTED USES IN RESIDENTIAL DISTRICTS.

Child residential care homes may be permitted, as a special use, upon the issuance of a license pursuant to Section 6-4-4-2 of this Chapter, in the R1, R2, R3, R4, R4a, R5 and R6 districts; provided, however, that child residential care homes are not located within nine hundred (900) feet of another child residential care home, residential care home, transitional treatment facility, or an existing childcare institution.

SECTION 2: City Code Section 6-4-4-4 “Residential Care Homes (Category I – Four to Eight Residents) Authorized as Permitted Uses In Certain Residential and Nonresidential Districts,” of the Evanston City Code of 2012, as amended, is hereby further amended as follows:

6-4-4-4. – RESIDENTIAL CARE HOMES (CATEGORY I – FOUR TO EIGHT RESIDENTS) AUTHORIZED AS PERMITTED USES IN CERTAIN RESIDENTIAL AND NONRESIDENTIAL DISTRICTS.

Residential care homes (category I) shall be permitted, as of right, upon the issuance of a license pursuant to Section 6-4-4-2 of this Chapter, in the R1, R2, R3, R4, R4a, R5, R6, B1, B2, B3, C1a, D1, D2, D3, D4, MU, MXE, T1 and T2 districts; provided, however, that residential care homes (category I) established in the B1, B2, B3, C1a, D2, D3, and D4 districts, shall be located above the ground floor and further provided that no residential care homes (category I) shall be permitted within nine hundred (900) feet of another residential care home or transitional treatment facility.
SECTION 3: City Code Section 6-4-4-6 “Residential Care Homes (Category II – Nine to Fifteen Residents) Authorized as Permitted Uses In Certain Residential and Nonresidential Districts,” of the Evanston City Code of 2012, as amended, is hereby further amended as follows:

6-4-4-6. – RESIDENTIAL CARE HOMES (CATEGORY II – NINE TO FIFTEEN RESIDENTS) AUTHORIZED AS PERMITTED USES IN CERTAIN RESIDENTIAL AND NONRESIDENTIAL DISTRICTS.

Residential care homes (category II) shall be permitted, as of right, upon the issuance of a license pursuant to Section 6-4-4-2 of this Chapter, in the R4, R4a, R5, R6, D1, MU, and MXE districts; provided, however, that no residential care homes (category II) shall be permitted within nine hundred (900) feet of another residential care home or transitional treatment facility.

SECTION 4: City Code Section 6-4-5-3 “Transitional Treatment Facilities (Category I – Four to Eight Residents) Authorized As Special Uses In Certain Residential Districts,” of the Evanston City Code of 2012, as amended, is hereby further amended as follows:

6-4-5-3. – TRANSITIONAL TREATMENT FACILITIES (CATEGORY I – FOUR TO EIGHT RESIDENTS) AUTHORIZED AS SPECIAL USES IN CERTAIN RESIDENTIAL DISTRICTS.

A transitional treatment facility (category I) may be permitted as a special use pursuant to the provisions set forth in Section 6-3-5, "Special Uses," of this Title and upon issuance of a license pursuant to Section 6-4-5-2 of this Chapter, in the R1, R2, R3, R4, R4a, R5, R6, MU, MUE, MXE, T1, and T2 districts; provided, however, that no transitional treatment facility (category I) shall be permitted within nine hundred (900) feet of another transitional treatment facility or a residential care home.

SECTION 5: City Code Section 6-4-5-4 “Transitional Treatment Facilities (Category II – Nine to Fifteen Residents) Authorized As Special Uses In Certain Residential Districts,” of the Evanston City Code of 2012, as amended, is hereby further amended as follows:
6-4-5-4. - TRANSITIONAL TREATMENT FACILITIES (CATEGORY II - NINE TO FIFTEEN RESIDENTS) AUTHORIZED AS SPECIAL USES IN CERTAIN RESIDENTIAL DISTRICTS.

A transitional treatment facility (category II) may be permitted as a special use pursuant to the provisions set forth in Section 6-3-5, "Special Uses," of this Title and upon issuance of a license pursuant to Section 6-4-5-2 of this Chapter, in the R4, R4a, R5, R6, MU, MUE, MXE, T1, and T2 districts; provided, however, that no transitional treatment facility (category II) shall be permitted within nine hundred (900) feet of another transitional treatment facility or a residential care home.

SECTION 6: 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 7: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 8: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

SECTION 9: If any provision of this Ordinance or application thereof to any person or circumstance is held 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 application of this Ordinance is severable.
Introduced: _________________, 2020

Adopted: _________________, 2020

Approved: _________________, 2020

_______________________________
Stephen H. Hagerty, Mayor

Attest:_______________________________

Devon Reid, City Clerk

Approved as to form:

______________________________
Kelley Gandurski, Corporation Counsel
MEETING MINUTES
PLAN COMMISSION
Wednesday, May 13, 2020
7:00 P.M.
Virtual Meeting through Zoom Platform

Members Present: Peter Isaac (Chair), Jennifer Draper, George Halik, John Hewko, Brian Johnson, Jane Sloss

Members Absent:

Staff Present: Scott Mangum, Planning and Zoning Manager
Meagan Jones, Neighborhood and Land Use Planner
Kelley Gandurski, Corporation Counsel

Presiding Member: Chair Isaac

1. CALL TO ORDER / DECLARATION OF QUORUM

Chair Isaac called the meeting to order at 7:03 P.M. Ms. Jones called the roll and a quorum was established.

2. SUSPENSION OF THE RULES Members participating electronically or by telephone

Commissioner Johnson made a motion to suspend the rules to allow for electronic or telephone participation. Seconded by Commissioner Hewko. A voice vote was taken and the motion passed, 6-0.


Commissioner Halik made a motion to approve the minutes from the February 26, 2020 and March 11, 2020 meetings. Seconded by Commissioner Sloss. A voice vote was taken and the motion passed, 6-0.

4. OLD BUSINESS

A. Subdivision & Major Adjustment to a Planned Development
1619 Chicago Avenue
The applicant, Horizon Realty Group, submits for a subdivision and Major Adjustment to a Planned Development in the D4 Downtown Transition

19PLND-0059

Page 1 of 5
Plan Commission Minutes 5/13/20
District. The requested adjustment will increase FAR from 3.15 to 4.2, increase parking spaces from 32 (23 on-site, 9 leased) to 38 (all leased off-site), and a decrease in total number of units from 205 to 186 (includes 65 dwelling units). No new site development allowance will be needed.

B. Planned Development
1621 Chicago Avenue 18PLND-0112
The applicant, Horizon Realty Group, submits a planned development application to construct a 19-story apartment building with 240 units, 85 subterranean parking spaces, and approximately 3,540 sq. ft. of ground floor retail space in the D4 Downtown Transition District. Site development allowances are being requested for: 1) a building height of 211 ft. 8 in. where 105 ft. is allowed), 2) an FAR of 11.62 where a maximum of 5.4 is allowed, 3) 240 dwelling units where 54 is maximum is allowed, 4) 85 parking spaces where a minimum 185 is required, and 5) 1 short loading berth where 2 short loading berths are required. 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.

Chair Isaac explained that this item is continued from the February 26, 2020 Commission meeting. He then stated that the applicant had submitted a request for a continuance and invited the applicant to explain their request.

Mr. David Meek, attorney for the applicant, explained that the request was made due to conditions that exist within these cases. There are concerns of other zoning practitioners and municipal attorneys regarding the legality of holding virtual public hearings and issues that may occur with the platforms and then explained several points mentioned within the request including: due process, ability of the applicant and members of the public to cross-examine, compromised ability to communicate with his client and that there was no rush to complete the hearing as the applicant owns the property where the development is proposed. There is no harm to the applicant nor the public as a result of the request. Mr. Meek then stated that the only issue is the Plan Commission rules which require a recommendation by 120 days after a case is first presented to the Commission. He suggested suspending this rule given the circumstances. He also added that article 16 within the Plan Commission Rules and Procedures provides for the Commission to suspend the rules under certain circumstances.

Chair Isaac stated that he consulted with the City’s legal counsel and that there were no issues or objections to the requested continuance. He then asked if there were any questions or concerns from the Commission. There were none.
Chair Isaac then explained that the application has been around for a while but that there are many Evanston citizens who have opinions on the project and want to be heard and he feels that that alone is a good reason to delay these items until the next in-person meeting. He added that Mr. Meek was accurate in referencing Article 13N which requires the Commission to make a recommendation within 120 days. There is an option to extend this time or suspend the rules. This is a situation that this applies to.

Commissioner Johnson concurred with Chair Isaac’s comments to suspend the Commission rules and continue these items

Ms. Gandurksi interjected that, as a point of order, the rules should be suspended first then the agenda items continued to a future meeting

Commissioner Johnson made a motion to suspend the rules regarding the 120 day time period. Seconded by Commissioner Hewko. A roll call vote was taken and the motion was approved, 6-0.

Ayes: Isaac, Draper, Halik, Hewko, Johnson, Sloss
Nays:

Commissioner Sloss made a motion to continue items 4A and 4B to the next in-person Plan Commission meeting. Seconded by Commissioner Hewko. A voice vote was taken and the motion was approved, 6-0.

Ayes: Isaac, Draper, Halik, Hewko, Johnson, Sloss
Nays:

5. NEW BUSINESS

A. Text Amendment

City-initiated Text Amendments to the Zoning Ordinance, Title 6 of the City Code, to Chapter 3 (Implementation and Administration) regarding the classification and administration of Minor and Major Variations and to Chapter 4 (General Provisions) regarding Residential Care Homes and Transitional Treatment Facilities in the R4a, General Residential Zoning District.

Mr. Mangum provided an overview of the proposed text amendment, emphasizing that there is no proposed change to regulations for height, setback, or bulk requirements within the code but a reclassification of some variations that would change the review process. He then provided details on those reclassifications which include: changing major variations relating to parking from needing Council review to just needed Zoning Board of Appeals (ZBA) review and changing major variations for single or two-family accessory structures, yard obstructions and 2nd...
floor addition setback variations to minor variations. Mr. Mangum then explained that the R4a, a fairly newer zoning district, was mistakenly omitted within the list of districts under distancing requirements for residential care homes and transitional care homes. The proposed amendment would add that district into the existing district listing in that section of the code. Mr. Mangum then noted that noticing requirements would remain the same as would the appeal process.

Chair Isaac asked if there were any questions or comments from the public. There were none. He then confirmed that no additional comments had been received. Ms. Jones stated that there were no comments for this item but a clarification requested on whether this amendment would change the regulations for residential care homes. She stated that, per Mr. Mangum’s presentation, this amendment would not change those requirements.

Chair Isaac stated that the number of cases reviewed for each of the proposed changes was included as well and that the amendment seems to be less of a workflow issue than it is meant to benefit property owners in dealing with the process.

Mr. Mangum responded that there would be roughly a handful of cases per year where the process would change. It is a combination of assisting homeowners and a few items within the code needing to be changed to streamline the review process and enable the Zoning Board of Appeals and City Council to spend more time on larger or more contentious items.

Mr. Isaac then asked if these cases are generally approved and non-controversial issues. Mr. Mangum responded that specific cases would need to be looked at but the cases are generally non-controversial with limited impact on the neighborhood as a whole.

The Commission then reviewed the standards for approval of amendments and agreed that the applicable standards were met.

**Commissioner Hewko made a motion to recommend approval of the proposed text amendment. Seconded by Commissioner Draper. A roll call vote was taken and the motion passed unanimously, 6-0.**

*Ayes: Isaac, Draper, Halik, Hewko, Johnson, Sloss*

*Nays:*

6. PUBLIC COMMENT

There was no public comment.

7. ADJOURNMENT
Commissioner Johnson made a motion to adjourn the meeting. Commissioner Sloss seconded the motion.

A voice vote was taken and the motion was approved by voice vote 6-0. The meeting was adjourned at 7:35 pm.

Respectfully Submitted,
Meagan Jones
Neighborhood and Land Use Planner
Community Development Department
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Melissa Klotz, Zoning Administrator
CC: Johanna Leonard, Community Development Director; Scott Mangum, Planning and Zoning Manager
Subject: Ordinance 60-O-20, Granting a Special Use for a Type 2 Restaurant, Happy Lemon, in the D4 Downtown Transition District, at 1607 Chicago Ave.
Date: June 8, 2020

Recommended Action:
The Zoning Board of Appeals and staff recommend adoption of Ordinance 60-O-20 granting special use approval for a Type 2 Restaurant, Happy Lemon, in the D4 Downtown Transition District. The applicant has complied with all zoning requirements and meets all of the Standards for a special use for this district.

Council Action:
For Introduction

Summary:
The applicant proposes to operate Happy Lemon, a Type 2 restaurant, at 1607 Chicago Avenue. The proposed menu consists of a variety of tea and specialty drinks in addition to waffles prepared on-site. The applicant is proposing to operate seven days a week, with standard hours being 11am to 11pm on weekdays and 11am to midnight on Saturday and 11am to 11pm on Sunday. Peak hours are anticipated to be from 2pm to 5pm.

The proposed floor plan includes indoor seating and a service counter that will be visible through the exterior storefront windows fronting Chicago Avenue. There is a small preparation area located in the rear of the store and an ADA accessible restroom in the rear of the store for employees and customers. Employees will be encouraged to use public transit options available near the site, the majority of which live nearby. Deliveries are not expected to take place frequently and will be handled by the purveyor likely during early morning hours. Trash will be stored in a shared space at the rear of the property and composting will occur whenever possible. The applicant agrees to follow Sustainability Plan...
including recycling. The operator anticipates opening in late summer and will comply with all COVID-19 regulations.

Legislative History:
May 19, 2020 - The Zoning Board of Appeals unanimously recommended approval of the requested special use with the following conditions:
1. Hours of operation shall not exceed 6am - midnight, 7 days a week.
2. Sustainability Plan shall be followed.
3. Substantial compliance with the documents and testimony on record.

May 19, 2020 ZBA Packet

Attachments:
Ordinance 60-O-20 Special Use Permit for a Type 2 Restaurant at 1607 Chicago Ave
Findings For Special Use for 1607 Chicago Ave
ZBA Meeting Minutes Excerpt for 1607 Chicago Ave
60-O-20

AN ORDINANCE

Granting a Special Use Permit for a Type 2 Restaurant Located at 1607 Chicago Avenue in the D4 Downtown Transition District (“Happy Le”)

WHEREAS, the Zoning Board of Appeals (“ZBA”) met on May 19, 2020, pursuant to proper notice, to consider case no. 20ZMJV-0006, an application filed by Happy Le, Inc. (the “Applicant”), lessee of the property legally described in Exhibit A, attached hereto and incorporated herein by reference, commonly known as 1607 Chicago Avenue (the “Subject Property”) and located in the D4 Downtown Transition District, for a Special Use Permit to establish, pursuant to Subsection 6-11-5-3 of the Evanston City Code, 2012, as amended (“the Zoning Ordinance”), a Type 2 Restaurant, “Happy Le,” on the Subject Property; and

WHEREAS, the ZBA, after hearing testimony and receiving other evidence, made a written record and written findings that the application for a Special Use Permit for a Type 2 Restaurant met the standards for Special Uses in Section 6-3-5 of the Zoning Ordinance and recommended City Council approval thereof; and

WHEREAS, at its meeting of June 8, 2020, the Planning and Development Committee of the City Council (“P&D Committee”) considered the ZBA’s record and findings and recommended the City Council accept the ZBA’s recommendation and approved the application in case no. 20ZMJV-0006; and
WHEREAS, at its meetings of June 8 and June 22, 2020, the City Council considered and adopted the respective records, findings, and recommendations of the ZBA and P&D Committee, as amended,

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: The City Council hereby approves the Special Use Permit for a Type 2 Restaurant on the Subject Property as applied for in case no. 20ZMJV-0006.

SECTION 3: Pursuant to Subsection 6-3-5 of the Zoning Ordinance, the City Council hereby imposes the following conditions on the Applicant’s Special Use Permit, violation of any of which shall constitute grounds for penalties or revocation of said Permit pursuant to Subsections 6-3-5 of the Zoning Ordinance:

A. Compliance with Applicable Requirements: The Applicant shall develop and use the Subject Property in substantial compliance with: all applicable legislation; the Applicant’s testimony and representations to the ZBA, the P&D Committee, and the City Council; and the approved plans and documents on file in this case, including but not limited to: the Sustainability Plan submitted by the Applicant.

B. Hours of Operation: The hours of operation of the restaurant shall not exceed 6 A.M. to midnight, seven (7) days a week.

C. Sustainability Plan: The Applicant shall comply with the Sustainability Plan which it previously submitted.

D. Recordation: Before it may operate the Special Use authorized by the terms of this ordinance, the Applicant shall record, at its cost, a certified copy of this ordinance with the Cook County Recorder of Deeds.
SECTION 4: When necessary to effectuate the terms, conditions, and purposes of this ordinance, “Applicant” shall be read as “Applicant’s agents, assigns, and successors in interest.”

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: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7: 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 8: 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.

Introduced: _________________, 2020
Adopted: _________________, 2020

Approved: ______________________, 2020

______________________________
Stephen H. Hagerty, Mayor

Attest: ________________________
Kelley Gandurski, Corporation Counsel

~3~
EXHIBIT A

LEGAL DESCRIPTION

LOT 4 (EXCEPT THE NORTH 5 FEET THEREOF) AND ALL OF LOTS 5-9 IN BLOCK 20 IN EVANSTON IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 18, TOWNSHIP 41 NORTH, RANGE 14, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PIN: 11-18-403-019-0000

COMMONLY KNOWN AS: 1607 Chicago Avenue, Evanston, Illinois.
In the case of

**Case Number:** 20ZMJV-0006  
**Address or Location:** 1607 Chicago Ave.  
**Applicant:** Happy Le Inc., lessee  
**Proposed Special Use:** Type 2 Restaurant, Happy Lemon

After conducting a public hearing on May 19, 2020, the Zoning Board of Appeals makes the following findings of fact, reflected in the audio-visual recording of the hearing, based upon the standards for special uses specified in Section 6-3-5-10 of the Zoning Ordinance:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) It is one of the special uses specifically listed in the zoning ordinance;</td>
<td>X Met Not Met Vote 6-0</td>
</tr>
<tr>
<td>(B) It is in keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;</td>
<td>X Met Not Met Vote 6-0</td>
</tr>
<tr>
<td>(C) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood and the effect of the proposed type of special use upon the city as a whole;</td>
<td>X Met Not Met Vote 6-0</td>
</tr>
<tr>
<td>(D) It does not interfere with or diminish the value of property in the neighborhood;</td>
<td>X Met Not Met Vote 6-0</td>
</tr>
</tbody>
</table>
(E) It can be adequately served by public facilities and services

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Vote 6-0

(F) It does not cause undue traffic congestion;

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Vote 6-0

(G) It preserves significant historical and architectural resources;

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Vote 6-0

(H) It preserves significant natural and environmental features; and

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Vote 6-0

(I) It complies with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation.

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Vote 6-0

and, based upon these findings, and upon a vote

6 in favor & 0 against

Recommends to the City Council

• approval without conditions
• denial of the proposed special use
• approval with conditions specifically:

1. Hours of operation shall not exceed 6am – midnight.
2. Sustainability Plan required.
3. Substantial compliance with the documents and testimony on record.

<table>
<thead>
<tr>
<th>Attending:</th>
<th>Vote:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Puchtel</td>
<td>X</td>
</tr>
<tr>
<td>Myrna Arevalo</td>
<td>X</td>
</tr>
<tr>
<td>Jill Zordan</td>
<td>X</td>
</tr>
<tr>
<td>Violetta Cullen</td>
<td>X</td>
</tr>
<tr>
<td>Lisa Dziekan</td>
<td></td>
</tr>
<tr>
<td>Mary McAuley</td>
<td>X</td>
</tr>
<tr>
<td>Kiril Mirintchev</td>
<td>X</td>
</tr>
</tbody>
</table>

Page 8 of 10
ZONING BOARD OF APPEALS
Tuesday, May 19, 2020
7:00 PM
Civic Center, 2100 Ridge Avenue, Council Chambers

Members Present: Mary McAuley, Violetta Cullen, Myrna Arevalo, Kiril Mirintchev, Max Puchtel, Jill Zordan

Members Absent: Lisa Dziekan

Staff Present: Scott Mangum, Melissa Klotz, Cade W. Sterling

Presiding Member: Violetta Cullen

1607 Chicago Ave.  20ZMJV-0006
Happy Le Inc., lessee, applies for a special use permit for a Type 2 Restaurant, in the D4 Downtown Transition District (Zoning Code Section 6-11-5-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Ms. Klotz read the case into the record

Trinh Lee, operator, explained the proposal:
- Plan to open when construction is done in August or September.
- Most employees will be NU students who walk to work.
- Won’t be impacted by COVID restrictions because the restaurant is mostly takeout service. Curbside pickup will be available.
- Anticipate 2-3 part time employees plus the full-time owner.
- Will use The Merion’s turnaround area for curbside service if ok with the property owner.

Deliberation:
ZBA Members agreed the proposed use is appropriate for the area.

Standards:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes
Ms. McAuley motioned and Ms. Arevalo seconded a motion to recommend approval with conditions:

1. Hours of operation shall not exceed 6am – midnight.
2. Sustainability Plan shall be followed.
3. Substantial compliance with the documents and testimony on record.

The case was unanimously recommended for approval with the conditions.
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Melissa Klotz, Zoning Administrator
CC: Johanna Leonard, Community Development Director; Scott Mangum, Planning and Zoning Manager
Subject: Ordinance 61-O-20, Granting a Special Use for Commercial Indoor Recreation, Total Sona Fitness, in the C2 Commercial District and oCSC Central Street Overlay District, at 2678 Green Bay Rd.
Date: June 8, 2020

Recommended Action:
The Zoning Board of Appeals and City staff recommend adoption of Ord. 61-O-20 granting special use approval for Commercial Indoor Recreation, Total Sona Fitness, in the C2 Commercial District and oCSC Central Street Overlay District. The applicant has complied with all zoning requirements and meets all of the Standards for a special use for this district.

Council Action:
For Introduction

Summary:
Total Sona Fitness will operate a program of small (6-8 participants) group fitness classes and personal training sessions by appointment. Given the size of the proposed space, only one class will occur at a single time with a goal of providing 36 small group classes per week. Business will be conducted primarily Monday through Friday between 6:00am and 6:30pm. Two yoga classes will be offered Sunday mornings at 8am and 8:30am. Two Cardio/Core classes will be offered Saturday 9am and 9:30 am and two strength classes at 10am and 10:30am. Classes on Monday and Wednesday evenings will be offered at 6:30pm and 7:00pm. Appointments for one-on-one sessions with a personal trainer will vary. The business plans to operate with up to 6 trainers (2 owner/operators and 4 part time trainers). The business plans to serve a local clientele, most of whom are expected to walk or bike to the facility.

As membership grows, the business will utilize some of the property’s 6 dedicated parking spaces, including one ADA space. Additional parking is available during peak hours of 6:30am and 8:30am when Pet People, which is located on the same property, is not open.
This offers additional parking if needed. The owners/operators currently live within 1,000 feet of the property, and only one employee is expected to drive and utilize one of the six dedicated parking spaces. The applicant has stated that on-site bike parking will also be added. The business will not utilize loud music or microphones, and focuses on a more intimate setting where cues and communication can occur easily. Deliveries are not expected, but if necessary, will be arranged during off-peak hours to avoid traffic congestion. There are no changes to the exterior façade. City staff has not received any written opposition or support for the proposal. The applicant agrees to operate within COVID-19 regulations.

Legislative History:
May 19, 2020 - The Zoning Board of Appeals unanimously recommended approval with the following condition:
1. Substantial compliance with the documents and testimony on record.

May 19, 2020 ZBA Packet

Attachments:
Ordinance 61-O-20, Special Use Permit for Commercial Indoor Recreation at 2678 Green Bay Rd
Findings For Special Use for 2678 Green Bay Rd
ZBA Meeting Minutes Excerpt for 2678 Green Bay Rd
61-O-20

AN ORDINANCE

Granting a Special Use Permit for Indoor Commercial Recreation
Located at 2678 Green Bay Road in the C2 Commercial District and
Central Street Corridor Overlay District
(“Total Sona Fitness”)

WHEREAS, the Zoning Board of Appeals (“ZBA”) met on May 19, 2020,
pursuant to proper notice, to consider case no. 20ZMJV-0007, an application filed by
Dylan Johnson (the “Applicant”), lessee of the property legally described in Exhibit A,
attached hereto and incorporated herein by reference, commonly known as 2678 Green
Bay Road (the “Subject Property”) and located in the C2 Commercial District and Central
Street Corridor Overlay District, for a Special Use Permit to establish, pursuant to
Subsection 6-15-14-5 of the Evanston City Code, 2012, as amended (“the Zoning
Ordinance”), Indoor Commercial Recreation, “Total Sona Fitness,” on the Subject
Property; and

WHEREAS, the ZBA, after hearing testimony and receiving other evidence,
made a written record and written findings that the application for a Special Use Permit for
Indoor Commercial Recreation met the standards for Special Uses in Section 6-3-5 of the
Zoning Ordinance and recommended City Council approval thereof; and

WHEREAS, at its meeting of June 8, 2020, the Planning and
Development Committee of the City Council (“P&D Committee”) considered the ZBA’s
record and findings and recommended the City Council accept the ZBA’s
recommendation and approved the application in case no. 20ZMJV-0007; and
WHEREAS, at its meetings of June 8 and June 22, 2020, the City Council considered and adopted the respective records, findings, and recommendations of the ZBA and P&D Committee, as amended,

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: The City Council hereby approves the Special Use Permit for Indoor Commercial Recreation on the Subject Property as applied for in case no. 20ZMJV-0007.

SECTION 3: Pursuant to Subsection 6-3-5 of the Zoning Ordinance, the City Council hereby imposes the following conditions on the Applicant’s Special Use Permit, violation of any of which shall constitute grounds for penalties or revocation of said Permit pursuant to Subsections 6-3-5 of the Zoning Ordinance:

A. Compliance with Applicable Requirements: The Applicant shall develop and use the Subject Property in substantial compliance with: all applicable legislation; the Applicant’s testimony and representations to the ZBA, the P&D Committee, and the City Council; and the approved plans and documents on file in this case.

B. Recordation: Before it may operate the Special Use authorized by the terms of this ordinance, the Applicant shall record, at its cost, a certified copy of this ordinance with the Cook County Recorder of Deeds.

SECTION 4: When necessary to effectuate the terms, conditions, and purposes of this ordinance, “Applicant” shall be read as “Applicant’s agents, assigns, and successors in interest.”

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: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7: 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 8: 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.

Introduced: _________________, 2020

Approved:

Adopted: _________________, 2020

_______________________________, 2020


Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

Devon Reid, City Clerk

Kelley Gandurski, Corporation Counsel
EXHIBIT A

LEGAL DESCRIPTION

Lot 1 in Plat of Consolidation recorded May 10, 1989, as Document 89210858 of Lots 8 and 9 in Block 24 in Stewart's Resubdivision of Blocks 22, 23, 24, and 26 in North Evanston, being a Subdivision of Lots 11 to 16, both inclusive, and the West 4.30 acres of Lot 17 of George Smith's Subdivision (except the North 240 acres) of the South Section of Ouilmette Reservation in Township 42 North, Range 13, East of the Third Principal Meridian in Cook County, Illinois.

PIN: 05-34-417-029-0000

COMMONLY KNOWN AS: 2678 Green Bay Road, Evanston, Illinois.
Findings for Standards of Special Use Permits

In the case of

Case Number: 20ZMJV-0007
Address or Location: 2678 Green Bay Rd.
Applicant: Dylan Johnson, lessee
Proposed Special Use: Commercial Indoor Recreation, Total Sona Fitness

After conducting a public hearing on May 19, 2020, the Zoning Board of Appeals makes the following findings of fact, reflected in the audio-visual recording of the hearing, based upon the standards for special uses specified in Section 6-3-5-10 of the Zoning Ordinance:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) It is one of the special uses specifically listed in the zoning ordinance;</td>
<td>X Met Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>(B) It is in keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;</td>
<td>X Met Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>(C) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood and the effect of the proposed type of special use upon the city as a whole;</td>
<td>X Met Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>(D) It does not interfere with or diminish the value of property in the neighborhood;</td>
<td>X Met Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>E</td>
<td>It can be adequately served by public facilities and services</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>F</td>
<td>It does not cause undue traffic congestion;</td>
</tr>
<tr>
<td>G</td>
<td>It preserves significant historical and architectural resources;</td>
</tr>
<tr>
<td>H</td>
<td>It preserves significant natural and environmental features; and</td>
</tr>
<tr>
<td>I</td>
<td>It complies with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation.</td>
</tr>
</tbody>
</table>

and, based upon these findings, and upon a vote

6 in favor & 0 against

Recommends to the City Council

- approval without conditions
- denial of the proposed special use
- approval with conditions specifically:

1. Substantial compliance with the documents and testimony on record.

<table>
<thead>
<tr>
<th>Attending:</th>
<th>Vote:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Puchtel</td>
<td>X Aye</td>
</tr>
<tr>
<td>Myrna Arevalo</td>
<td>X No</td>
</tr>
<tr>
<td>Jill Zordan</td>
<td>X Aye</td>
</tr>
<tr>
<td>Violetta Cullen</td>
<td>X No</td>
</tr>
<tr>
<td>Lisa Dziekan</td>
<td>X Aye</td>
</tr>
<tr>
<td>Mary McAuley</td>
<td>X No</td>
</tr>
<tr>
<td>Kiril Mirintchev</td>
<td>X Aye</td>
</tr>
</tbody>
</table>
Members Present: Mary McAuley, Violetta Cullen, Myrna Arevalo, Kiril Mirintchev, Max Puchtel, Jill Zordan

Members Absent: Lisa Dziekan

Staff Present: Scott Mangum, Melissa Klotz, Cade W. Sterling

Presiding Member: Violetta Cullen

2678 Green Bay Rd.  20ZMJV-0007
Dylan Johnson, lessee, applies for a special use permit for Indoor Commercial Recreation, Total Sona Fitness, in the C2 Commercial District and Central Street Corridor Overlay District (Zoning Code Section 6-15-14-5). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Ms. Klotz read the case into the record.

Dylan Johnson, operator, explained the proposal:
- Will follow all COVID guidelines.
- Property owner is working with operator for an opening date and is mostly based on COVID restrictions.
- Each workout space will have a plexiglass pod - for 6 participants at a time.
- There is adequate parking on site with 6 dedicated spaces
- Location is walkable so many clients will not drive there.
- Classes will be separated by a half hour.
- The other business on the property does not open until 9am so extra parking is available during the early morning peak hours.
- Operator and wife are full time employees and live right by the business, and there will be 3 part time trainers - some will take the train instead of driving a vehicle.
- The business model is not loud fitness like a gym that blasts music. There are no loud microphones or shouting – it is supposed to be a casual, calm experience.

Deliberations:
Ms. McAuley stated the area is high density and located near public transit so less parking is needed. The business will do well in that area. Chair Cullen agreed. Member Zordan agreed that it is a good fit for the neighborhood. Ms. Arevalo and Mr. Mirintchev agreed. Mr. Puchtel noted the proposal complies with the Comprehensive Plan.
Standards:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes

Ms. McAuley motioned and Ms. Arevalo seconded a motion to recommend approval with conditions:
1. Substantial compliance with the documents and testimony on record.

The case was unanimously recommended for approval with the condition.
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Melissa Klotz, Zoning Administrator
CC: Johanna Leonard, Community Development Director; Scott Mangum, Planning and Zoning Manager
Subject: Ordinance 62-O-20 granting a Special Use for a Detached Single Family Dwelling in the B1 Business District at 1717 Simpson St.
Date: June 8, 2020

Recommended Action:
The Zoning Board of Appeals and staff recommend adoption of Ordinance 62-O-20 granting Special Use approval to allow the expansion of an existing Detached Single Family Dwelling in the B1 Business District, at 1717 Simpson Street. The applicant has complied with all zoning requirements and meets all of the Standards for Special Use in this district.

Council Action:
For Introduction

Summary:
The property owner recently purchased the residence and undertook renovations without permit, enclosing a non-habitable front enclosure (greenhouse) into habitable space in the same footprint, effectively expanding the existing non-conforming use since the residence is located within a business district. The property owner requests a special use to bring the zoning into compliance to allow a single family residence with the expanded habitable footprint.

The special use will cease if the residential structure is ever removed from the property and the existing B1 Business District zoning will remain. City staff is not aware of any objections or comments regarding the proposal.

Legislative History:
May 19, 2020 - The Zoning Board of Appeals unanimously recommended approval with the condition the project be developed in substantial compliance with the documents and testimony on record.
May 19, 2020 ZBA Packet

Attachments:
Ordinance 62-O-20, Special Use for a Detached Single Family Dwelling at 1717 Simpson St.
Findings For Special Use for 1717 Simpson St
ZBA Meeting Minutes Excerpt for 1717 Simpson St
AN ORDINANCE

Granting a Special Use Permit for a Detached Single-Family Dwelling
Located at 1717 Simpson Street in the B1 Business District

WHEREAS, the Zoning Board of Appeals (“ZBA”) met on May 19, 2020, pursuant to proper notice, to consider case no. 20ZMJV-0013, an application filed by Stefan Cucu (the “Applicant”), lessee of the property legally described in Exhibit A, attached hereto and incorporated herein by reference, commonly known as 1717 Simpson Street (the “Subject Property”) and located in the B1 Business District, for a Special Use Permit to establish, pursuant to Subsection 6-9-2-3 of the Evanston City Code, 2012, as amended (“the Zoning Ordinance”), a Detached Single-Family Dwelling on the Subject Property; and

WHEREAS, the ZBA, after hearing testimony and receiving other evidence, made a written record and written findings that the application for a Special Use Permit for a Detached Single-Family Dwelling met the standards for Special Uses in Section 6-3-5 of the Zoning Ordinance and recommended City Council approval thereof; and

WHEREAS, at its meeting of June 8, 2020, the Planning and Development Committee of the City Council (“P&D Committee”) considered the ZBA’s record and findings and recommended the City Council accept the ZBA’s recommendation and approved the application in case no. 20ZMJV-0013; and
WHEREAS, at its meetings of June 8 and June 22, 2020, the City Council considered and adopted the respective records, findings, and recommendations of the ZBA and P&D Committee, as amended,

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: The City Council hereby approves the Special Use Permit for a Detached Single-Family Dwelling on the Subject Property as applied for in case no. 20ZMJV-0013.

SECTION 3: Pursuant to Subsection 6-3-5 of the Zoning Ordinance, the City Council hereby imposes the following conditions on the Applicant’s Special Use Permit, violation of any of which shall constitute grounds for penalties or revocation of said Permit pursuant to Subsections 6-3-5 of the Zoning Ordinance:

A. Compliance with Applicable Requirements: The Applicant shall develop and use the Subject Property in substantial compliance with: all applicable legislation; the Applicant’s testimony and representations to the ZBA, the P&D Committee, and the City Council; and the approved plans and documents on file in this case.

B. Recordation: Before it may operate the Special Use authorized by the terms of this ordinance, the Applicant shall record, at its cost, a certified copy of this ordinance with the Cook County Recorder of Deeds.

SECTION 4: When necessary to effectuate the terms, conditions, and purposes of this ordinance, “Applicant” shall be read as “Applicant’s agents, assigns, and successors in interest.”

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: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7: 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 8: 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.

Introduced: _________________, 2020
Adopted: _________________, 2020
Approved: ____________________________, 2020

_______________________________
Stephen H. Hagerty, Mayor

Attest:

Approved as to form:

_______________________________
Devon Reid, City Clerk

Kelley Gandurski, Corporation Counsel
EXHIBIT A

LEGAL DESCRIPTION

The East 37.5 feet of Lots 9 and 10 (except the North 9 feet for alley) in Block 8 of Paynes Addition to Evanston, a Subdivision of the Southwest Quarter of the Southeast Quarter of Section 12, Township 41 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois.

PIN: 10-12-420-016-0000

COMMONLY KNOWN AS: 1717 Simpson Street, Evanston, Illinois.
In the case of

**Case Number:** 20ZMJV-0013  
**Address or Location:** 1717 Simpson St.  
**Applicant:** Stefan Cucu, property owner  
**Proposed Special Use:** Detached Single Family Dwelling in the B1 District  

After conducting a public hearing on May 19, 2020, the Zoning Board of Appeals makes the following findings of fact, reflected in the audio-visual recording of the hearing, based upon the standards for special uses specified in Section 6-3-5-10 of the Zoning Ordinance:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) It is one of the special uses specifically listed in the zoning ordinance;</td>
<td><strong><strong>X</strong></strong> Met  ____Not Met Vote 6-0</td>
</tr>
<tr>
<td>(B) It is in keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;</td>
<td><strong><strong>X</strong></strong> Met  ____Not Met Vote 6-0</td>
</tr>
<tr>
<td>(C) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood and the effect of the proposed type of special use upon the city as a whole;</td>
<td><strong><strong>X</strong></strong> Met  ____Not Met Vote 6-0</td>
</tr>
<tr>
<td>(D) It does not interfere with or diminish the value of property in the neighborhood;</td>
<td><strong><strong>X</strong></strong> Met  ____Not Met Vote 6-0</td>
</tr>
</tbody>
</table>
(E) It can be adequately served by public facilities and services

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Vote 6-0

(F) It does not cause undue traffic congestion;

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Vote 6-0

(G) It preserves significant historical and architectural resources;

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Vote 6-0

(H) It preserves significant natural and environmental features; and

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Vote 6-0

(I) It complies with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation.

<table>
<thead>
<tr>
<th>Met</th>
<th>Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Vote 6-0

and, based upon these findings, and upon a vote

6 in favor & 0 against

Recommends to the City Council

- approval without conditions
- denial of the proposed special use
- approval with conditions specifically:

1. Substantial compliance with the documents and testimony on record.

<table>
<thead>
<tr>
<th>Attending:</th>
<th>Vote:</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Max Puchtel</td>
<td>X</td>
</tr>
<tr>
<td>X Myrna Arevalo</td>
<td>X</td>
</tr>
<tr>
<td>X Jill Zordan</td>
<td>X</td>
</tr>
<tr>
<td>X Violetta Cullen</td>
<td>X</td>
</tr>
<tr>
<td>Lisa Dziekan</td>
<td></td>
</tr>
<tr>
<td>X Mary McAuley</td>
<td>X</td>
</tr>
<tr>
<td>X Kiril Mirintchev</td>
<td>X</td>
</tr>
</tbody>
</table>

Community Development Department
2100 Ridge Ave., Rm. 3202 Evanston, IL 60201

zoning@cityofevanston.org
www.cityofevanston.org/zoning
1717 Simpson St. 20ZMJV-0013
Stefan Cucu, applicant, applies for a special use permit for a Detached Single-Family Dwelling in the B1 Business District (Zoning Code Section 6-9-2-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Ms. Klotz read the case into the record

Ms. Cucu, owner, explained the proposal:
- The property features an existing single family home.
- The special use is required because the property is located in a business district.
- Current owners purchased the property and have lived there since November 2018.
- The new enclosed porch is the same footprint as the existing porch/greenhouse structure.

Ms. Klotz explained why a special use is more appropriate than a variation in this instance since it will bring the property into compliance rather than continue the legally nonconforming status as a residence in a business district. The special use will run with the property and will cease if the single family residence is ever removed.

Deliberation:
Ms. McAuley stated the construction is a nice improvement to the home. ZBA Members agreed.

Standards:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes

Ms. Arevalo motioned and Ms. McAuley seconded a motion to recommend approval with conditions:

1. Substantial compliance with the documents and testimony on record.

The case was unanimously recommended for approval with the condition.
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Melissa Klotz, Zoning Administrator
CC: Johanna Leonard, Community Development Director; Scott Mangum, Planning and Zoning Manager
Subject: Ordinance 63-O-20 granting a Special Use for a Type 2 Restaurant, 4 Suns Fresh Juice, in the C1 Commercial District at 1906 Main St.
Date: June 8, 2020

Recommended Action:
The Zoning Board of Appeals and City staff recommend adoption of Ord. 63-O-20 granting a Special Use for a Type 2 Restaurant, 4 Suns Fresh Juice, in the C1 Commercial District at 1906 Main St. The applicant has complied with all zoning requirements and meets all of the Standards for a special use in this district.

Council Action:
For Introduction

Summary:
The applicant proposes to operate 4 Suns Fresh Juice, a Type 2 Restaurant with a menu consisting of a variety of vegan, whole food, plant-based juices and smoothies in addition to teas, wraps, bowls, salads and sandwiches that are prepared on-site. The applicant is proposing to operate five days a week, with standard hours being 7am to 7pm on Wednesday through Sunday with peak hours between 9am and 1pm. The restaurant will be closed on Mondays and Tuesdays.

The space is roughly 700 square feet and the proposed floor plan includes indoor seating for 12-14 customers (two two-top tables and bar seating in window) and a service counter that will be visible through the exterior storefront windows fronting Main Street. There is a preparation area, and large dry-storage area located in the south and east volumes of the store. A shared ADA accessible restroom is located in the rear of the building and will be used by both employees and customers. Employees and customers will park in the rear parking lot of the building accessible from Dodge Avenue and walk around the building to the entrance off Main Street. The parking lot has 65 full-size spaces and 3 accessible spaces shared between the building's seven tenants. Deliveries are expected to occur twice per
week and will be handled by staff and take place on a small scale in the rear parking lot. City staff is not aware of any objections to the proposal. The applicant agrees to operate following COVID-19 regulations.

Legislative History:
May 19, 2020 - The Zoning Board of Appeals unanimously recommended approval with the following condition:
1. Hours of operation shall not exceed 6am - midnight, 7 days a week.

May 19, 2020 ZBA Packet

Attachments:
Ordinance 63-O-20 Special Use for a Type 2 Restaurant at 1906 Main St
Findings For Special Use for 1906 Main St
ZBA Meeting Minutes Excerpt for 1906 Main St.
63-O-20

AN ORDINANCE

Granting a Special Use Permit for a Type 2 Restaurant Located at
1906 Main Street in the C1 Commercial District
(“4 Suns Fresh Juice”)

WHEREAS, the Zoning Board of Appeals (“ZBA”) met on May 19, 2020,
pursuant to proper notice, to consider case no. 20ZMJV-0023, an application filed by
Gabrielle J. Aguilar (the “Applicant”), lessee of the property legally described in Exhibit
A, attached hereto and incorporated herein by reference, commonly known as 1906 Main Street (the “Subject Property”) and located in the C1 Commercial District, for a
Special Use Permit to establish, pursuant to Subsection 6-10-2-3 of the Evanston City
Code, 2012, as amended (“the Zoning Ordinance”), a Type 2 Restaurant on the Subject
Property; and

WHEREAS, the ZBA, after hearing testimony and receiving other evidence,
made a written record and written findings that the application for a Special Use Permit for
a Type 2 Restaurant met the standards for Special Uses in Section 6-3-5 of the Zoning
Ordinance and recommended City Council approval thereof; and

WHEREAS, at its meeting of June 8, 2020, the Planning and Development Committee of the City Council (“P&D Committee”) considered the ZBA’s
record and findings and recommended the City Council accept the ZBA’s recommendation and approved the application in case no. 20ZMJV-0023; and
WHEREAS, at its meetings of June 8 and June 22, 2020, the City Council considered and adopted the respective records, findings, and recommendations of the ZBA and P&D Committee, as amended,

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: The City Council hereby approves the Special Use Permit for a Type 2 Restaurant on the Subject Property as applied for in case no. 20ZMJV-0023.

SECTION 3: Pursuant to Subsection 6-3-5 of the Zoning Ordinance, the City Council hereby imposes the following conditions on the Applicant’s Special Use Permit, violation of any of which shall constitute grounds for penalties or revocation of said Permit pursuant to Subsections 6-3-5 of the Zoning Ordinance:

A. Compliance with Applicable Requirements: The Applicant shall develop and use the Subject Property in substantial compliance with: all applicable legislation; the Applicant’s testimony and representations to the ZBA, the P&D Committee, and the City Council; and the approved plans and documents on file in this case.

B. Hours of Operation: Hours of operation of the restaurant shall not exceed 6 A.M. to midnight, seven (7) days a week.

C. Recordation: Before it may operate the Special Use authorized by the terms of this ordinance, the Applicant shall record, at its cost, a certified copy of this ordinance with the Cook County Recorder of Deeds.

SECTION 4: When necessary to effectuate the terms, conditions, and purposes of this ordinance, “Applicant” shall be read as “Applicant’s agents, assigns, and successors in interest.”
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: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7: 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 8: 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.

Introduced: _________________, 2020
Adopted: _________________, 2020

______________________________
Stephen H. Hagerty, Mayor

Attest:

______________________________
Devon Reid, City Clerk

Approved:

______________________________
Kelley Gandurski, Corporation Counsel

~3~
EXHIBIT A

LEGAL DESCRIPTION

Lots 1-8, both inclusive, together with vacated 40 ft. alley lying South of and adjoining said Lots 1 and 2 in Burton’s Resubdivision of Lots 1 to 5, both inclusive, in Block 1 in Harbert and Richard’s Addition to South Evanston, a Subdivision of the East Third of the North Half of the Southwest Quarter of Section 24, Township 41 North, Range 13, East of the Third Principal Meridian, in Cook County, Illinois.

PIN: 10-24-304-038-0000

COMMONLY KNOWN AS: 1906 Main Street, Evanston, Illinois.
**FINDINGS FOR STANDARDS OF SPECIAL USE PERMITS**

In the case of

**Case Number:** 20ZMJV-0023  
**Address or Location:** 1906 Main St.  
**Applicant:** Gabrielle J. Aguilar, lessee  
**Proposed Special Use:** Type 2 Restaurant, 4 Suns Fresh Juice

After conducting a public hearing on May 19, 2020, the Zoning Board of Appeals makes the following findings of fact, reflected in the audio-visual recording of the hearing, based upon the standards for special uses specified in Section 6-3-5-10 of the Zoning Ordinance:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) It is one of the special uses specifically listed in the zoning ordinance;</td>
<td>X Met</td>
</tr>
<tr>
<td></td>
<td>Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>(B) It is in keeping with purposes and policies of the adopted comprehensive general plan and the zoning ordinance as amended from time to time;</td>
<td>X Met</td>
</tr>
<tr>
<td></td>
<td>Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>(C) It will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood and the effect of the proposed type of special use upon the city as a whole;</td>
<td>X Met</td>
</tr>
<tr>
<td></td>
<td>Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>(D) It does not interfere with or diminish the value of property in the neighborhood;</td>
<td>X Met</td>
</tr>
<tr>
<td></td>
<td>Not Met</td>
</tr>
<tr>
<td></td>
<td>Vote 6-0</td>
</tr>
<tr>
<td>Condition</td>
<td>Met</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>(E) It can be adequately served by public facilities and services</td>
<td>X</td>
</tr>
<tr>
<td>(F) It does not cause undue traffic congestion;</td>
<td>X</td>
</tr>
<tr>
<td>(G) It preserves significant historical and architectural resources;</td>
<td>X</td>
</tr>
<tr>
<td>(H) It preserves significant natural and environmental features; and</td>
<td>X</td>
</tr>
<tr>
<td>(I) It complies with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation.</td>
<td>X</td>
</tr>
</tbody>
</table>

and, based upon these findings, and upon a vote

6 in favor & 0 against

Recommends to the City Council

approval without conditions

denial of the proposed special use

approval with conditions specifically:

1. Hours of operation shall not exceed 6am-midnight.

Attending:         Vote:          

Max Puchtel  Aye  
Myrna Arevalo  Aye  
Jill Zordan   Aye  
Violetta Cullen  Aye  
Lisa Dziekan  Aye  
Mary McAuley  Aye  
Kiril Mirintchev  Aye  

Page 8 of 10
1906 Main St.  20ZMJV-0023
Gabrielle J. Aguilar, lessee, applies for a special use permit for a Type 2 Restaurant, 4 Suns Fresh Juice, in the C1 Commercial District (Zoning Code Section 6-10-2-3). The Zoning Board of Appeals makes a recommendation to City Council, the determining body for this case.

Ms. Klotz read the case into the record.

Gabrielle Aguilar, operator, explained the proposal:
- Restaurant will be carry out with minimal seating - only stools at the window and one ADA table.
- Will follow all COVID precautions.
- Mostly drinks for sale but also a little food.
- Sale items are healthy and often vegan.
- Plan to open as soon as possible this summer.
- Customers will arrive by foot, bike, from Robert Crown, and there is a large parking lot at the property that accommodates 60 vehicles.

Ms. McAuley commended the healthy food options that will be offered, and noted bicyclists from James Park will also head that way.

The applicant stated she hopes to add a bike rack near the door.

Deliberation:
Chair Cullen stated her support for the business and is glad for the location.

Member Mirintchev agreed there is currently no option for this type of healthy food in the area. Mr. Puchtel and other Members agreed.

Standards:
1. Yes
2. Yes
3. Yes
4. Yes
5. Yes
6. Yes
7. Yes
8. Yes
9. Yes

Ms. Arevalo motioned and Ms. Zordan seconded a motion to recommend approval with conditions:
   1. Hours of operation shall not exceed 6am – midnight.

The case was unanimously recommended for approval with the condition.
Memorandum

To: Honorable Mayor and Members of the City Council
CC: Members of the Planning and Development Committee
From: Scott Mangum, Planning & Zoning Administrator
CC: Johanna Leonard, Director of Community Development; David Stoneback, Public Works Agency Director; Paul D’Agostino, Environmental Services Coordinator
Subject: Ordinance 25-O-20, Amending Title 7, Chapter 8, Section 8 “Tree Preservation”
Date: June 8, 2020

Recommended Action:
Staff recommends that City Council accept and place on file Ordinance 25-O-20 amending the Tree Preservation Ordinance (7-8-8). There is no ability to implement and administer the revised Tree Preservation Ordinance due to the City’s recent reduction in staffing in the Public Works Agency (PWA). If there is interest in further changes to the Tree Preservation Ordinance that do not require additional staffing, such as updates to tree species, fee structures, and other administrative details, staff can return to City Council with a revised Ordinance for consideration.

Council Action:
For Action: Accept and Place on File

Summary:
Update: The item was tabled at the March 9, 2020, City Council meeting for staff to study how to implement the ordinance in 2020 with existing staff resources. Since that time, the Environmental Service Coordinator (arborist) position within PWA has been vacated. With current staffing levels during the COVID-19 Pandemic Response, staff now recommends that the ordinance be accepted and placed on file.

Following the February 24, 2020 meeting, staff from the Community Development Department and the PWA met to review the implementation for this ordinance. Staff reviewed the suggested language to include in the ordinance the requested requirement that if someone seeks to remove a tree that is not diseased or damaged and is protected by the ordinance, that such requests come to City Council. As currently proposed in Ordinance 25-O-20, it is estimated that in addition to the over 400 properties annually that could be subject
to the changes (the City issues over 400 building permits annually for demolition, additions, new construction or site work) property owners that seek to remove a tree over 20 dbh could be subject to the ordinance if they perform any work involving 600 square feet or more of impervious surface in the two years following the removal of the tree. Each of those property owners will be required to obtain a tree survey (identifying tree size, location, and species) that will need to be reviewed by a certified arborist in the PWA prior to moving forward with any project and obtaining a building permit. Based on the current staffing levels of PWA, this would present a challenge for this review while balancing this new additional work. Therefore, staff requests continued discussion of the proposed ordinance to address any budget implications that may result from the implementation of this ordinance and what the effective date of this ordinance should be.

Following discussion at the February 10, 2020 Planning and Development Committee, Ordinance 25-O-20 has been revised to: clarify that private trees meeting the minimum size and species requirements would be protected when a building permit is submitted for any improvement that adds more than 600 square feet of impervious surface as calculated by the Zoning Ordinance; add a requirement that a tree permit is required for the removal of any such tree of the minimum size and species in order to document removal so that any such tree removed after the effective date of this ordinance would also become a protected tree if a building permit is applied for within 2 years following its removal that exceeds the 600 square feet of impervious surface; and added Silver Maple to Species Group C.

Evanston’s Tree Preservation Ordinance (7-8-8) was created in 2011 and includes a category of protected trees (7-8-8-4), specifies activities that are regulated (7-8-8-5), requires permits for certain activities (7-8-8-5), includes requirements for a tree protection plan (7-8-8-8), and established a formula for replacement of trees (7-8-8-7). However, the Tree Preservation Ordinance is currently limited to private trees within Planned Developments and Subdivisions of 2 acres or larger, as well as all public trees.

At its meetings on September 9 and November 25, 2019, the Planning and Development Committee discussed potential revisions and provided direction to expand the scope of private properties that are covered and develop objective criteria to include private trees between 20 and 25 inches in dbh, depending on the species.

Staff recommends modifying the Tree Preservation Ordinance to include protection of all private trees with a diameter of 20” or 25” or larger, in Species Groups A, B & C as described within Appendix A on all properties that are proposed to be developed or built on, as well as qualifying trees on neighboring properties within 25’ of the proposed construction. Species Group D is not included since this group consists of trees that are either invasive or have very poor growth habits that make them undesirable. None of the tree species in this group D is cultivated by nurseries to sell either to the wholesale or retail trade. Some other local municipalities use a lower threshold for private tree protection but also have dedicated staff working nearly full-time to review plans, inspect properties and enforce their Ordinance requirements.

Under the proposed ordinance a tree preservation permit would be required for any construction on private property that involved an increase in impervious surface of greater than 600 square feet, such as a new building, addition, and/or expanded impervious surface. In order to review and issue a tree preservation permit the property owner would need to
provide a tree survey indicating the size, location, and species of all trees on the property for Forestry staff to determine whether there are protected trees that would be impacted. The added cost to the property owner to obtain a topographic or tree survey from a private company is estimated at between $300 and $1,400 depending on factors including the size of the lot and the number of trees.

If a covered tree would have to be removed, the property owner has the option to replace the tree at the designated ratio, or pay a fee-in-lieu that would be used to cover the cost of planting new trees in the public right-of-way.

Staff is also recommending the following additional substantive changes to the Ordinance:
- Increasing the tree replacement ratio for each species group by 25% and the amount per inch of the fee in lieu of tree replacement from $150 per inch to $250 per inch.
- Eliminating the tree replacement exemption for structures designated as landmarks.
- Increasing the penalties for violations from between $100 and $1,500 to between $500 and $10,000 per occurrence or per tree.
- Increasing the permit fee from $50 to $100.
- The inclusion of qualifying trees on adjacent properties within twenty-five feet of the proposed construction.
- Reclassifying some trees within the Species Groups.

Attachments:
Ordinance 25-O-20 Amending City Code Section 7-8-8, Tree Preservation
25-O-20

AN ORDINANCE
Amending Title 7, Chapter 8, Section 8 “Tree Preservation”

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF

EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: City Code Subsection 7-8-8-1(A), “Purpose and Intent”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

A. Purpose and intent. This Chapter governs the maintenance, protection, removal and replacement of existing public trees, and certain private trees as defined in subsection 7-8-8-4, located on any parcel of two (2) acres or more planned for a subdivision, and private trees within a planned development within the City of Evanston, in order to protect and preserve the urban landscape and to fulfill the objectives identified in the Evanston Comprehensive Plan and the Evanston Climate Action and Resiliency Plan.

SECTION 2: City Code Section 7-8-8-3, “Definitions”, of the Evanston City Code of 2012, as amended, is hereby amended as follows:

7-8-8-3. - DEFINITIONS.

For the purposes of this Section, the following terms, phrases, and words have the meanings in this Section. The terms, phrases, and words used in this Section that are not defined in this Section have the meanings otherwise ascribed to them elsewhere in this Title.

| PROTECTED TREE. | Any tree specified in Subsection 7-8-8-4 of this Section that is covered by a regulated activity. |
| PUBLIC TREE. | Any tree located on any public right-of-way or public property. |

SECTION 3: City Code Subsection 7-8-8-4, “Protected Trees”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

7-8-8-4. – PROTECTED TREES
A. *Identification of trees by group.* Trees within the City are defined into four (4) groups, groups A, B, C, and D, based on ratings provided in the tree species standards for species characteristics including environmental adaptability, biological traits, longevity, maintenance needs, and landscape value. Group A trees are the highest rated trees and group D trees are the lowest rated. The complete list of species in each group is set forth in Appendix A, Subsection 7-8-8-13 of this Section.

B. Protected trees designated.

1. Protected public trees and private trees for subdivisions of 2 acres or larger and for planned developments are those trees in groups A, B, and C with the minimum dbh listed below:

<table>
<thead>
<tr>
<th>Protected Trees</th>
<th>Minimum DBH</th>
</tr>
</thead>
<tbody>
<tr>
<td>All public trees</td>
<td>2 inches</td>
</tr>
<tr>
<td>Group A</td>
<td>3 inches</td>
</tr>
<tr>
<td>Group B</td>
<td>6 inches</td>
</tr>
<tr>
<td>Group C</td>
<td>10 inches</td>
</tr>
</tbody>
</table>

2. Protected trees for any activity on private property that involves the addition of more than 600 square feet of impervious surface, as calculated in Title 6, are those trees in groups A, B, and C with the minimum dbh listed below:

<table>
<thead>
<tr>
<th>Protected Trees</th>
<th>Minimum DBH</th>
</tr>
</thead>
<tbody>
<tr>
<td>All public trees</td>
<td>2 inches</td>
</tr>
<tr>
<td>Group A, B, and C</td>
<td>25 inches</td>
</tr>
<tr>
<td>All Oak Species</td>
<td>20 inches</td>
</tr>
<tr>
<td>All Hickory Species</td>
<td>20 inches</td>
</tr>
</tbody>
</table>

3. Protected trees include any tree that would otherwise qualify as a protected tree under Section 7-8-4(B)(2) and was removed after March 31, 2020 and in the two (2) years prior to the filing of an application for a building permit.

4. When a protected tree has a multi-stemmed trunk system, the minimum dbh shall be determined utilizing the trunk having the largest measurement as determined by a calculation in inches at a point four and one-half (4.5) feet above the existing grade at the base of the tree.

C. *Exclusions.* Protected trees do not include trees with a dbh below the minimum dbh as provided in Subsection B of this Section, or group D trees.
SECTION 4: City Code Subsection 7-8-8-5, “Regulated Activities”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

7-8-8-5. - REGULATED ACTIVITIES.

A. Regulated activities designated. The following activities are regulated activities and are subject to the provisions of this Section:

1. Any activity that will cause, or is reasonably likely to cause, the damage or removal of a tree or trees with a dbh of two (2) inches or greater, including, without limitation:
   a. The subdivision of property measuring two (2) acres or larger pursuant to the City subdivision ordinance;
   b. Any activity commenced pursuant to a planned development granted in accordance with this Code;
   c. Any activity on private property that involves the addition of more than 600 square feet of impervious surface, as calculated in Title 6.
   d. Any activity on public or private property requiring the issuance of any permit pursuant to any City ordinance, including, without limitation, grading, building, sewerage, water, plumbing, or other permits; and
   e. Any activity involving construction, earthmoving, demolition, or vehicular traffic, or any similar activity, occurring within a critical root zone of a protected tree on public property, with the exception of regularly scheduled maintenance activities performed by City of Evanston employees.

2. The removal of exotic and invasive species with a dbh of two (2) inches or greater.

B. Limitation on damage or removal of trees. This Section applies to the damage or removal of any tree in the course of the regulated activities described in this Section. All regulated activities must be planned and performed in a manner, to a degree, and with sufficient equipment and personnel so as to:

1. Reasonably involve the least amount of damage or removal of trees; and

2. Not defeat or be inconsistent with the purposes and intent of this Section.
C. **Regulated activities involving construction.** An applicant for any regulated activity involving construction activity must submit a tree protection plan in accordance with Subsection 7-8-8-8 of this Section and a tree replacement security in accordance with Subsection 7-8-8-7-J of this Section.

**SECTION 5:** City Code Subsection 7-8-8-6(C), "Application for Permit", of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

C. **Application for permit.** No person may remove a tree of 20 inches (dbh) or greater without obtaining a tree permit. Any person desiring or required to obtain a tree permit must submit a tree permit application to the City Manager or his/her designee on a form provided by the City setting forth or otherwise providing the following information:

1. **Required information for all applications.**
   a. Applicant's name and address.
   b. Location of the subject property on which the regulated activity will occur, including the street address or legal description, and the legal and beneficial owner of the subject property.
   c. Legal relationship of the applicant to the subject property.
   d. The signature of the applicant and the owner of the subject property.
   e. Size of the subject property.
   f. If all or part of the subject property is located within a conservancy area, any recorded plat, deed, or covenant that indicates or describes the location and restrictions of the conservancy area.
   g. Number, size, species, and condition of trees that will be damaged or removed in the course of the proposed regulated activity.
   h. Number, size, species, and condition of trees that may be damaged or removed in the course of the proposed regulated activity or any related activity, and steps to be taken to prevent the damage or destruction and any necessary remedial action.
   i. Tree replacement plan in accordance with Subsection 7-8-8-7.l of this Chapter.
j. Tree replacement security in accordance with Subsection 7-8-8-7.J of this Section; except, that the City Manager or his/her designee may waive or modify this requirement pursuant to Subsection 7-8-8-7.J.5 of this Section for certain tree permit applications unrelated to construction activity.

k. Other data and information as the City Manager or his/her designee deems necessary to allow full and fair consideration of the tree permit application and for compliance with the goals of this Section.

SECTION 6: City Code Subsection 7-8-8-6(E), “Application and permit fees”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

E. Application and permit fees. An applicant must pay a fee of fifty-one hundred dollars ($50100.00) for: 1) a tree permit application along with any consultant review fees incurred by the City in processing the tree permit application and, if a permit is granted; 2) a tree permit fee; provided, however, that no application or permit fee will apply to a tree permit or tree permit application concerning the removal of group D trees, trees with less than the minimum dbh set forth in Subsection 7-8-8-4.B of this Section, or diseased or dangerous trees pursuant to Subsections 7-8-1-2 and/or 7-8-6-1 of this Section.

SECTION 7: City Code Subsection 7-8-8-7, “Tree Replacement”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

7-8-8-7. - TREE REPLACEMENT.

A. General requirements. Any protected tree damaged or removed in the course of a regulated activity must be replaced by the applicant pursuant to this Section and as depicted in a tree replacement plan pursuant to Subsection 7-8-8-7.I of this Section, regardless of whether the protected tree is located on the same lot on which the regulated activity takes place; except, that the City Manager or his/her designee may, pursuant to Subsection G of this Section, consider a request to submit a fee in lieu of the replacement of trees, and except for the exemptions in Subsection B of this Section. No replacement tree may have a caliper less than two and one-half (2½) inches.

B. Exemptions. Tree replacement will not be required if the City Manager or his/her designee determines that any of the following circumstances exist:
1. When a protected tree, due to natural causes, is dead, dangerous, or interferes with any existing or proposed public improvements, is in dangerous proximity to any public utility lines or related facilities, or is a diseased tree or dangerous tree or otherwise unsafe, unhealthy, or insect infested and constitutes a hazard to persons, property, or other trees.

2. When a protected tree, due to natural causes, obstructs any street, alley, bike lane, sidewalk, or any pedestrian path to an extent that the protected tree interferes with free passage and clear view along the street, alley, bike lane, sidewalk or path, and at any street, alley or driveway intersection.

3. When removal of a protected tree is necessary to comply with the current standards generally observed by professionals in the forestry profession.

4. When the removal involves only the removal of class D trees or exotic and invasive species and does not involve any protected tree.

5. When the protected tree to be removed is located within the foundation footprint of an addition which creates additional gross floor area for an existing structure; provided, that the combined gross floor area for the existing structure and the addition is compliant with the maximum building lot and impervious surface gross floor area restrictions for the structure under this Code and that the addition does not require any variations. In this event, replacement trees will be required only for fifty (50) percent of the removed protected trees within the construction footprint, at the replacement rate set forth in Subsection C of this Section.

6. When the protected tree to be removed is located within the foundation footprint of an addition which creates additional gross floor area for a structure designated as a landmark pursuant to this Code; provided, that the combined gross floor area for the existing structure and the addition is compliant with the maximum gross floor area restrictions for the structure under this Code, that the addition does not require any variations, and that the City Historic Preservation Commission has conducted an advisory review pursuant to this Code and determined that the addition is consistent with the purposes and goals of the City Historic Preservation Commission regulations. In this event, replacement trees will not be required for the removed protected trees within the construction footprint.

6.7. When the removal of a protected tree is due to a pre-existing conflict with existing underground utilities and obstructs the repair or replacement of those utility services, and there is no reasonable alternative method to re-route the utility line to avoid removal of the tree.

C. Replacement formula. Protected trees must be replaced by group A trees pursuant to the replacement rate specified in this Subsection. The tree
replacement rate is determined by the species of tree removed. For each inch of
dbh removed, replacement trees must be provided at the rate shown in the
following table. For example, for every inch in diameter of a removed group A
tree, each inch removed must be replaced with one and one-quarter (1.25)
inches in diameter of replacement trees:

<table>
<thead>
<tr>
<th>Species Removed</th>
<th>Diameter Of Tree Removed</th>
<th>Replacement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>All public trees</td>
<td>1 inch</td>
<td>125-150 percent</td>
</tr>
<tr>
<td>Group A</td>
<td>1 inch</td>
<td>125-150 percent</td>
</tr>
<tr>
<td>Group B</td>
<td>1 inch</td>
<td>75 100 percent</td>
</tr>
<tr>
<td>Group C</td>
<td>1 inch</td>
<td>50 75 percent</td>
</tr>
<tr>
<td>Group D</td>
<td>1 inch</td>
<td>25 percent</td>
</tr>
</tbody>
</table>

D. Specifications. All replacement trees must be:

1. Provided by the applicant at the replacement rate specified in Subsection C of
this Section;

2. Of a species listed in group A set forth in Appendix A, Subsection 7-8-8-13 of
this Section;

3. At least two and one-half (2½) caliper inches;

4. Grown within the northeast Illinois region or within a seventy-five-mile radius
of Evanston;

5. In conformance with the nursery stock standards; provided, however, that in
the event that the implementation or enforcement of the nursery stock
standards conflicts with the implementation or enforcement of the tree care
standards, the provisions of the tree care standards will control;

6. Pursuant to a written time schedule approved by the City Manager or his/her
designee;

7. Planted in a location approved in advance by the City Manager or his/her
designee; and

8. Inspected by the City Manager or his/her designee prior to planting.

E. Care of replacement trees. The applicant will be solely responsible for the care
and feeding of newly planted trees for a period of two (2) years, which time shall
commence upon the issuance of a final certificate of occupancy for the property
as required pursuant to the City building regulations or, if no final certificate of
occupancy is required, upon completion of the tree replacement plan as determined by the City Manager or his/her designee pursuant to Subsection I of this Section. The care and feeding of newly planted trees must, at a minimum, adhere to the tree care standards.

F. Alternative locations. The City Manager or his/her designee may reduce the number of replacement trees to be planted on the subject property and designate alternative locations for new trees on the subject property upon determining that full tree replacement will result in unreasonable crowding of trees or would be otherwise inconsistent with current standards generally observed by forestry professionals. If the City Manager or his/her designee cannot identify an appropriate alternative location on the subject property for a tree, that tree may be replaced by a fee in lieu of replacement pursuant to Subsection G of this Section.

G. Fee in lieu of replacement.

1. Modification of tree replacement requirement. The City Manager or his/her designee may permit the applicant to pay a fee in lieu of any portion of the tree replacement requirements if the City Manager or his/her designee determines that replacing trees at the full replacement rate provided by Subsection 7-8-8-7(C) of this Section would:

   a. Result in the unreasonable crowding of trees upon the subject property or upon a public right-of-way immediately adjacent to the subject property; or

   b. Adversely impact the viability of existing trees on the subject property; or

   c. Not be consistent with the current standards generally observed by professionals in the forestry profession.

2. Calculation of fee. Upon a determination by the City Manager or his/her designee that an applicant has demonstrated one (1) or more of the above, in lieu of providing replacement trees at the required replacement rate, the tree replacement plan will be modified to require the applicant to: a) replace the tree(s) at the replacement rate in Subsection 7-8-8-7.C of this Section; and b) pay a tree replacement mitigation fee of one two hundred fifty dollars ($1250.00) per caliper inch. All tree replacement mitigation fees collected by the City will be used to promote the purposes of planting and maintaining trees in the City.

H. Waiver or modification of provisions. Where a previous zoning or subdivision approval contains conditions which fully accomplish the goals and purposes of this Section, the City council may waive or modify the requirements of this
Section. The waiver or modification may be revoked at any time that any condition imposed pursuant to the approval is violated.

I. **Tree replacement plan.**

1. **Required.** A tree replacement plan must be filed with all tree permit applications for a regulated activity involving the replacement of one (1) or more protected trees.

2. **Contents of plan.** A tree replacement plan must contain the following information:
   
   a. A brief description of the applicant's plan for the replacement of protected trees in accordance with the requirements in this Section. The description must specifically include, without limitation, the replacement and planting methods and technologies that the applicant intends to employ in order to satisfy the requirements of this Section.
   
   b. The number, size, species, and proposed location of the trees that the applicant is required to plant or replant, if any, pursuant to the requirements of this Section.
   
   c. Other data and information as the City Manager or his/her designee deems necessary in order to comply with the requirements of this Section, as set forth in the administrative manual.

3. **Inspection; compliance with plan.** Upon notification from the applicant that the requirements of the tree replacement plan have been completed, the City Manager or his/her designee will inspect the property to determine compliance with the tree replacement plan. No final certificate of occupancy may be issued for the property until the City Manager or his/her designee approves of the implementation of the tree replacement plan.

J. **Security requirements.**

1. **Security required.** Every tree replacement plan must be accompanied by a tree replacement security, except as modified or waived by the City Manager or his/her designee pursuant to Subsection J.5 of this Section. The tree replacement security must consist of:
   
   a. A cash deposit to be held in escrow by the City;
   
   b. An irrevocable letter of credit issued by a lender authorized to issue the letter by any state or by the United States;
   
   c. A bond with good and sufficient surety; or
d. Another form of security approved by the City Manager.

2. **Amount.** The amount of the tree replacement security will be determined by the City Manager or his/her designee and must be equal to three (3) times the total actual cost of strictly complying with and fully implementing the tree replacement plan, with any applicable adjustment for cost of living increases and/or inflation.

3. **Replenishment of security.** If, at any time, the City Manager or his/her designee determines that the funds remaining in the tree replacement security are not or may not be sufficient to pay, in full, the total actual costs of strictly complying with and fully implementing the tree replacement plan, then, within ten (10) days following a demand by the City, the applicant must increase the amount of the tree replacement security to an amount determined by the City Manager or his/her designee to be sufficient to pay the uncovered costs. Failure to so increase the amount of the tree replacement security will be grounds for the City to retain or draw down any remaining balance of the tree replacement security.

4. **Return of security.** Upon completion of the tree replacement plan pursuant to Subsection I.3 of this Section, the tree replacement security, or any remainder thereof, will be returned or released to the applicant.

5. **Limited waiver.** Where a tree permit application concerns the damage or removal of trees unrelated to construction activity, the City Manager or his/her designee may, modify or waive the requirement for submittal of the tree replacement security if the City Manager or his/her designee determines that the tree replacement security is not necessary for the limited damage or removal and that the purposes of this Section will be fulfilled without submittal of the tree replacement security.

K. **Failure to comply.**

1. **Notice.** If, at any time, the City Manager or his/her designee determines that the applicant has failed to comply with or implement the tree replacement plan, the City Manager or his/her designee will cause notice of the failure to be served upon the applicant and will order the applicant to fully comply with the tree replacement plan within fourteen (14) days following mailing or personal delivery of the notice. The notice must be personally served or sent by certified mail, return receipt requested, to the applicant and must notify the applicant that, absent an appeal pursuant to Subsection K.3 of this Section, unless full compliance with the tree replacement plan is achieved within fourteen (14) days from the date of mailing or personal delivery of the notice, the City may proceed to perform or cause to be performed work the City Manager or his/her designee determines necessary to achieve full compliance with the tree replacement plan.
2. **Opportunity to comply.** Absent an appeal pursuant to Subsection K.3 of this Section, within thirty (30) days following mailing or personal delivery of the required notice, the applicant must take action as is necessary to strictly comply with and implement the tree replacement plan.

3. **Appeal.** Within fourteen (14) days following personal delivery or mailing of the required notice, the applicant may appeal to the City Manager or his/her designee's determination by filing a written notice of appeal with the City Manager. The filing of an appeal will toll the thirty-day period in which the applicant is required to take action pursuant to Subsection K.2 of this Section from the date on which the City Manager receives the applicant's notice of appeal. Upon receipt of a notice of appeal, the City Manager will review all reliable and relevant documents and information pertaining to the City Manager or his/her designee's determination. The City Manager must render a written decision on the appeal no later than fourteen (14) days after the City Manager receives the written notice of appeal. The City Manager must notify the applicant of the City Manager's decision within two (2) days after the decision and must provide the applicant a copy of the decision. The action taken by the City Manager will be final. The tolling of the thirty-day period will cease upon the applicant's receipt or notice of the City Manager's decision.

4. **City right to complete work.** If the applicant neglects or refuses to fully comply with and implement the tree replacement plan within the thirty-day period during planting season pursuant to this Subsection, then the City Manager or his/her designee, with the consent of the City Manager, and, if applicable, upon the denial of any applicable appeal, will be authorized to perform or to cause to be performed work necessary to ensure strict compliance with and full implementation of the tree replacement plan. The City Manager or his/her designee will have the right to deduct, liquidate, draw down, or apply an amount equivalent to three (3) times the actual costs of the work from the tree replacement security, as well as to exercise all other rights and remedies available to the City, including, without limitation, any applicable lien rights.

**SECTION 8:** City Code Subsection 7-8-8-8(C), “Contents of plan”, of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

C. **Contents of plan.** A tree protection plan must consist of a site plan of the subject property upon which the information described in this Subsection must be graphically and accurately marked.
1. Location of the subject property, including street address and legal description.

2. Existing and proposed contours of the lot on which the construction activity is to take place.

3. Existing and proposed buildings or structures on the lot.

4. Proposed building elevations, if applicable.

5. Proposed work access areas and routes.

6. The name and contact information of the general contractor or project representative, if any, responsible for the proposed construction activity.

7. A demonstration of the ways in which the applicant will ensure that the tree protection required by this Section will be achieved.

8. A tree inventory for the subject property, consisting of a list of the following trees, identified by tag number: a) all the existing protected trees on the subject property; b) all trees on adjacent properties that are within ten twenty-five (1025) feet of the proposed construction property line or that have a critical root zone extending into the subject property; and c) all public trees adjacent to the subject property or that may be impacted by any regulated activity. The tree inventory must list, without limitation, the following data for each tree: Tag number, species, size in dbh, condition rating, form rating, and any observed problems.

9. A tree survey for the subject property, which depicts the location and tag number of each tree described in the tree inventory. The tree survey must include, without limitation, a legend referencing the tag number, dbh, species, general condition, and proposed disposition of existing protected trees located on or near the subject property and trees other than protected trees that are reasonably likely to be damaged or removed during the construction activity. The tree survey must also depict the planned location of all proposed trees to be planted or replanted on or near the subject property pursuant to the tree replacement plan.

10. An action plan for the subject property, consisting of a listing of the trees on the subject property, in chart form, that identifies each tree by tag number and shows, for each tree, the following information: Species, size in dbh, condition, form, percent of critical root zone saved, and the anticipated damage, removal, tree protection measures, or other action to be taken regarding each tree.
11. Detailed specifications for maintenance and protection of protected trees and for the maintenance and protection of trees other than protected trees that are reasonably likely to be damaged or removed during implementation of the proposed construction activity, including, without limitation, proposed measures such as construction pruning, root pruning, critical root zone protection, installation of a retaining wall or high visibility fencing, and auguring of utility lines when auguring is determined by the City Manager or his/her designee to be necessary to improve the chances of tree survival.

12. Detailed specifications for tree protection fencing on the subject property, to be placed at a minimum: a) along the property frontage from property line to property line to completely separate the construction activity area; and b) around the critical root zone of each protected tree. These specifications must also include the identification and clear delineation on the site plan of the construction activity area and the tree protection area and their respective perimeters.

SECTION 9: City Code Subsection 7-8-8-12, "Penalties", of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

7-8-8-12. - PENALTIES.

Any person who neglects or refuses to comply with, violates, or assists in the violation of any of the provisions of this Chapter, or any order, permit, or notice issued pursuant hereto, will be subject to a fine of not less than one-five hundred dollars ($1500.00), nor more than one-ten thousand five hundred dollars ($150010,000.00) for each violation. Each tree which is removed or damaged will constitute a separate violation. Each day any violation continues will constitute a distinct and separate violation. In addition to the penalties provided in this Section, any damaged or removed tree must be replaced pursuant to the tree replacement requirements of this Chapter.

SECTION 10: City Code Subsection 7-8-8-13, "Appendix A, Species Rating Guide", of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

7-8-8-13. - APPENDIX A, SPECIES RATING GUIDE.

The intent of this guide is to identify tree species by genetic quality and community value and to assign them to a species group based on these two (2) criteria. The species groups are noted as A, B, C, and D. Species group A is the most highly rated group. Species group D is the lowest rated group and includes the tree species that are not protected in this Section. The species rating guide is the basis for assessing the relative value of trees to be protected and mitigated if they are damaged or removed.
This guide represents the tree species that are considered to be the most common tree species in the community. This guide is not an attempt to list all tree species that could successfully grow in the community. In the event that the City Manager or his/her designee encounters a tree species that is not listed in this rating guide, then it shall be the responsibility of the City Manager or his/her designee to assign that tree species to the appropriate species group.

<table>
<thead>
<tr>
<th>SPECIES GROUP A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canopy trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Cercidiphyllum japonicum</td>
<td>Katsura tree</td>
</tr>
<tr>
<td><strong>Understory/ornamental trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Malus spp.</td>
<td>Crabapple</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIES GROUP B</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canopy trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Cercidiphyllum japonicum</td>
<td>Katsura tree</td>
</tr>
<tr>
<td>Phellodendron amurense (male trees only)</td>
<td>Amur corktree</td>
</tr>
<tr>
<td>Platanus occidentalis</td>
<td>Sycamore</td>
</tr>
<tr>
<td>Ulmus rubra</td>
<td>Red elm</td>
</tr>
<tr>
<td><strong>Understory/ornamental trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Malus spp.</td>
<td>Crabapple</td>
</tr>
<tr>
<td>Pyrus calleryana</td>
<td>Callery pear</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIES GROUP C</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canopy trees:</strong></td>
<td></td>
</tr>
<tr>
<td>Acer saccharinum</td>
<td>Silver Maple</td>
</tr>
<tr>
<td>Platanus occidentalis</td>
<td>Sycamore</td>
</tr>
<tr>
<td>Ulmus rubra</td>
<td>Red elm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIES GROUP D</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pyrus calleryana</td>
<td>Callery pear</td>
</tr>
</tbody>
</table>
OF EVANSTON, COOK COUNTY, ILLINOIS, THAT:

SECTION 11: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 12: If any provision of this ordinance or application thereof to any person or circumstance is held 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 25-O-20 shall be in full force and effect after its passage and approval.

SECTION 13: This ordinance shall be in full force and effect on April 1, 2020. This ordinance shall not apply to any building permit applications filed prior to the effective date.

SECTION 14: 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.

Introduced: _________________, 2020
Adopted: _________________, 2020
Approved: ___________________, 2020

Stephen H. Hagerty, Mayor

Attest: ___________________, 2020
Approved as to form:

Deputy City Attorney
Memorandum

To: Honorable Mayor and Members of the City Council
From: Kimberly Richardson, Acting Assistant City Manager
CC: Kelley Gandurski, Corporate Counsel
Subject: Ordinance 18-O-20, Amending Title 1, Chapter 8, "City Manager"
Date: June 8, 2020

Recommended Action:
At the direction of Rules Committee, staff recommends City Council adoption of Ordinance 18-O-20, Amending Title 1, Chapter 8 “City Manager.”

Council Action:
For Introduction

Summary:
Ordinance 18-O-20 updates the City Code to match the City Council rules pertaining to the removal of a City Manager. This update specifies that the removal of a City Manager requires a vote of seven or more members of the City Council.

Legislative History:
This item was approved at the March 2, 2020 Rules Committee meeting.

Attachments:
18-O-20 Amending Title 1, Chapter 8, City Manager
AN ORDINANCE

Amending Title 1, Chapter 8 “City Manager”

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: City Code Title 1, Chapter 8, “City Manager,” of the Evanston City Code of 2012, as amended, is hereby further amended to read as follows:

1-8-1. - APPOINTMENT; TERM; OFFICE.

The City Council shall appoint a City Manager who shall be the administrative head of the Municipal government and who shall be responsible for the efficient administration of all departments of the City. The City Manager shall be appointed for an indefinite term, as provided by 65 ILCS 5/5-3-7 and appointed without regard to his/her political beliefs and need not be a resident of the City when appointed.

The City Manager shall maintain an office in the Civic Center and shall spend such time in the performance of his/her duties as may be required by the City Council.

The City Manager may, at any time, be removed from office by a majority vote of seven or more of the members of the City Council.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: If any provision of this ordinance or application thereof to any person or circumstance is held 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 4: Ordinance 18-O-20 shall be in full force and effect after its passage and approval.

SECTION 5: 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.

Introduced: ________________, 2020
Adopted: ________________, 2020

______________________________
Stephen H. Hagerty, Mayor

Attest:

Approved:

______________________________
Kelley Gandurski, Corporation Counsel

Approved as to form: