



# Memorandum

To: Mayor Hagerty and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: April 20, 2018

## STAFF REPORTS BY DEPARTMENT



Weekly Report for April 12, 2018 – April 18, 2018

### **City Manager's Office**

Weekly Bids Advertised  
MWEBE/LEP Compliance Tracking Report  
City Council Agenda Schedule

### **Community Development**

Weekly Zoning Report  
Weekly Inspection Report

### **Fire Department**

Ambulance Replacement Considerations

### **Health Department**

Weekly Food Establishment Application Report

### **Law Department**

Weekly Liquor License Applications Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, April 23, 2018**

Administration and Public Works

[www.cityofevanston.org/apw](http://www.cityofevanston.org/apw)

Planning & Development Committee

[www.cityofevanston.org/pd](http://www.cityofevanston.org/pd)

City Council

[www.cityofevanston.org/citycouncil](http://www.cityofevanston.org/citycouncil)

Adaptation Task Force of the Mayor's Climate Action Resilience Plan Working Group

[www.cityofevanston.org/climate](http://www.cityofevanston.org/climate)

**Tuesday, April 24, 2018**

Mitigation Task Force of the Mayor's Climate Action Resilience Plan Working Group

[www.cityofevanston.org/climate](http://www.cityofevanston.org/climate)

**Wednesday, April 25, 2018**

Design and Project Review Committee

[www.cityofevanston.org/dapr](http://www.cityofevanston.org/dapr)

Transportation & Parking Committee Meeting

[www.cityofevanston.org/transandparking](http://www.cityofevanston.org/transandparking)

Economic Development Committee

[www.cityofevanston.org/economicdev](http://www.cityofevanston.org/economicdev)

**Thursday, April 26, 2018**

City-School Liaison Committee

[www.cityofevanston.org/cityschoolliasoncommittee](http://www.cityofevanston.org/cityschoolliasoncommittee)

Equity & Empowerment Commission

[www.cityofevanston.org/equityandempowermentcommission](http://www.cityofevanston.org/equityandempowermentcommission)



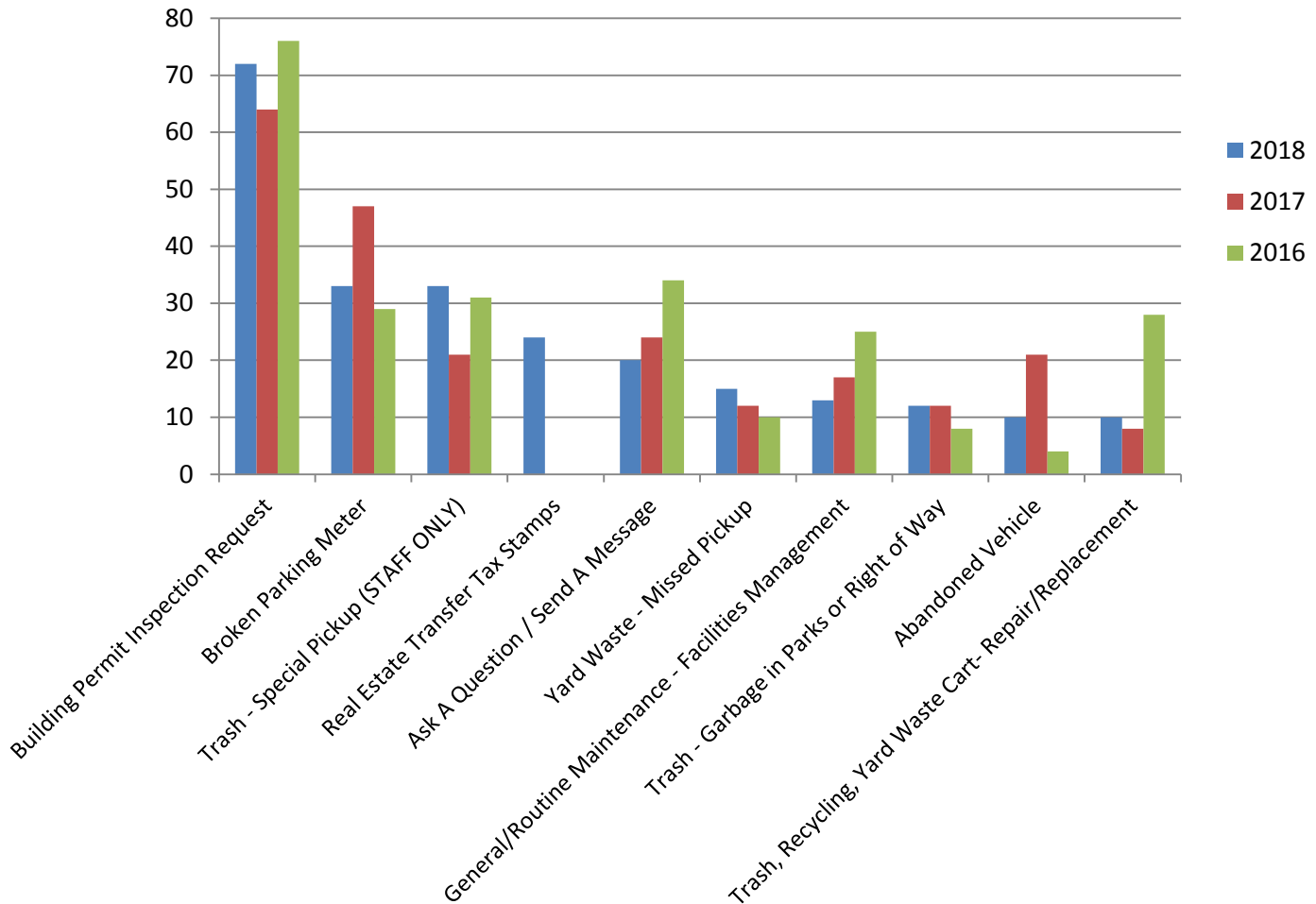
# Weekly Report

**April 12-18, 2018**

	Current Week	Previous Week
<b>Calls Handled</b>	2348	2273
<b>Service Requests</b>	544	510
<b>Total Chats</b>	26	24
<b>Total Text</b>	12	12

Trending Requests	
	<ul style="list-style-type: none"> <li>• Questions about water bills</li> <li>• Questions about yard waste carts</li> </ul>

**2016-2018 Comparison Chart**  
For April 12-18



**April 12-18, 2018**

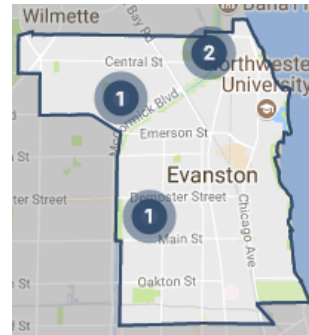
**Missed Garbage Pickup**

This week 8; Last week 7  
Below 3 year avg. of 14.2



**Missed Recycling Pickup**

This week 4; Last week 7  
Below 3 year avg. of 13.1



**Rodents/Rats**

This week 7; Last week 8  
Below 3 year avg. of 20.3



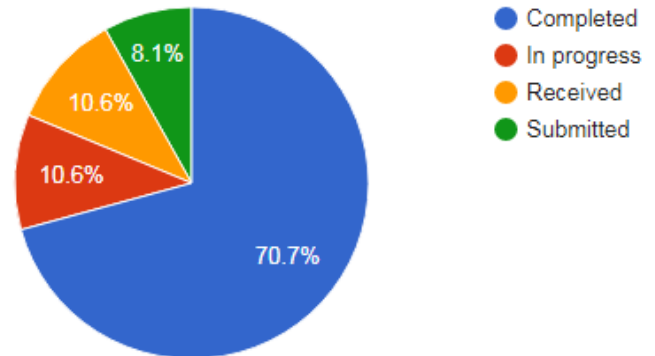
**Broken Parking Meters**

This week 31; Last week 30  
Below 3 year avg. of 46.7



**SLA Analysis**

Issue	# Late	% Late	% Complete within SLA
Animals - Too Many, Offensive	1	50%	50%
Ask a Question/Send a Message	4	20%	80%
Broken Pay Station	1	25%	75%
Graffiti	1	50%	50%
Open/Noisy Manhole Cover	1	100%	0%
Sewer	1	50%	50%
Sewer - Basement Flooding	1	100%	0%
Taxi Complaints	3	100%	0%
Trash Cart - Missing	2	100%	0%
Trash - Garbage in Parks or ROW	1	8%	92%
Trash - Special Pickup	1	3%	97%
Yard Waste - Missed Pickup	1	7%	93%



**Upcoming Events – April 23-29**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<p><b>23</b> 6:00 PM <a href="#">Administration and Public Works Committee</a></p> <p>7:00 PM <a href="#">Adaptation Task Force of the Mayor's Climate Action and Resilience Plan Working Group</a></p> <p>7:15 PM <a href="#">Planning &amp; Development Committee</a></p> <p>7:30 PM <a href="#">City Council</a></p>	<p><b>24</b> 4:30 PM <a href="#">Public Hearing: Proposed Discontinuation of Bus Route #205</a></p> <p>5:30 PM <a href="#">Mitigation Task Force of the Mayor's Climate Action and Resilience Plan Working Group</a></p>	<p><b>25</b> 2:30 PM <a href="#">Design and Project Review Committee</a></p> <p>6:00 PM <a href="#">Transportation and Parking Committee</a></p> <p>7:00 PM <a href="#">Economic Development Committee</a></p>	<p><b>26</b> 5:30 PM <a href="#">City-School Liaison Committee</a></p> <p>6:30 PM <a href="#">Equity &amp; Empowerment Commission Meeting</a></p> <p>7:00 PM <a href="#">3rd Ward Town Hall Meeting</a></p> <p>7:00 PM <a href="#">Police Town Hall Meeting</a></p> <p>7:00 PM <a href="#">Evanston Aging Well Film Night</a></p>	<p><b>27</b> 7:00 PM <a href="#">Interfaith Action of Evanston Comedy Night</a></p>	<p><b>28</b> 1:00 PM <a href="#">North Shore Mental Health/Wellness Fair</a></p>	<p><b>29</b></p>



# Memorandum

To: Wally Bobkiewicz, City Manager

From: Ashley King, Interim CFO/ City Treasurer and Budget Manager  
 Tammi Nunez, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of April 16, 2018

Date: April 20, 2018

The following is a list of projects that have been advertised and the anticipated date each will be presented to Council or Library Board.

## Bids/RFPs/RFQs advertised during the Week of April 16, 2018

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/Library Board Date
RFP 18-20 Water Quality Laboratory Expansion	Public Works Agency	The City of Evanston's Public Works Agency is seeking proposals from experienced firms to perform architectural and engineering services for the expansion of the Water Quality Laboratory in the Water Treatment Plant located at 555 Lincoln Street in Evanston, Illinois.	\$150,000	5/22	6/11



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Hitesh Desai CFO/ City Treasurer  
Tammi Nunez, Purchasing Manager

Subject: MWEBE/LEP Compliance Tracking

Date: April 20, 2018

Attached please find the monthly Minority Women's Evanston Business Enterprise (MWEBE) and Local Employment Program (LEP) Compliance tracking report which is presented to the MWEBE Committee. This report tracks Bids and RFPs that can potentially have an MWEBE (25% goal) or LEP (15% requirement) component on a monthly basis. The final page also shows waivers that are granted and the rationale for those waivers.

When each of the attached projects goes to the City Council for approval, a MWEBE memo is attached explaining the process and compliance rate for the responses received. The attachment is a conglomeration of these individual memos.

If you have any questions, please contact Hitesh Desai (847-448-8082) or Tammi Nunez (847-448-8107).

## 2018 MWEBE Goal Compliant

Dept.	Date	RFP/Bid	Project Title/Evanston Work Hours	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	1/22/2018	Bid 18-05	Asbestos Abatement at 721-723 Howard Str	\$38,000.00	-		Cove Remediation					
						10%	Abatement Materials	X				\$3,800.00
						5%	DisposAll Waste Services		X			\$1,900.00
						13%	Camow, Conibear & Assoc.		X			\$4,900.00
	<b>January Total</b>			\$38,000.00								\$10,600.00
	<b>Total to Date</b>			\$38,000.00		<b>28%</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$10,600.00</b>
PWA	2/12/2018	Bid 17-60	Howard Street Theatre Construction Svs	\$1,385,469.00	-		Structures Construction (LEP Eligible)					
						15.6%	Windy City Heating & Cooling	X				\$216,925.00
						7.2%	Evergreen Supply Company		X			\$100,000.00
						.8%	Kedmont Waterproofing Company		X			\$11,212.50
						2.5%	Central Rug & Flooring			X		\$35,750.00
PWA	2/12/2018	RFP 17-58	West Filter Plant Study	\$126,033.00	-		Carollo Engineers					
						9.1%	Environmental Design Int'l	X				\$11,470.00
						16.2%	McGuire Iglesias & Associates			X		\$20,400.00
PWA	2/26/2018	Bid 18-06	Lovelace Park Pond Rehab	\$107,000.00	-		Sumit Construction					
						100%	Sumit Construction	X				\$107,000.00
PWA	2/26/2018	Bid 18-02	Service Center Parking Deck Restoration	\$506,074.00	\$136,960 /\$20,544		Monson Nicolas Inc. (LEP Eligible)					
PWA	2/26/2018	RFP 17-57	Rbt Crwn Comm Ctr - Constr Mgr Svs	\$41,510.00	-		Bulley & Andrews					
						25%	The Bowa Group	X				\$41,510.00
	<b>February Total</b>			\$2,166,086.00								\$544,267.50
	<b>Total to Date</b>			\$2,204,086.00		<b>25%</b>		<b>4</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>\$554,867.50</b>
PWA	4/9/2018	Biid 18-14	2018 50/50 Sidewalk Replacement Proj	\$211,000.00	-		Schroeder & Schroeder Inc.					
							Ozinga Ready Mix Concrete			X		\$57,000.00

Dept.	Date	RFP/Bid	Project Title/Evanston Work Hours	Total Bid Amt	Total Labor Cost / LEP Labor Cost	% MWEBE	Name of MWEBE	M BE	W BE	E BE	D BE	Subcontract Amount
PWA	4/9/2018	RFP 18-01	Pavement Condition Evaluation	\$206,720.00	-		Infrastructure Management Services					
							Barricade Lites, Inc.	X				\$10,336.00
PWA	4/23/2018	Bid 18-10	2018 Water Main Improvements & Resurf	\$2,410,717.00	\$200,000/\$30,000		Bolder Construction (LEP Eligible)					
							Ozinga Ready Mix Concrete			X		\$35,000.00
							JG Demo Inc	X				\$150,000.00
							Chicagoland Truckin' Inc.	X				\$200,000.00
							R A Seaton Contractor Services		X			\$220,000.00
PWA	4/23/2018	Bid 18-15	Emerson Street Wholesale Water Meter Construction	\$1,162,000.00	-		Bolder Construction (LEP Eligible)					
							Ozinga Ready Mix Concrete			X		\$15,000.00
							Chicagoland Truckin' Inc.	X				\$40,000.00
							R A Seaton Contractor Services		X			\$238,000.00
<b>April Total</b>				\$417,720.00								\$965,336.00
<b>Total to Date</b>				\$2,621,806.00				8	6	5		\$1,520,203.50

LEP Penalty Total 2013-2015	Yr to Date 2016	Yr to Date 2017	Total
\$64,096.00	\$16,005.21	\$4,969.05	\$85,070.26

**M/W/EBE Tacking Report Legend**

- PWA Public Works Agency
- ADM Administration
- HLT Health
- IT Information Technology
- CED Com Econ Dev
- LIB Library



## 2018 MWEBE Goal Waived

Dept.	Date	RFP/Bid #	Base Bid Amount	Project Title	Company	Reason Waived
PWA	2/12/2018	Bid 18-03	\$38,000.00	2018 Sewer Flow Monitoring	ADS Environmental Services (Huntsville, AL)	Precludes Subcontracting Opportunities
PWA	3/19/2018	RFP 18-04	\$32,569.00	Business District Planters & Landscape Improv	Herrera Landscape Snow Removal (Evanston, IL)	Minority Contractor will Perform 100% of the work
PWA	4/23/2018	Bid 18-16	\$249,439.00	2018 CIPP Sewer Rehab Contract A	Insituform Technologies (Chesterfield, MO)	Precludes Subcontracting Opportunities

## Evanston City Council Agenda Schedule - 2018 Dates

(PLEASE NOTE: Dates for dates and agenda items are tentative and subject to change.)

2018 Meeting Dates: Jan 8, Jan 16, Jan 22, Jan 29, Feb 12, Feb 19, Feb 26, Mar 12, Mar 19, Mar 26, Apr 9, Apr 16, Apr 23

May 14, May 21, May 29, Jun 11, Jun 18, Jun 25, Jul 9, Jul 16, Jul 23, Aug 13, Sept 10, Sept 17, Sept 24

Oct 8, Oct 15, Oct 22, Nov 12, Nov 19, Nov 26, Dec 10

B=Business of the City by Motion    R=Resolution    O=Ordinance

D=Discussion    C=Communication    P=Presentation    A=Announcement    PR=Proclamation    SPB=Special Order Business

APW=Administration & Public Works    PD=Planning & Development    HS=Human Services    EDC=Economic Development

BUD=Budget    OC=Other    EXS=Executive Session    SPC=Special City Council Meeting    CC=Council Only

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
	4/30/2018	STAR Certification - Presentation of Plaque	P	CC		Special City Council Mtg
CMO	4/30/2018	Priority Based Budgeting		CC		
CD	4/30/2018	Affordable Housing (rental assistance pgms from 1-29-18 mtg)		CC		
CD	4/30/2018	Form Based Code Role with Development		CC		
	5/7/2018	Human Services				
CD	5/14/2018	Mental Health Month	PR	CC	Storlie	
Police	5/14/2018	National Police Week	PR	CC	Eddington	
Admin Svcs	5/14/2018	Public Service Awards	P	CC	Richardson	
CD	5/14/2018	Lease at Recycling Center	D	APW	Storlie	
PWA	5/14/2018	Waste Transfer Funding	B	APW	Stoneback	
CMO	5/14/2018	Robert Crown Construction	B	APW	Storlie	
PRCS	5/14/2018	Summer Bus Transportation	B	APW	Hemingway	
CD	5/14/2018	Asian Cajun Sidewalk Café	B	APW	Storlie	
Legal	5/14/2018	Terminate Lease at Recycling Center	R	APW	Masoncup	
PWA	5/14/2018	Water Sale	O	APW	Stoneback	For Intro
CD	5/14/2018	Public Benefits and Impact Fees from Planned Developments	D	PD	Storlie	
CD	5/14/2018	Planned Development - 1727 Oak	O	PD	Storlie	For Intro
PWA	5/21/2018	Public Works Week (May 20-26)	PR	CC	Stoneback	
CD	5/21/2018	National Preservation Month	P	CC	Storlie	
CMO	5/21/2018	Robert Crown Funding Update	P	CC	Storlie	
CMO	5/21/2018	Robert Crown Construction Overview	P	CC	Storlie	
CMO	5/21/2018	Cradle 2 Career Update	P	CC	Hemingway	
CMO	5/21/2018	MOU with FRCC/ Library / COE	B	APW	Storlie	
CMO	5/29/2018	Sherman Plaza Roof Fence	D	APW	Bobkiewicz	Discussed 4/9 and asked to return 5/29
Legal	5/29/2018	Easement Agmt with NU - Clearwell	R	APW	Masoncup	
CD	5/29/2018	Zoning Text - College/University Parking Requirements	O	PD	Storlie	For Intro
PRCS	6/11/2018	Designating July Parks & Rec Month	PR	CC	Hemingway	
PRCS	6/11/2018	Handyman Contract Renewal	B	APW	Hemingway	
Legal	6/11/2018	Business Licensing Code Amendments	O	APW	Masoncup	For Intro

**Evanston City Council Agenda Schedule - 2018 Dates**

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BUD=Budget OC=Other EXS=Executive Session SPC=Special City Council Meeting CC=Council Only

**Council & Committee Meetings**

4/23/2018 6:00 PM Administration & Public Works, Planning & Development, City Council

4/25/2018 7:00 PM Economic Development

4/26/2018 5:30 PM City-School Liaison Committee

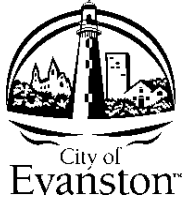
4/30/2018 6:00 PM Special City Council

5/3/2018 7:00 PM Housing and Homelessness Commission

5/7/2018 6:00 PM Human Services Committee

5/14/2018 6:00 PM Administration & Public Works, Planning & Development, City Council

5/15/2018 7:00 PM Housing & Community Development Act Committee



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Scott Mangum, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: April 18, 2018

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, zoning district, the type of application submitted, a description of the project, date received, and current status.

Please contact me at (847) 448-8675 or [smangum@cityofevanston.org](mailto:smangum@cityofevanston.org) if you have any questions or need additional information.

## Zoning Weekly Update

Cases Received and Pending, April 12, 2018 - April 18, 2018

Current Backlog (business days received until reviewed): 30

### Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1943 Sherman Avenue	R5	Building Permit	Convert SFR to 3-flat	07/26/17	non-compliant, pending revisions or major variation application
1	1714-1720 Chicago Avenue	R6	Zoning Analysis	New 11-story office building with 126 parking spaces (Planned Development)	11/14/17	non-compliant, pending revisions/additional information from the applicant
1	811-831 Emerson Street	C1	Building Permit	New 9-story, mixed-use building with 241 dwelling units and ground floor retail (831 Emerson Planned Development)	01/24/18	<b>pending DAPR 04/25/18</b>
1	1625 Judson Avenue	R1	Zoning Analysis	New wood deck	03/14/18	pending staff review
1	100 Greenwood Street	R1	Building Permit	New SFR	03/16/18	pending staff review
1	2390 Orrington Avenue	R1	Zoning Analysis	New single-family residence	03/26/18	pending staff review
1	1906 Orrington Avenue	R5	Building Permit	Interior renovation to SFR	03/29/18	pending staff review
1	115 Dempster Street	R1	Building Permit	Remove existing exterior walks and terrace, install new walks, terrace, fire pit and outdoor BBQ	04/06/18	pending staff review
1	2215 Orrington Avenue	R1	Zoning Analysis	Demo existing addition and construct new 2-story addition to SFR	04/13/18	pending staff review
1	1519 Judson Avenue	R1	Zoning Analysis	Replace front stoop, stair, and walks at SFR	04/16/18	compliant
2	2125 Dempster Street	I2	Building Permit	1-story addition to connect two buildings (U-Haul)	10/30/17	non-compliant, pending plat of subdivision and major variation applications
2	1126 Pitner Avenue	R3	Zoning Analysis	Subdivide property into 6 lots, construct 2-flat and detached 4-car garage on each lot	03/06/18	non-compliant, pending revisions from the applicant
2	1233-1235 Hartrey Avenue	I2	Building Permit	Interior renovation for education use (ETHS)	03/20/18	pending staff review
2	2006 Keeney Street	R2	Building Permit	Basement remodel, egress window	03/27/18	pending staff review
2	1919 Dempster Street	C2	Zoning Analysis	Exterior and interior renovations, addition, new dual order drive-thru, recirculation aisle, site and ADA improvements (McDonald's)	03/28/18	pending staff review
2	1815 Ridge/Oak Avenue	D4	Building Permit	Foundation permit for new 10-story senior living residential building with 163 dwelling units, 67 parking spaces (1815 Ridge/Oak Avenue Planned Development)	04/03/18	pending staff review
2	2322 Nathaniel Place	R2	Building Permit	Install paver block patio and walk	04/03/18	pending staff review
2	1825 Greenwood Street	R4	Building Permit	Install brick patio	04/04/18	pending staff review
2	1426 Fowler Avenue	R2	Building Permit	Construct deck and ramp at SFR	04/13/18	compliant
2	1726 Lyons Street	R4	Building Permit	Exterior renovations from fire at SFR	04/18/18	compliant
2	1130 Fowler Avenue	R2	Building Permit	Construct patio at SFR	04/16/18	pending additional information from the applicant
3	935 Chicago Avenue	C1a	Building Permit	Repave parking lot, add landscaping (Chicago & Main Planned Development)	05/17/17	pending revisions from the applicant
3	555 Michigan Avenue	R5	Building Permit	Construct new 2-dwelling unit building	02/02/18	non-compliant, pending revisions from the applicant

3	1037 Hinman Avenue	R1	Building Permit	New single-family home	03/06/18	non-compliant, pending revision from the applicant
3	925 Edgemere Court	R1	Building Permit	Revetment maintenance	03/12/18	pending staff review
3	715 Sheridan Road	R1	Building Permit	Pool, patio, ramp	03/19/18	pending staff review
3	1307 1/2 Chicago Avenue	B1	Building Permit	Interior alteration, new non-bearing cased open between 1307 and 1307 1/2 (Union Square Pizza)	03/20/18	pending staff review
3	225 Kedzie Street	R5	Building Permit	Rebuild and repair porch	03/22/18	pending staff review
3	1218 Sheridan Road	R1	Building Permit	Interior renovation to SFR	03/30/18	pending staff review
3	1210 Michigan Avenue	R1	Building Permit	New 20x20 detached garage	03/30/18	pending staff review
3	914 Michigan Avenue	R5	Building Permit	Interior remodeling	04/12/18	pending staff review
3	555 Michigan Avenue	R5	Building Permit	Construct new 2-dwelling unit building with 3-car detached garage	04/12/18	pending staff review
3	1111 Chicago Avenue	R5	Building Permit	Interior and exterior remodeling for Binny's Beverage Depot	04/13/18	<b>pending DAPR</b>
3	506 Main Street	C1a	Building Permit	Interior remodeling for book store	04/16/18	pending staff review
3	825-831 Forest Avenue	R5	Building Permit	Replace 6 3-story open wood porches at multiple family residence	04/16/18	pending staff review
3	1001 Sheridan Road	R1	Building Permit	Construct patio at SFR	04/18/18	pending staff review
4	1555 Oak Avenue	R6	Building Permit	Remodel of 52-units (King Home)	01/30/18	pending additional information and revisions from the applicant
4	1603 Orrington Avenue	D3	Zoning Analysis	Zoning verification letter	04/09/18	pending staff review
4	929 Sherman Avenue	R3	Building Permit	Concrete patio and sidewalk	04/11/18	pending staff review
4	1580 Sherman Avenue	D3	Building Permit	Interior remodeling of commercial space	04/16/18	pending staff review
5	2119 Ashland Avenue	MXE	Zoning Analysis	Construct 1-story addition, change of use to brewpub, event venue and classic car display (Ashland Avenue Brewery & Garage)	02/13/18	non-compliant, pending revisions from the applicant, zoning ordinance text amendment
5	2525 Church Street	OS	Building Permit	New 1-story building to house water pumping station and public restrooms	02/16/18	pending revision from the applicant
5	1829 Simpson Street	B1	Building Permit	Construct new commercial building for restaurant (Lenny & Lambs)	03/15/18	pending staff review
5	1838 Grey Avenue	R3	Building Permit	Interior remodel and new deck	03/16/18	pending staff review
5	1814 Grey Avenue	R3	Zoning Analysis	Construct shed at SFR	04/16/18	compliant
6	2321 Hastings Avenue	R1	Building Permit	New patio and pavers around house	08/04/17	non-compliant, pending revisions from the applicant
6	2500 Gross Point Road	C2	Building Permit	New parking lot	01/25/18	<b>pending additional information from the applicant, DAPR</b>
6	2323 Marcy Avenue	R1	Zoning Analysis	Replace driveway, new walks, new patio (revisions)	02/20/18	pending staff review
6	2521 Thayer Street	R1	Building Permit	New 22x22 detached garage	02/23/18	non-compliant, pending revisions from the applicant
6	2405 Payne Street	R1	Zoning Analysis	Construct 2-story front porch	02/28/18	pending additional information from the applicant
6	2617 Hurd Avenue	R1	Building Permit	Replace existing stepping stones with paver walk	03/13/18	pending staff review
6	2900 Harrison Street	R1	Zoning Analysis	New front porch on existing SFR	03/15/18	pending staff review
6	2416 Central Park Avenue	R1	Zoning Analysis	1st floor addition	03/15/18	pending staff review
6	2929 Central Street	B1a	Building Permit	Interior retail buildout (Normandy Remodel)	03/27/18	pending staff review

6	3014 Hartzell Street	R1	Building Permit	Small landing and stairs to deck	03/29/18	pending staff review
6	2544 Bennett Avenue	R5	Building Permit	Replace driveway with brick pavers	03/29/18	pending staff review
6	2127 Bennett Avenue	R1	Building Permit	2-story addition to existing SFR	03/30/18	pending staff review
6	3227 Otto Lane	R1	Building Permit	Install a portico	04/06/18	pending staff review
6	2659 Lincolnwood Drive	R1	Building Permit	Basement remodel, egress window	04/09/18	pending staff review
6	2430 Noyes	R1	Building Permit	New deck, patio and walks	04/09/18	pending staff review
6	2334 Cowper Avenue	R1	Building Permit	Replace existing deck	04/10/18	pending staff review
6	3135 Thayer Street	R1	Building Permit	Construct deck at SFR	04/12/18	pending staff review
7	1501 Central Street	U2	Building Permit	Renovate existing parking lot (NU - Ryan Field east parking lot)	06/30/17	non-compliant, pending revisions or major variation application
7	2124 Pioneer Road	R1	Building Permit	Concrete patio and rear stoop	07/27/17	non-compliant, pending revisions from the applicant
7	1932 Central Street	B1a	Building Permit	Remodel windows (Bluestone Restaurant)	12/06/17	<b>pending additional information from the applicant and DAPR</b>
7	1835 Lincoln Street	R5	Building Permit	1-story sunroom addition and uncovered deck	02/22/18	non-compliant, pending revisions from the applicant
7	1834 Grant Street	R1	Zoning Analysis	New 3-car detached garage with artist studio above	03/15/18	pending staff review
7	2027 Colfax Street	R1	Building Permit	Interior renovation	03/16/18	pending staff review
7	1716 Livingston Street	R1	Building Permit	New deck	03/16/18	pending staff review
7	2342 Ridge Avenue	R1	Building Permit	Extend driveway	03/16/18	non-compliant, pending revisions or variation application
7	1610 Lincoln Street	R1	Building Permit	Install drainage system	03/21/18	pending staff review
7	2515 Jackson Avenue	R1	Building Permit	Interior and exterior remodel	03/26/18	pending staff review
7	2635 Prairie Avenue	R1	Building Permit	Interior remodel and detached garage	03/28/18	pending staff review
7	2403 Ashland Avenue	R1	Zoning Analysis	New front porch, dormer and interior renovation	03/28/18	pending staff review
7	823 Monticello Place	R1	Building Permit	Deck replacement	03/29/18	pending staff review
7	2500 Jackson Avenue	R1	Building Permit	New 3-car garage	03/30/18	pending staff review
7	1105 Grant Street	R1	Building Permit	2nd-floor addition to existing SFR	03/30/18	pending staff review
7	1317 Chancellor Street	R1	Building Permit	Remove concrete walks and replace with paver walk, replace stoop	04/10/18	pending staff review
7	1911 Noyes Street	R1	Building Permit	Replace front steps and railings at SFR	04/17/18	pending staff review
8	120 Dodge Avenue	R4	Building Permit	Addition (Dobson Plaza)	01/22/18	<b>non-compliant, pending revisions from the applicant and DAPR</b>
8	1022 Brummel Street	R2	Building Permit	New 22x22 detached garage	03/07/18	pending staff review
8	525 Howard Street	B3	Building Permit	Exterior remodeling of storefront	03/08/18	<b>pending DAPR</b>
8	327 Howard Street	B3	Building Permit	Interior tenant buildout (Vape847)	03/26/18	pending staff review
8	433 Darrow Avenue	R1	Zoning Analysis	New exterior stair, addition to deck	04/10/18	pending staff review
8	433 Darrow Avenue	R1	Building Permit	New exterior stair, addition to deck	04/13/18	pending staff review
8	312 Sherman Avenue	R5	Building Permit	Construct stair and interior remodeling at SFR	04/16/18	compliant
8	2112 Brummel Street	R2	Building Permit	Relocate and replace walks and hardscape at SFR	04/16/18	compliant
9	620 Custer Avenue	R3	Building Permit	Patio redesign and new brick walk	09/29/17	non-compliant, pending revisions from the applicant

9	1718 Cleveland Street	R2	Building Permit	Shed	10/06/17	non-compliant, pending revisions from the applicant
9	1010 Seward Street	R1	Building Permit	New deck	03/16/18	pending staff review
9	2527 Oakton Street	I3	Building Permit	Adding antennas and cabling	03/21/18	pending staff review
9	1011 Seward Street	R1	Building Permit	Remodel existing detached garage to add storage and dormer	04/03/18	non-compliant, pending revisions from the applicant

#### Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	825 Church Street	D2	Special Use	Special use for a type-2 restaurant (Falcon Eddy's)	03/09/18	<b>pending P&amp;D 04/23/18</b>
1	1431 Judson Ave	R1	Minor Variation	Interior side yard setback for addition	03/22/18	determination after 04/16/18
1	413 Grove Street	R1	Minor Variation	Building lot coverage for 1-story addition	04/02/18	pending additional information from the applicant
1	816 Church Street	D3	Substitution of Special Use	Type 2 Restaurant: 5 Guys to 10Q Chicken	04/09/18	pending public notice
1	1943 Sherman Avenue	R5	Major Variation	Rear setback for deck stairs, and drive-aisle to convert a SFR to a 3-flat.	04/18/18	<b>pending DAPR and ZBA 05/15/18</b>
2	1727 Oak Avenue	D3	Planned Development	Construct 17-story multifamily residents (for active adults) with 169 units and 139 parking spaces	01/31/18	<b>pending P&amp;D 05/14/18</b>
2	1710 Lake Street	R3	Minor Variation	Interior side yard setback for 2nd floor addition to existing SFR	03/12/18	determination after 04/11/18
2	2020 Greenwood Street	I2	Plat of Subdivision	Subdivide property into 2 lots (Greenwood Storage)	03/26/18	pending staff review
2	1108 Dodge Avenue	C1	Text Amendments & Special Use	Text amendment for auto sales, auto body repair, auto storage, salvage, and towing. Special use application for all 5 uses	03/30/18	pending additional information from the applicant
2	1335 Dodge Avenue	I2	Fence Variation	Fence located in front yard and along street side property line (Childcare Network of Evanston)	04/09/18	pending public notice
2	1215 Church Street & 1726-1730 Ridge Avenue	R1	Special Use	Expansion of a Cultural Facility for offices for the YWCA	04/19/18	<b>pending DAPR and ZBA 05/15/18</b>
2	2430 Main Street	C1	Substitution of Special Use	Type 2 Restaurant: Just Turkey to Da Jerk Pit	04/17/18	pending public notice
3	1301 Chicago Avenue	B1	Special Use	Special use for a type-2 restaurant (Frio Gelato)	01/31/18	<b>pending CC 04/23/18</b>
3	711 Judson Avenue	R1	Minor Variation	Building lot coverage for proposed 1-story and 2-story additions and new detached garage	03/27/18	determination after 04/23/18
5	2035 Dodge Street	R3	Major Variation	Lot size for new 2-flat	03/20/18	<b>pending ZBA 05/01/18</b>
5	1937 Hartrey Avenue	R3	Minor Variation	Second story addition	04/17/18	pending public notice
7	2652 Sheridan Road	R1	Plat of Subdivision	Subdivide property into 2 lots	03/18/18	pending staff review
7	2023 Noyes Street	R1	Minor Variation	Setback for an addition	03/30/18	pending additional information from the applicant
7	2530 Ashland Avenue	R1	Minor Variation	Building lot and impervious surface coverage for proposed detached garage, paver patio and walk, deck	03/27/18	determination after 04/26/18
7	2420 Brown Avenue	R1	Fence Variation	Fence located in front yard	04/05/18	pending public notice



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8	128-132 Chicago Avenue	B3 & C1	Planned Development, Map Amendment & Special Use	Construct 5-story, mixed-use building with ground floor retail, cafe/coffee shop, open garden sales yard, 26 dwelling units above and 30 parking spaces (surface parking)	12/29/17	<b>pending P&amp;D 05/14/18</b>
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To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 20, 2018

Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

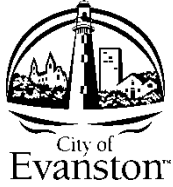
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.

## Inspector Weekly Update

Cases Received, April 20, 2018

### Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	2350 Orrington Avenue (Kendall Place)	New Residential Building (SFRs)	Construction activity has been completed. Streets, sidewalks and alleys are in good condition. Parkway grass is maintained. Project is awaiting final inspection request from the developer.	4/18/2018
1	811 Emerson (Focus Development)	Mixed Use Building	Installation of shore panels is complete and are beginning foundation excavation. Streets, sidewalks and alleys are in good condition. Police are patrolling for construction hours and truck staging. Tickets have been issued for trucks staging on surrounding streets.	4/18/2018
2	1711 Church Street (Advanced Disposal)	Demolition/ Site Improvement	Site work has resumed. Construction fence and screening remains in good condition. No construction activity at site this week.	4/18/2018
5	824 - 828 Noyes (828 Lofts)	Mixed Use Building	Fences are in good condition and streets and alleys are kept clean. Mechanical and plumbing work completed on all residential units.	4/19/2018
7	2705 Ashland (Welsh-Ryan Arena)	New Athletic Arena	The project is continuing on schedule. Interior buildout, plumbing, mechanical and electrical work on all three levels is nearly completed and received inspection approval. The site is well-kept and all materials are neatly stored. Gate attendants are on duty to direct traffic for trucks entering and leaving the site. Tire washing is done when needed. City Manager has approved a Sunday work request for interior work through September 30th.	4/17/2018
7	2255 Campus (Ryan/Walter Athletic Center)	Lakeside Athletic Facility	Work on exterior envelope is nearly complete. Electrical and HVAC ductwork is nearly continues on all floors. Construction and soil erosion fencing are in place and plumb. Truck cleaning station is in place and functional. Occupancy has been granted for athletic field and supporting spaces. Antipating an early May occupancy for remainder of building.	4/18/2018
7	2145 Sheridan Rd (Tech A/B Infill)	Academic Facility	Installation of decking, roofing and HVAC system continue to move forward. Construction fencing is plumb and screening material is in good condition.	4/17/2018



# Memorandum

To: Honorable Mayor and Members of the City Council  
Administration and Public Works Committee (A&PW)

From: Sean Ciolek, Division Manager of Facilities and Fleet  
Fire Chief Brian Scott  
Kimberly Richardson, Acting Director of Administrative Services

Subject: Ambulance Replacement Considerations

Date: April 23, 2018

Question: Can you provide additional information to City Council about best practices for ambulance replacement?

Response: Industry wide there are a variety of considerations and methodologies when deciding when to replace ambulances. Here are a few examples from different sources similar to how the City of Evanston currently makes replacement decisions.

In his article ***“How to Develop a Fleet Replacement Strategy”***, Dan Fellows with the Richmond Ambulance Authority, who has two decades of experience with ambulance maintenance and design states:

“The triad of mileage, age and cost are key factors that will inform any plan. The useful life of a vehicle is normally between 150,000 and 250,000 miles at an age of between 4–7 years. Cost in terms of total maintenance versus initial purchase cost is also very important (the purchase cost of the vehicle is a known number; the total investment in its life must be understood). For any fleet, be it a commercial carrier or EMS and fire departments, vehicles must be available for service and mechanically viable in order to remain operationally efficient.”

Although the mileage at about 85,000 on the City of Evanston’s existing 2005 International ambulance was less than the range Fellows indicated, this needs to be carefully weighed along with the age of the vehicle. Since we have a fairly small service area for our City in comparison to other locations it seems reasonable that our overall total mileage would be smaller even though the age of our vehicle at 13 years is much greater.

While it is specific to fire apparatus the **"Fire Apparatus Purchasing Handbook"** by William C. Peters, illustrates some good points in regards to replacement considerations for all emergency vehicles, including ambulances:

"Age in itself should not be the sole criterion for deciding to replace a fire apparatus. We all have seen gleaming pumpers 40 or more years old pumping flawlessly at musters and demonstrations. These are the exception and, in most cases, probably have led a charmed life, or undergone extensive reconstructive work. In reality, the increased age of the apparatus will lead to problems that highlight the need to replace it."

"The vehicle's routine workload, its physical condition, and the degree of preventative maintenance it has received usually are more accurate indications of whether the apparatus is still reliable for first-line duty."

Our Fleet team does well with preventative maintenance but our equipment by no means has led "a charmed life". Our ambulances take a beating under harsh conditions of stop and go traffic, urban driving, extreme weather conditions, salt corrosion, etc.

The **"Fleet Manager's Guide to Vehicle Specification and Procurement"** by John E. Dolce reinforces that if vehicle replacement funds are not budgeted and/or used wisely it could "cause the age of the fleet to increase, and its maintenance cost will increase." The author of the book goes on to explain that if the age of the fleet continues to increase "More staff will be needed to provide for the increased maintenance of the vehicles. More parts will be needed." He goes on to ask the question "Which is less – the cost to buy and maintain the vehicles at the average age or the cost of spending money on increased staff and parts?"

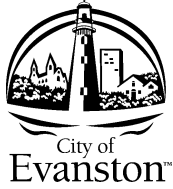
The City of Evanston's Fleet current replacement practices closely matches this in that Fleet staff tries to carefully weigh multiple variables and replace vehicles accordingly. In an effort to not allow the fleet's overall age to become imbalanced we are focusing our manpower and resources on the newer and less worn equipment rather than older, antiquated vehicles. Age is of primary concern but other variables also play a part in decisions on what gets replaced.

In summary, there is no one single best practice or industry standard when it comes to Vehicle Replacement. Our current replacement strategy focuses on:

- Mileage
- engine time
- age
- reliability
- maintenance cost
- operational environment

All of this is considered when determining the best way to distribute the allocated funding. The purchase of this ambulance was one that we weighed as being important

enough to replace this year so that we continue to have reliable and safe Emergency Medical Services units available to the City of Evanston. With the efforts of electronic record keeping through Computerized Fleet Analysis (CFA) and the use of the Automatic Vehicle Location (AVL) system that has been recently introduced, staff is confident that the collection of this data will only help us to continue navigating the many variables and making well-informed Fleet Replacement decisions in the coming years.



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Ike Ogbo, Public Health Manager

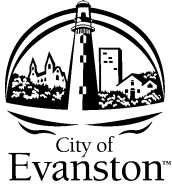
Subject: Food Establishment Application Weekly Report

Date: April 20, 2018

The table below is the weekly report of all applications for Food Establishments received during the week of April 15, 2018.

Please contact me at 847/448-8289 or [iogbo@cityofevanston.org](mailto:iogbo@cityofevanston.org) if you have any questions or need additional information.

<b>Establishment Name</b>	<b>Address</b>	<b>Ward</b>	<b>Application Received on</b>	<b>Type</b>	<b>Proposed Opening Date</b>
Da Jerk Pit	2430 Main St	2	4/17/2018	Food Establishment License	To Be Determined



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: April 20, 2018

Enclosed is the weekly report of liquor applications received and pending. The report, organized by ward, includes the business address, the type and description of license requested, date received and current status.

Please contact me at (847) 448-8160 or [twhittington@cityofevanston.org](mailto:twhittington@cityofevanston.org) if you have any questions or need additional information.



## Liquor Licensing Weekly Report

### Liquor Applications Received and Pending

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROPOSED HOURS for LIQUOR SALES	DATE REC'D	STATUS <sup>1</sup>
1	Falcon Eddy's	825 Church street	D	Restaurant (Liquor)	Mon-Sun: 11am – 10pm	2/23/18	Pending City Council Introduction
3	Binny's	1111 Chicago	F-2	Retail Liquor Dealer/Gourmet Food Store	Sun: 9am-6pm; M-TH: 9am-9pm; Fri-Sat: 9am-10pm	3/26/18	Pending City Council Introduction
4	Board & Brush Evanston	802 Dempster St.	X	Arts & Craft Studio	TBD	03/21/18	Pending City Council Introduction
8	Target Store T0927	2209 Howard St.	F	Grocery Store (Liquor)	Sun-Fri: 8am-11p, Sat: 8am-12am	2/26/18	Pending City Council Introduction

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<sup>1</sup> Applicants are first noticed to the Liquor Licensing Review Board before proceeding to City Council



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING APRIL 20, 2018**

## ***NWMC Board Approves FY18-19 Budget***

Thank you to the twenty-two NWMC members who attended Wednesday night's Board meeting in *Wheeling*. The board unanimously approved the FY2018-2019 NWMC Budget, which does not raise membership dues for the fifth consecutive year. The Board also received the proposed officers for FY18-19 and will vote on the slate at the May 9 meeting. Members also approved a letter to the NWMC congressional delegation supporting restoration of the tax exemption for advance refunding bonds and voted unanimously to renew the NWMC Employee Assistance Program contract. Finally, the Board approved the 2018 NWMC Candidate Guide to Municipal Issues and discussed plans to meet with candidates for the state legislature and discuss issues important to local governments prior to the November election. *Staff contacts: Mark Fowler, Larry Bury*

## ***Final week to enroll in the NWMC Employee Assistance Program***

For over 20 years, the Conference has offered the opportunity to enroll in the NWMC Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. Morneau Shepell is the current EAP provider and offers confidential, cost free referrals and assessment service twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters.

The fee for program participation is \$23.50 per employee per year and the contract year begins May 1. To enroll your jurisdiction or for more information on the EAP program, please contact Karol Heneghan, 847-296-9200, ext. 24 or [kheneghan@nwmc-cog.org](mailto:kheneghan@nwmc-cog.org). *Staff contact: Karol Heneghan*

## ***Last Chance to Participate in the April 24 Surplus Vehicle and Equipment Auction***

Time is running short to line up your municipality's items for sale at the April 24 NWMC Surplus Vehicle and Equipment Auction at America's Auto Auction in Crestwood. America's AA offers a variety of additional services to maximize resale value along with reasonable rates to transport your vehicles and equipment to the auction site. Thank you to *Evanston, Fox Lake, Highland Park, Northbrook, and Skokie*, along with Aurora, Country Club Hills, Olympia Fields, Park Forest, Robbins, Tinley Park, West Dundee and Wheaton for registering to participate in the auction.

If you can't make the April event, the other live auction dates for 2018 are Tuesday, July 24 and Tuesday, October 23. The NWMC agreement with America's Auto Auction also provides for year round Internet sales, so participants do not have to wait for one of the live sales in order to dispose of surplus vehicles and equipment. For questions or additional information, please contact staff or America's Auto Auction Commercial Account Manager Bruce Uhter, [Bruce.Uhter@americasautoauction.com](mailto:Bruce.Uhter@americasautoauction.com), 708-389-4488 (office) or 219-713-0327 (cell). *Staff contact: Ellen Dayan*

## ***Bicycle and Pedestrian Committee Discusses Connecting Trails, NWMC Bike Plan Update***

On Tuesday, the NWMC Bicycle and Pedestrian Committee was joined by staff from the Active Transportation Alliance (Active Trans) and the Chicago Metropolitan Agency for Planning (CMAP). Active Trans' Trail Advocacy Manager Matt Gomez discussed the newly launched advocacy campaign entitled "Trail Connect Chicagoland." This effort aims to close the gaps in the region's trail network and seeks safe access to those trails. Active Trans staff will develop a plan in the coming months to showcase their vision for the regional trail network and will hold a summit later this summer to galvanize support amongst stakeholders.

The committee was also joined by CMAP Senior Planner Lindsay Bayley who discussed the draft scope of work for the NWMC Bicycle Plan Update. She asked the committee for input on the plan's priorities for use in refining the project's scope of work. NWMC staff anticipates selecting project consultants later this summer and officially launching the plan update shortly thereafter.

NWMC staff also notified the committee that the Federal Highway Administration (FHWA) has reissued interim approval for the use of Rectangular Rapid Flashing Beacons (RRFB) as pedestrian-activated crossing signals. The FHWA had previously rescinded interim approval of the devices in December due to a patent issue. That issue has been dealt with and the agency has issued a new interim approval. Please note that this action does not cover RRFBs approved under the previous interim approval so municipalities that currently use or are planning to install RRFBs should contact the FHWA for further guidance. *Staff contacts: Mike Walczak, Brian Pigeon*

### ***Mayors Caucus Announces Assistance with AARP Community Challenge Grants***

*From the desk of Metropolitan Mayors Caucus (MMC) Director of Housing Initiatives Kyle Smith:*

Recently, AARP announced a new round of funding for its [Community Challenge](#) grants. These "quick action" grants are intended to fund short-term implementation steps for aging in place initiatives at the local level. MMC was able to meet with AARP to learn more about these grants.

AARP is looking to make awards somewhere between \$1,000 and \$10,000. They are intended to fund education and implementation activities, not planning. Eligible grant activities may include housing, transportation, public space, and place making. The [2017 awards](#) demonstrate AARP priorities from their previous grant cycle.

In the area of housing, previous awards have emphasized Accessory Dwelling Units, tiny homes, and intergenerational housing. Communities that have enabled or are considering ADUs may want to consider this grant opportunity.

Applications are due on May 16. If your community plans to apply, please let me know. I may be able to help align it with AARP funding priorities. Kyle can be reached at [ksmith@mayorscaucus.org](mailto:ksmith@mayorscaucus.org) or 312-201-4507. *Staff contact: Mark Fowler*

### ***Meetings and Events***

*NWMC Transportation Committee* will meet on Thursday, April 26 at 8:30 a.m. at the NWMC offices.

*NWMC Executive Committee* will meet on Wednesday, May 2 at 8:30 a.m. at the NWMC offices.

*NWMC Finance Committee* will meet on Wednesday, May 9 at 12:00 p.m. via teleconference.

*NWMC Board of Directors* will meet on Wednesday, May 9 at 7:00 p.m. at the *Mt. Prospect Village Hall*, 50 South Emerson Street.