

Memorandum

To: Mayor Hagerty and Members of the City Council
From: Erika Storlie, Interim City Manager
Subject: Weekly City Manager's Update
Date: February 7, 2020

STAFF REPORTS BY DEPARTMENT



Weekly Report for January 30, 2020 – February 5, 2020

City Manager's Office

Weekly Bids Advertised
City Council Agenda Schedule

Community Development

Weekly Zoning Report
Weekly Inspection Report
Monthly CV/Permit Fee Report - January 2020
2019 Landlord-Tenant Services Report

Health Department

Weekly Food Establishment Application Report

Law Department

Weekly Liquor License Application Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, February 10, 2020

Administration and Public Works Committee

www.cityofevanston.org/apw

Planning & Development Committee

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

Tuesday, February 11, 2020

Board of Local Improvements

www.cityofevanston.org/boardofimprovements

Arts Council

www.cityofevanston.org/artscouncil

Preservation Commission

www.cityofevanston.org/preservationcommission

Wednesday, February 12, 2020

Design and Project Review Committee

www.cityofevanston.org/dapr

Plan Commission

www.cityofevanston.org/plancommission

Affordable Housing Plan Steering Committee

www.cityofevanston.org/affordablehousingplansteeringcommittee

Thursday, February 13, 2020

Environment Board

www.cityofevanston.org/environmentboard

Mental Health Board - RESCHEDULED

www.cityofevanston.org/mentalhealthboard

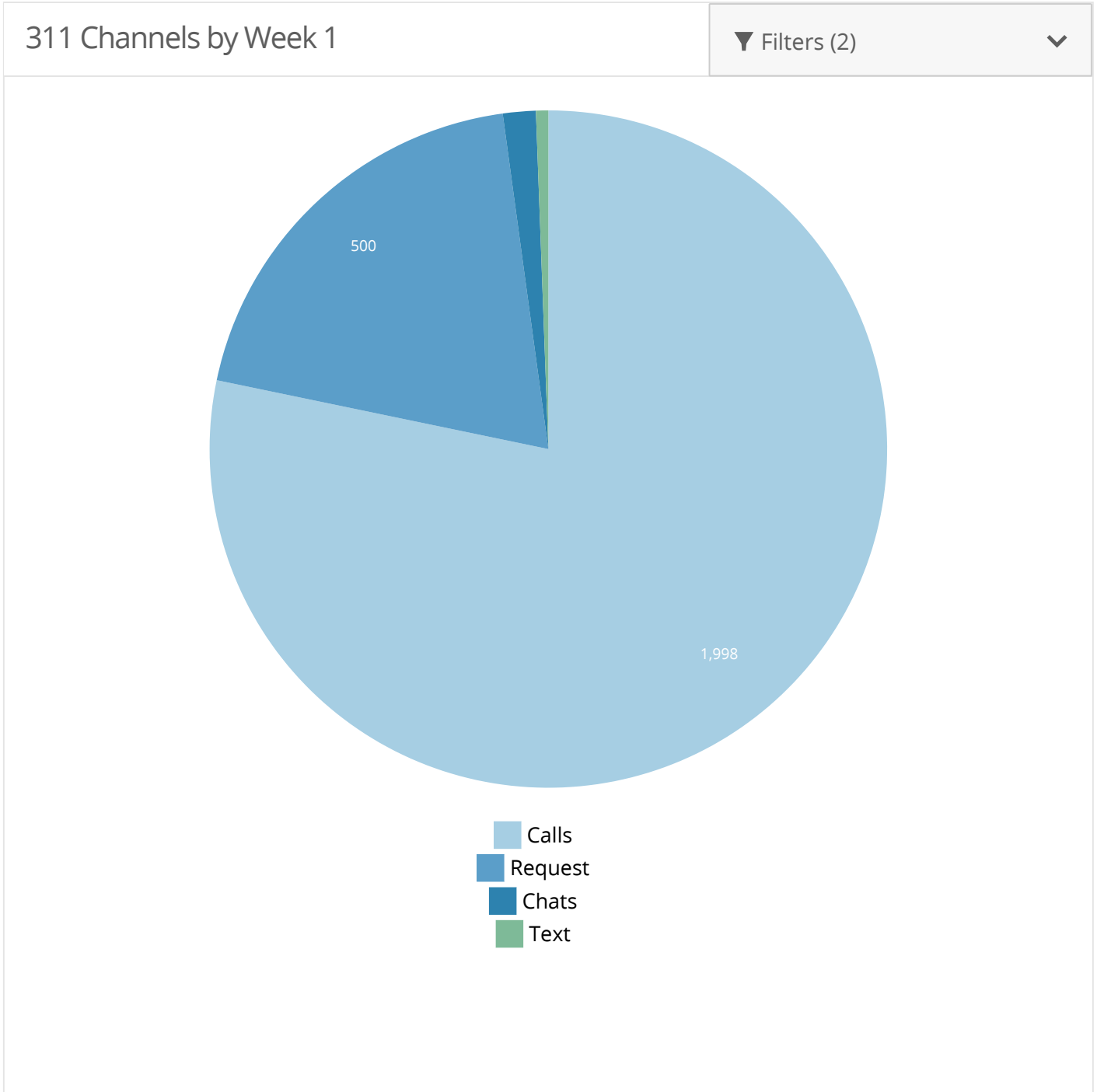
Friday, February 14, 2020

Utilities Commission

www.cityofevanston.org/utilitiescommission

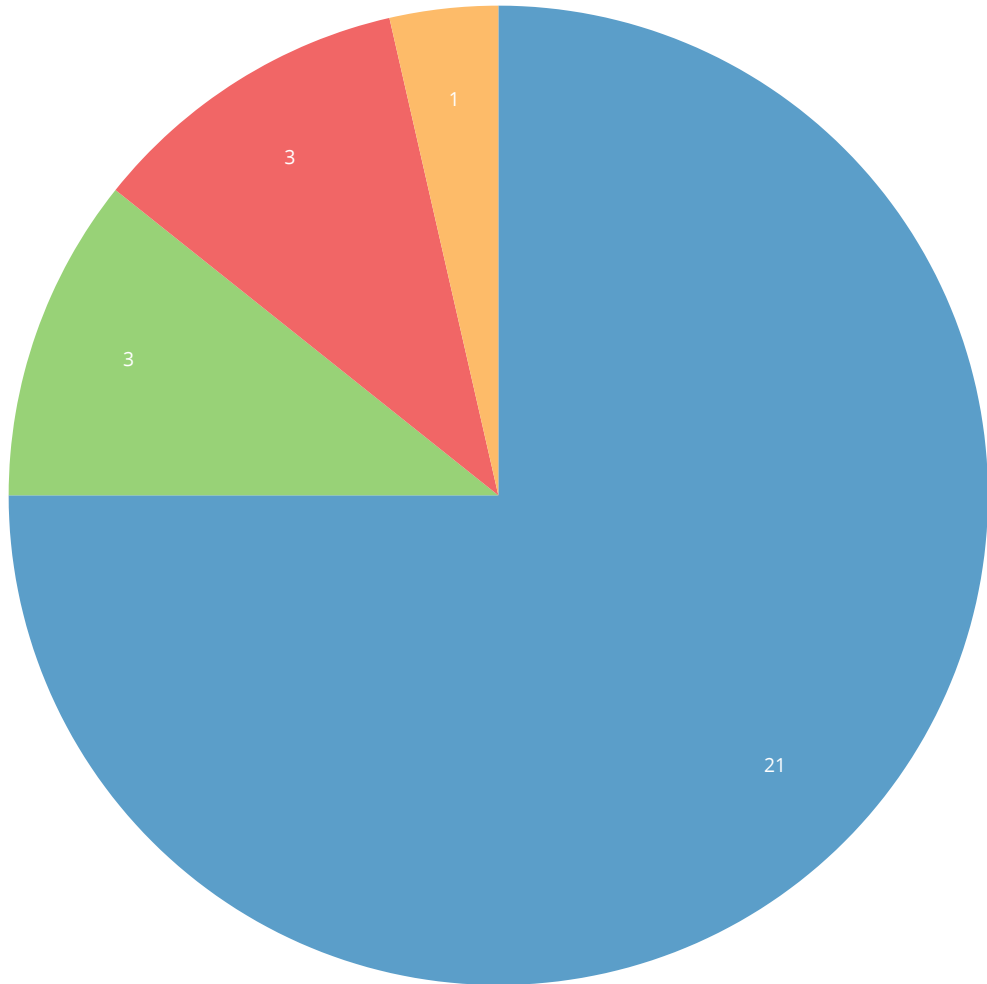
311 Weekly Report

For the week of January 30 - February 5



Ask a Question - by request status

Filters (1)



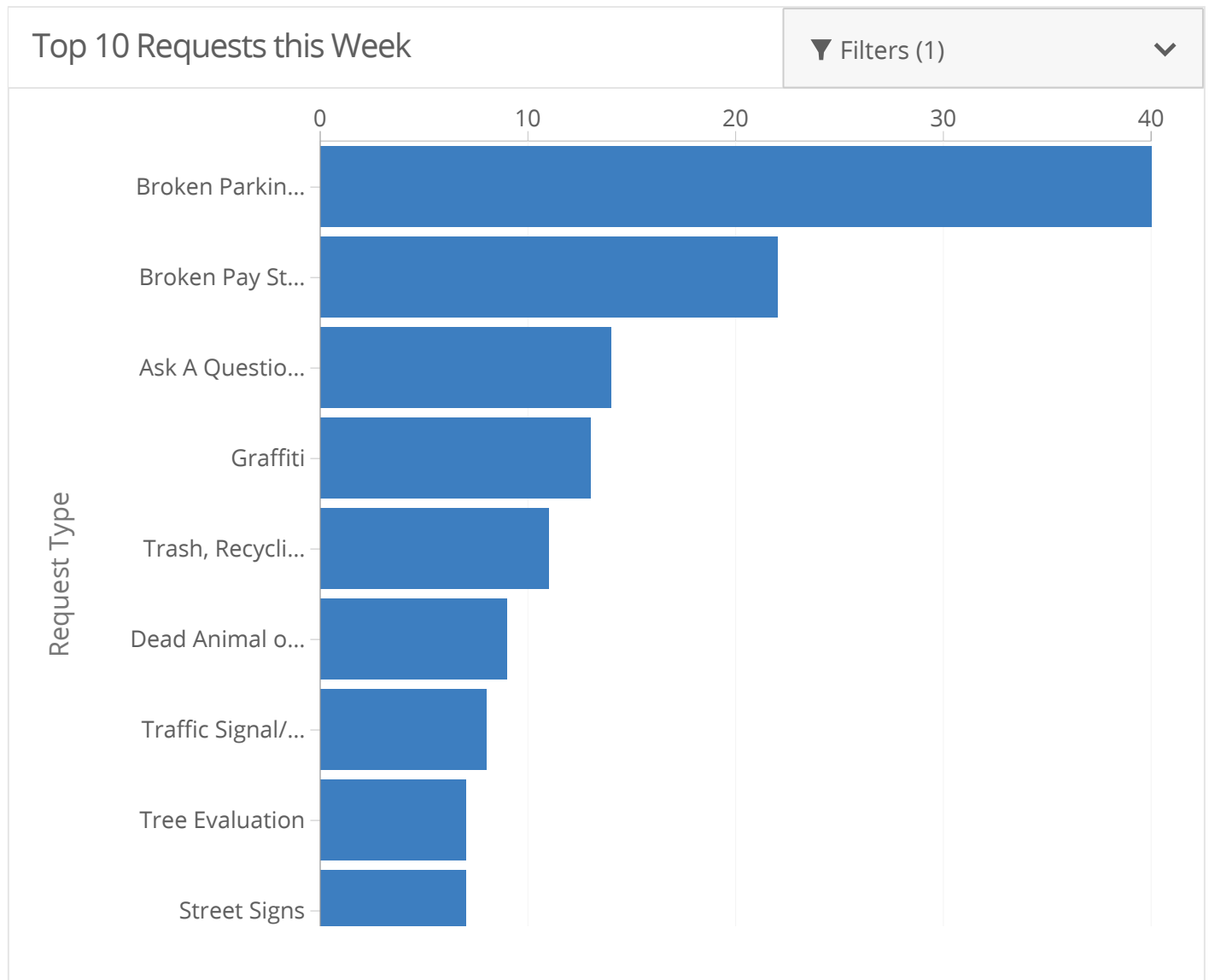
- COMPLETED
- SUBMITTED
- RECEIVED
- IN_PROGRESS

Trending Topics

January 30-February 5

- Income Tax Appointments
- Property Tax Questions
- Broken Parking Meters
- Broken Pay Stations

The 311 Center was open on Saturday, February 1st for Summer Camp Registration Day

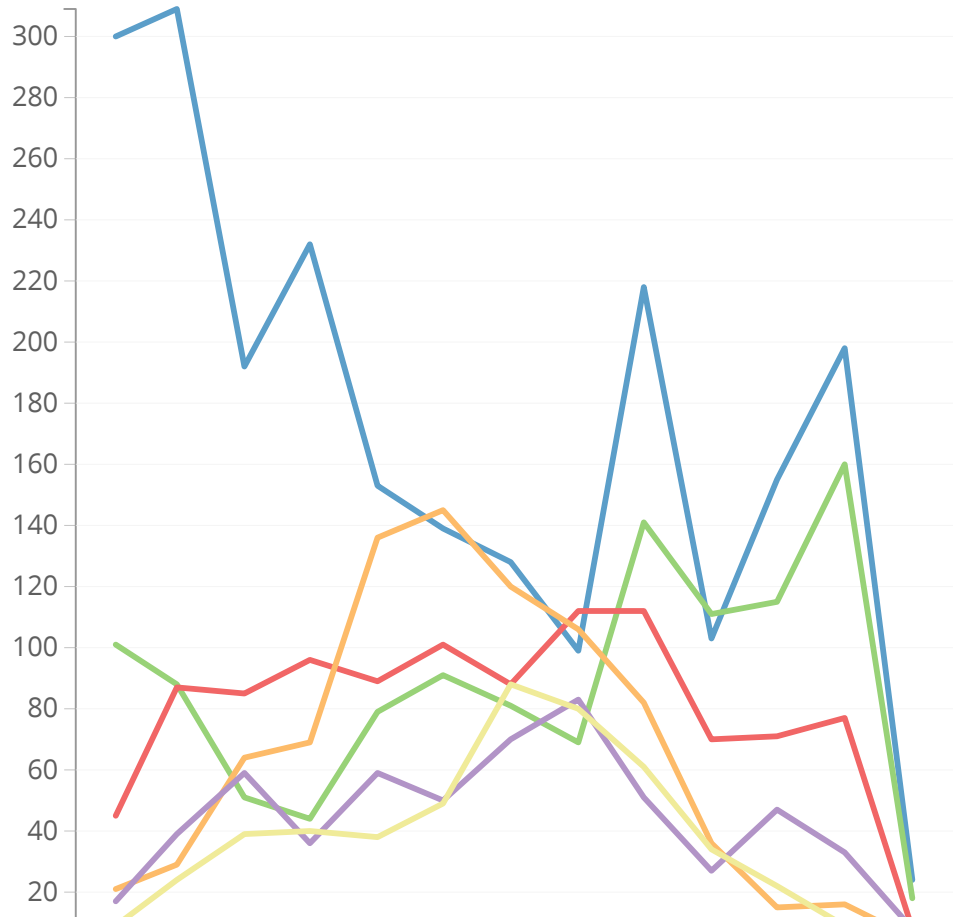


Top 6 Requests Trends

Filters (2)

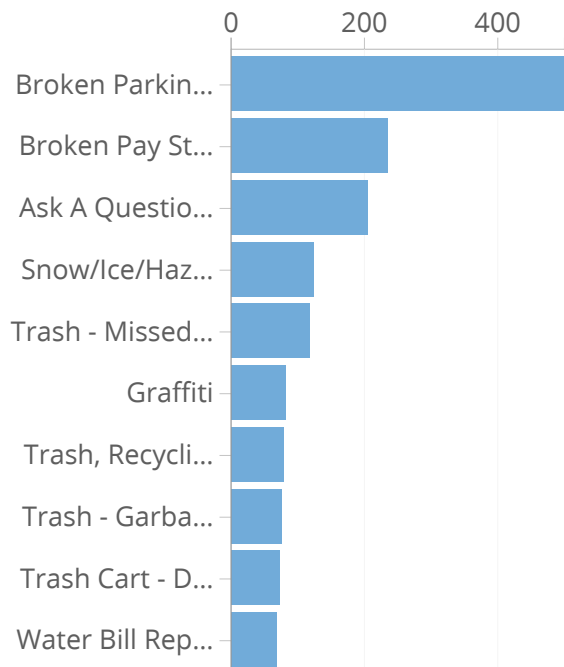


- Broken Parking Meter
- Broken Pay Station
- Ask A Question / Send A Message
- Tree Evaluation
- Graffiti
- Dead Animal on Public Property



Top 10 - First Quarter of 2019

Filters (1)



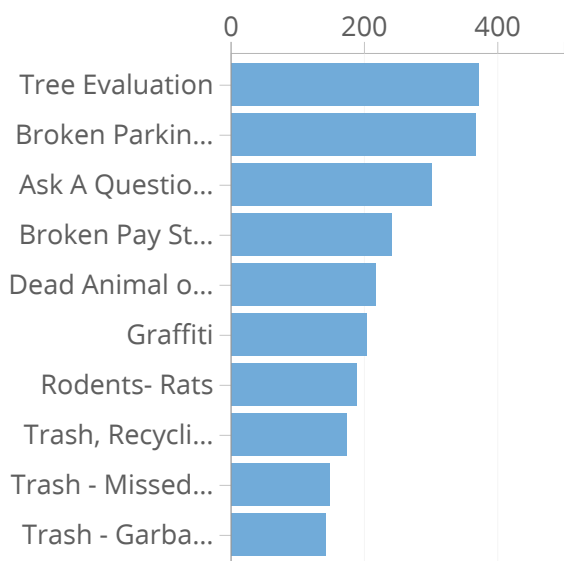
Top 10 - Second Quarter of 2019

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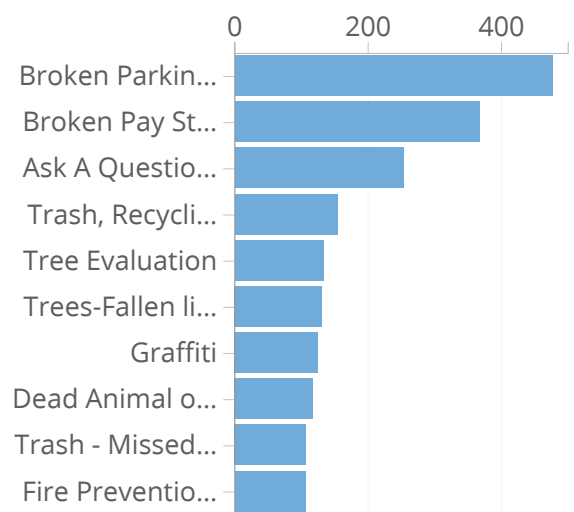
Top 10 - Third Quarter of 2019

Filters (1)



Top 10 - Fourth Quarter of 2019

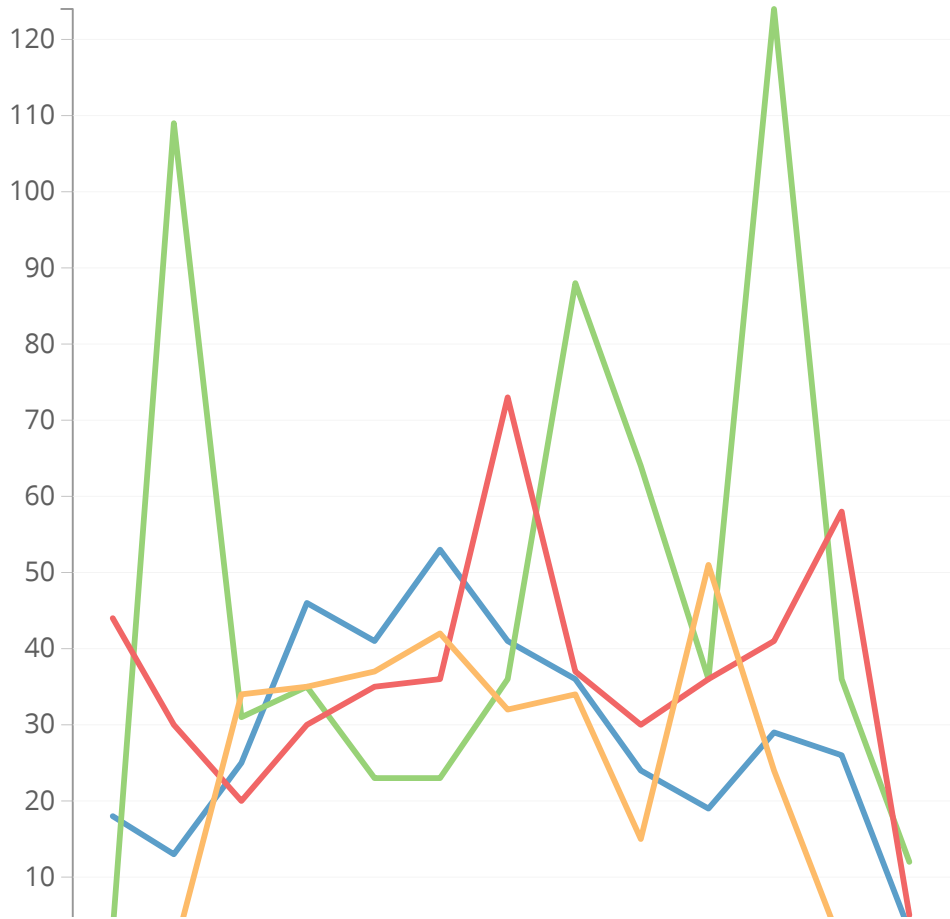
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Sanitation Trends

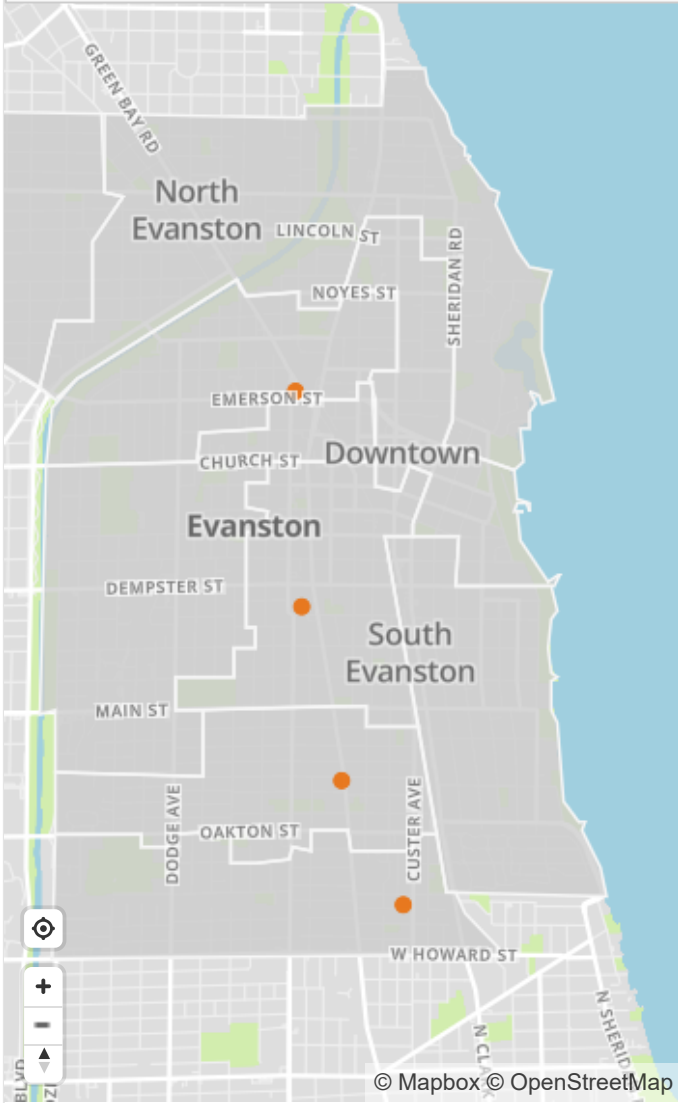
Filters (2)

- Recycling - Missed Pickup
- Rodents- Rats
- Trash - Missed Garbage Pickup
- Yard Waste - Missed Pickup



Missed Pickups - Garbage

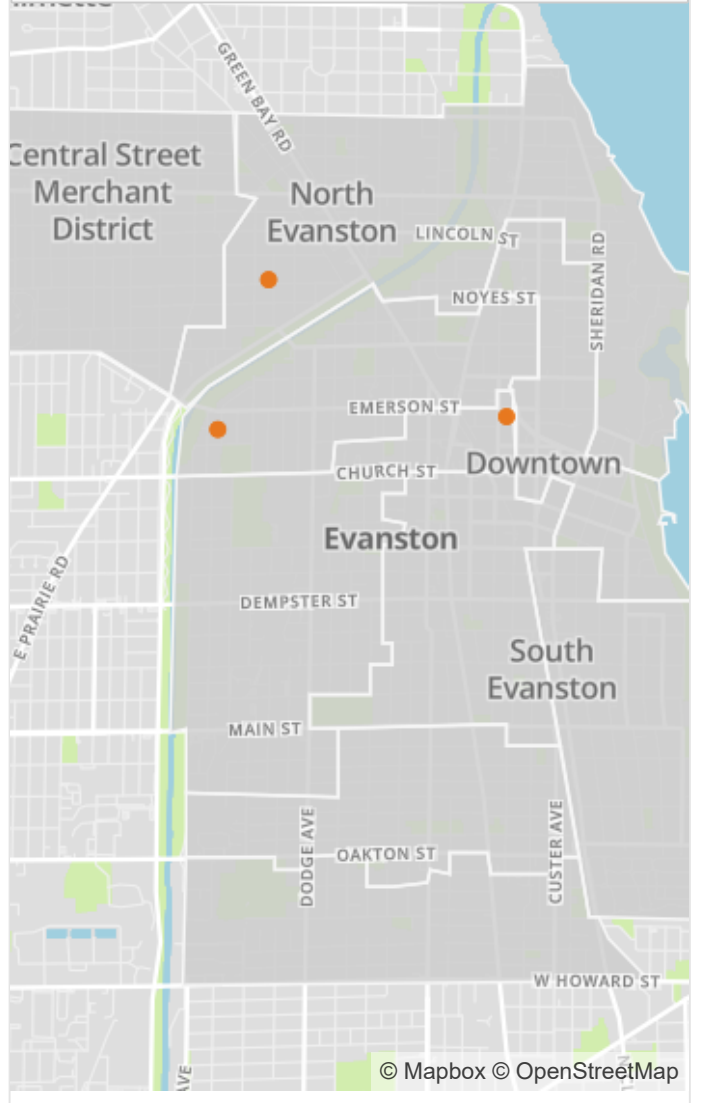
▼ Filters (1)



© Mapbox © OpenStreetMap

Missed Pickups - Recycling

▼ Filters (1)



© Mapbox © OpenStreetMap

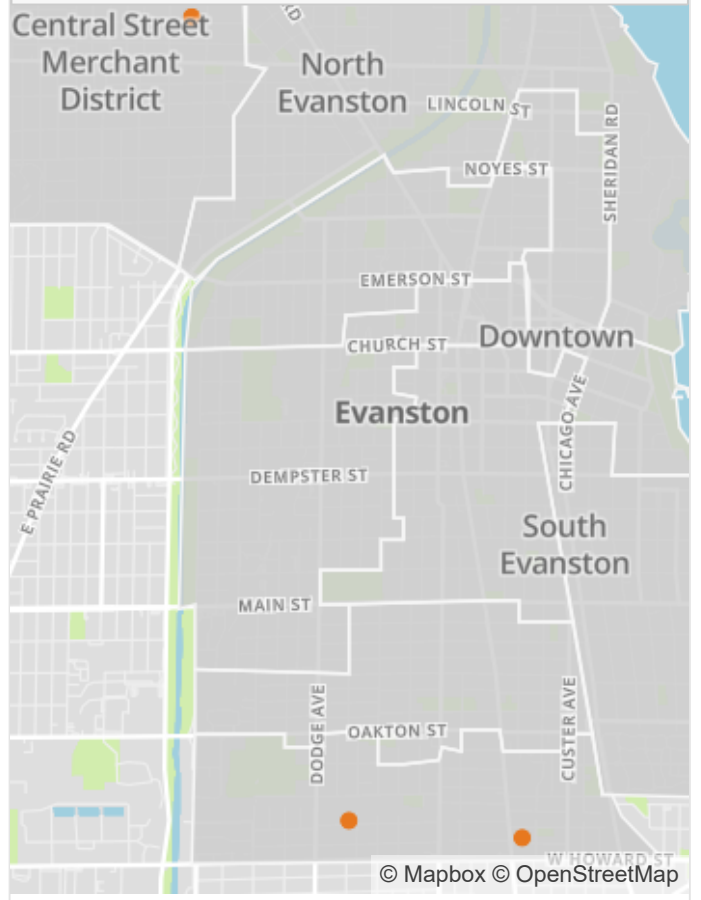
Missed Pickups - Yard Waste

Filters (1)



Rodents-Rats

Filters (1)



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Memorandum

To: Erika Storlie, Interim City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of February 3, 2020

Date: February 7, 2020

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 February 3, 2020

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
Bid 20-15 Green Bay Road Landscape Maintenance	Public Works Agency	Work on this contract includes providing Landscape Maintenance along the Union Pacific Railroad (Metra Line) right-of-way which is along the east side of Green Bay Road from Foster Street to Isabella; and along the west side of Poplar Avenue from Lincoln Street to Central Street in Evanston, Illinois. Work on this project includes: 1) All trees, shrubs, annual flower, perennial and ground cover planting beds. 2) Native planting areas.	\$30,000	2/25	3/9

Evanston City Council Agenda Schedule - 2020 Dates

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

2020 Meeting Dates: Jan 13, Jan 21, Jan 27, Feb 10, Feb 17, Feb 24, Mar 9, Mar 16, March 23, Apr 13, Apr 20, Apr 27

May 11, May 18, May 26, Jun 8, Jun 15, Jun 22, Jul 13, Jul 20, Jul 27, Aug 10

Sept 14, Sept 21, Sept 29, Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14

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 RC=Rules Committee 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
CMO	2/24/2020	Habitat Restoration	A	CC	Storlie	
CMO	2/24/2020	Sustainability Legislative Update	P	CC	Richardson	
CMO	2/24/2020	City Manager Recruitment	B	CC	Richardson	
CMO	2/24/2020	Energy Purchase Contracts	B	APW	Richardson	
Law	2/24/2020	Suspension of the Rules Amendment (Rule 20)	O	Rules	Rugg/Cummings	
AS	2/24/2020	Amending Parking on Central Street and Hurd Avenue	O	APW	Stowe	For Action
AS	2/24/2020	Stopping, Standing or Parking Prohibited in Specific Places	O	APW	Stowe	For Action
PWA	2/24/2020	2020 Special Assessment Alley	O	APW	Stoneback	For Intro
PWA	2/24/2020	Animal Shelter	R	APW	Stoneback	
PWA	2/24/2020	Pavement Marking Award (MPI Project)	B	APW	Stoneback	
PWA	2/24/2020	Oakton St Water Main Change Order for Construction	B	APW	Stoneback	
PWA	2/24/2020	Change Order 1 for the Engineering Design of the Downtown 30-inch Feeder Main	B	APW	Stoneback	
PWA	2/24/2020	Award of Engineering Services for the Oakton St Traffic Study	B	APW	Stoneback	
PWA	2/24/2020	2020 MFT Street Resurfacing	R	APW	Stoneback	
PWA	2/24/2020	Application for STP funds for the Green Bay Road Project	B	APW	Stoneback	
PWA	2/24/2020	Contract Renewal for Streetscape and Rain Garden Maintenance	B	APW	Stoneback	
PWA	2/24/2020	Contract Renewal for Tree Planting Services	B	APW	Stoneback	
PWA	2/24/2020	Contract Renewal for Mowing Services	B	APW	Stoneback	
CD	2/24/2020	St. Athanasius Parking	O	PD	Leonard	For Action
CD	2/24/2020	Heritage Trees Update	O	PD	Leonard	For Action
CD	2/24/2020	Cannabis Text Amendment	O	PD	Leonard	For Action
CD	2/24/2020	2008 Harrison	O	PD	Leonard	For Action
CD	2/24/2020	Business Registration Ordinance Update	O	EDC	Leonard	
	2/24/2020	Executive Session		EXS		
	3/2/2020	Human Services				
Mayor	3/9/2020	Marybeth Schroeder Day	P	CC	Hagerty	
PRCS	3/9/2020	LED Screen	P	APW	Hemingway	
CMO	3/9/2020	Municipal Operations Zero Emissions Strategy	B	APW	Richardson	
PRCS	3/9/2020	Ordinance Update - CBD/Hemp at Farmers Market	O	APW	Hemingway	
CD	3/9/2020	Code Amendment Installation of Public Sidewalks/Replacement of Sidewalks during Construction Projects	O	APW	Leonard	
CD	3/9/2020	2222 Oakton St - Resolution for Subdivision of property (recycling center)	O	PD	Leonard	
Council & Committee Meetings						
2/7/2020	12:00PM	Reparations Subcommittee Meeting				
2/10/2020	6:00PM	Administration & Public Works/Planning and Development/City Council				
2/12/2020	7:00PM	Affordable Housing Plan Steering Committee				
2/13/2020	7:00PM	Mental Health Board - RESCHEDULED				
2/17/2020	6:00PM	City Council - CANCELLED				

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REFERRALS AT CITY COUNCIL MEETINGS

Dept	Date of Referral	Item	Alderman/ Staff	Tentative Date	Outcome
PWA	3/2/2019	Summary/Memo of Civic Center Committee - Was Affordable Housing considered?			
Admin Svcs	3/11/2019	Incentives for Employees Living in Evanston	APW Committee	5/28/2019	
CMO	3/11/2019	Opportunities/Barriers on local vendors	Braithwaite	Will discuss at May M/W/EBE	
CMO	4/8/2019	Phase Out Gas Lawn Mowers and Leaf Blowers	Revelle	Will discuss May Environ. Board	
CD/PWA	4/22/2019	Definition of "Heritage Trees"	Fiske	5/13/19 P&D	
CD	4/22/2019	Art Space	Fiske	Will discuss at P&D	
CD	5/13/2019	Rezoning - Emerson between Wesley and Judson	Rue Simmons		
CD	5/13/2019	Demolition Tax - Why residential property only?	Rainey		
CD	5/13/2019	Shared Ride Accessible Vehicles	Rue Simmons	Friday Report	
Admin Svcs	5/28/2019	Healthy Workplace Environment Policy Process	Fleming	Will discuss at 8/5 Human Services	
CMO	5/28/2019	"Solutions Only" policy for reparations for the west end of the 5th Ward	Rue Simmons	Equity & Empowerment Commission	
CD	5/28/2019	Review of the Inclusionary Housing Ordinance language regarding deconversion of condominiums	Rainey	Will discuss at P&D	
CD	5/28/2019	Report detailing the amount of empty land the City owns	Fleming		
PWA	6/10/2019	Coordination of PWA/Sustainability on green alley infrastructure and community outreach regarding improvements and recommendations made	Rue Simmons	PWA Director/Sustainability Officer	
CMO	6/10/2019	Provide CARP project recommendation memo for City Council members to understand goals and changes being made	Fleming	Sustainability Officer	
PWA	6/10/2019	Standing water issues/responsibility of the City and homeowner	Fleming	Health Director	
PRCS	6/10/2019	Dog beach revenue/passholders; Lincoln St beach appropriate; Health Dept opinion; list of dog beach passholders in 2017	Fiske	PRCS	Will be discussed at 7/8 APW
CD	8/5/2019	Parking Transportation/Bikes on Sidewalks	Fiske	Community Development	Will be discussed at Trans/Parking
Police	9/9/2019	NU Golf Carts on Sidewalks	Fiske	Police	Will be discussed at 10/14 APW
CMO	11/11/2019	Policy on Food/Meals for Departments	Fleming	APW	
CMO	11/11/2019	Public Comment & Presentations	Revelle	Rules	
Admin Svcs	11/11/2019	Event Parking Restrictions	Revelle	Trans/Parking	
CMO	11/11/2019	Use of Mayor's Name in Holiday Food & Toy Drive	Suffredin	Rules	
CMO	11/11/2019	Playing of Music at Beginning of Meeting	Suffredin	Rules	
Admin Svcs	11/18/2019	HR Employee Manual	Fleming	Human Services	

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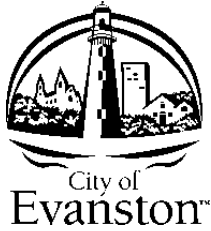
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CD	11/18/2019	Supporting Small Business Owners	Fleming	Economic Development		
CD	11/18/2019	Affordable Housing Fees - Waiving Fees for ADU's	Fleming	City Council		
CMO	11/25/2019	Begin working on 50 year video for National League of Cities	Rainey			
CD	11/25/2019	Proposal by reclaim Evanston regarding additional funds to affordable housing via RETT	Rue Simmons	Planning & Development		
CD	11/25/2019	Solar Panels at Preservation Commission	Wilson	Planning & Development		
Legal	11/25/2019	Non-Agenda Item Citizen Comment - After Agenda	Hagerty	Rules		
Legal		Suspension of Rules accepted practice		Rules		
Legal		Use of City Newsletters and Including Opinions	Fleming	Rules		
Legal	12/9/2019	Advisory Resolutions / Citizen Generated Resolutions	Fiske	Rules		
CD	12/9/2019	Rules on Plan Commission as they Relate to the Selection of the Chair	Revelle			
CD	12/9/2019	City to host a co-op type retail space	Fleming	Economic Development		
DEFERRED						
Dept	Date	Item	Action	Committee	Staff	
PWA	1/27/2020	Fleetwood Gym Floor	B	APW	Stoneback	
CD		Fines for bikes on sidewalks	O	APW	Storlie	
CMO		Amendment to PEHP Resolution	R	APW	Desai	



Memorandum

To: Honorable Mayor and Members of the City Council
From: Scott Mangum, Planning and Zoning Manager
Subject: Weekly Zoning Report
Date: February 5, 2020

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 if you have any questions or need additional information.

Cases Received and Pending, January 30, 2020 - February 5, 2020

Backlog (business days received until reviewed): 1

Volume (number of cases pending staff review): 1

Zoning Reviews

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1900 Sherman Avenue	R1	Zoning Analysis	15-story addition to Jane R. Perlman apartments, 4,150 sf of ground floor retail, remove 22 parking spaces, add 40 above ground parking spaces, 121 mixed-income apartments (Planned Development)	08/29/19	pending revisions from the applicant
2	1001 Dewey Avenue	R3	Zoning Analysis	Deck, fence in front yard, roof coverings over side entrance and rear basement entrance	11/22/19	pending additional information from the applicant
2	1215 Church Street	R4	Building Permit	New mixed-use 4-story building, interior remodel of existing swimming and administration buildings (YWCA)	12/10/19	revisions submitted, pending staff review and DAPR
2	1221 Fowler Avenue	R2	Building Permit	1st and 2nd story additions, deck	12/16/19	pending revisions from the applicant
2	1110 Dewey Avenue	R3	Building Permit	Rebuild garage on existing slab	12/30/19	pending revisions from the applicant
2	2307 Lake Street	R2	Building Permit	New single-family residence with new garage/coach house	02/03/20	non-compliant, pending revisions from the applicant
3	1210 Michigan Avenue	R1	Building Permit	Widen driveway	10/02/19	non-compliant, pending revisions from the applicant
4	1125 Wesley Avenue	R3	Building Permit	1-story addition and 3-car detached garage	12/05/19	pending revisions from the applicant
4	1603 Orrington Street	D3	Zoning Analysis	Hardscape, landscaping, ADA ramp, steps, stormwater management, and utilities improvements (Chase Bank Tower)	02/05/20	pending staff review
5	1825 Lemar Avenue, Unit C	R2	Building Permit	Deck	09/24/19	non-compliant, pending major variation application
5	2000 Green Bay Road	WE1	Building Permit	Asphalt resurface, expand parking lot (Windy City Garden Center)	10/02/19	non-compliant, pending revisions, variation application
5	1717 Simpson Street	B1	Building Permit	1-story addition over existing foundation	12/17/19	non-compliant, pending major variation application
5	824 Gaffield Place	R4a	Zoning Analysis	Convert existing duplex into Child Residential Care home	01/08/20	pending additional information from the applicant
5	820 Gaffield Place	R4a	Zoning Analysis	Convert existing duplex into Child Residential Care home	01/08/20	pending additional information from the applicant
5	2415 Wade Street	R2	Building Permit	Patio	01/09/20	non-compliant, pending revisions from the applicant
5	1735 Hartrey Avenue	R3	Building Permit	2nd story addition	01/16/20	non-compliant, pending revisions or variation application from the applicant
5	1826 Lemar Avenue	R2	Building Permit	Detached garage	01/31/20	pending additional information from the applicant
6	3300 Park Place	R4/oCSC	Zoning Analysis	Shed	08/05/19	non-compliant, pending revisions from the applicant

6	2321 Thayer Street	R1	Building Permit	Extend existing patio, additional parking space, relocate fence, add gas line	10/16/19	non-compliant, pending revisions
6	3423 Central Street	R2	Building Permit	Brick paver walkway and patio enlargement	10/17/19	pending additional information from the applicant
6	2754 Crawford Avenue	R2	Building Permit	Replace sunroom with 1-story addition and bathroom remodel	10/25/19	non-compliant, pending revisions or major variation application from the applicant
6	2300 Pioneer Road	R4	Zoning Analysis	Planned Development: Demo Landmarked portion of building, construct 3-story, 209,000 sf addition with 83 units/beds, new independent living, adding 125 underground parking spaces (Three Crowns)	11/13/19	non-compliant, pending revisions and preservation submittal
6	2715 Hurd Avenue	R1	Zoning Analysis	Demolish existing structures, construct new 2-story building for a child daycare (Planned Development)	01/22/20	pending additional information from the applicant
7	1724 Chancellor Street	R1	Building Permit	Installation of 10'x10' stone patio	10/10/19	pending additional information from the applicant
7	1126 Grant Street	R1	Building Permit	2nd story addition, deck and garage	01/16/20	pending revisions from the applicant
7	2640 Green Bay Road	C2	Building Permit	Demolish enclosed porch, construct new open porch, stairs and new parking pad	01/17/20	pending additional information from the applicant
7	587 Ingleside Place	R1	Building Permit	2nd and 3rd floor addition	01/21/20	non-compliant, pending revisions from the applicant
7	719 Monticello Place	R1	Building Permit	Demolish existing 1-car garage, construct 2-car detached garage	01/30/20	non-compliant, pending revisions or variation application from the applicant
8	2011 Brummel Street	R2	Building Permit	Remove parking pad, construct patio and extend walkways	07/01/19	non-compliant, pending revisions from applicant
8	2222 Oakton Street	I2/oRD	Zoning Analysis	Planned Development: 4,999 sf, 64' tall addition for a climbing wall (First Ascent)	09/20/19	non-compliant, pending revisions from the applicant
8	633 Howard Street	B3	Building Permit	Interior remodel of commercial restaurant space (Estacion)	02/04/20	pending additional information from the applicant
9	2425 Oakton Street	I1/oRD	Building Permit	New car wash	07/17/19	pending DAPR
9	646 Florence Avenue	R2	Building Permit	Convert 1-car attached garage into home office	11/07/19	non-compliant, pending revisions from the applicant
9	1120 South Boulevard	R2	Building Permit	Remodel and 2nd story addition	11/21/19	pending revisions from the applicant per minor variation determination

Miscellaneous Zoning Cases

Ward	Property Address	Zoning	Type	Project Description	Received	Status
1	1621-1631 Chicago Avenue	D4	Planned Development	Planned Development for a 19-story mixed-use building with 240 dwelling units, 3,540 sf ground floor retail, and 85 underground parking spaces	12/31/18	pending PC 02/26/19

1	1619 Chicago Avenue	D4	Major Adjustment to a Planned Development	Subdivision of existing parcel and Major Adjustment of the Merion Planned Development (Ordinance 86-O-13)	06/10/19	pending PC 02/26/19
1	1607 Chicago Avenue	D4	Special Use	Special use for Type-2 restaurant, Happy Le	01/17/20	pending additional information from the applicant
2	1461-67 Ashland Avenue & 1421-25 Lake Street	B1	Fence Variation	Fence in front yard and 8' tall fence in rear	01/21/20	pending additional information from the applicant
3	1327 Chicago Avenue/528 Greenwood Street	R5	Special Use	Special use for an office in a residential district	07/26/19	pending ZBA 02/18/20
4	605 Davis Street	D3	Planned Development	New 19-story office building with ground floor retail, 40 parking spaces	04/24/19	pending PC
4	1224 Oak Avenue	R3	Major Variation	Building lot coverage, interior side yard setback, rear yard setback, deck within interior side yard setback for new attached garage with roof top deck and screened porch	09/13/19	pending ZBA 02/18/20
4	1555 Ridge Avenue	R6	Planned Development	New 5-story, multi-family dwelling with 68 dwelling units and 61 parking spaces	12/17/19	pending DAPR 02/12/20, PC 02/26/20
5	1825 Lemar Avenue	R2	Major Variation	Front yard setback for front deck/porch and front yard fence	01/17/20	pending DAPR 02/12/20, ZBA 02/18/20
6	2302 Hartzell Street	R1	Minor Variation	Rear yard and interior side yard setbacks and separation between principal and detached accessory structures for a 2nd story addition	01/17/20	determination after 02/20/20
7	2503 Eastwood Avenue	R1	Special Use	Special use to expand a parking lot for an existing religious institution (St. Athanasius)	07/23/19	pending P&D 02/10/20
7	2008 Harrison Street	R5	Major Variation	Major zoning relief to use a non-conforming dwelling unit, to provide 4 off-street parking spaces where 7 are required	10/14/19	pending P&D 02/10/20



To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: February 7, 2020

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.

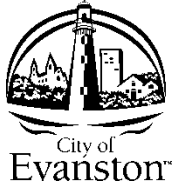
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update

Cases Received, February 7, 2020

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
4	1801 Main Street (Robert Crown)	Recreation Facility	Center will officially open to the public on February 29th. Mechanical, electrical, and plumbing trim, interior wall framing, painting, glass, floor/tile and library millwork installations continue. Crews continue to work on Saturdays. Site is being maintained.	2/5/2020
5	2525 Church Street (Pumping Station)	Pumping Station	No activity on site since last report. Final Metropolitan Water Reclamation District (MWRD), fire and structural inspections are needed. Construction fence remains. Site is being maintained.	2/5/2020
2	1727 Oak Avenue (Avidor)	Multi-Unit Building	Contractor has inquired about occupancy for furniture move-in. Awaiting application. Drywall installations are nearing completion. Trim installations have been completed through the 13th floor. Site is being maintained.	2/5/2020
4	1500 Sherman Avenue (Albion at Evanston)	Mixed Use Building	Finish work continues on the upper floors and amenity areas. Occupancy application has been received for the remainder of the units. Awaiting final fire and electrical inspection approvals. Site is being maintained.	2/5/2020
2	1815 Ridge Avenue	Senior Living Facility	Foundation permit has been issued. Pre-construction meeting is being scheduled. Construction activity not expected for a few weeks.	2/5/2020



To: Honorable Mayor and Members of the City Council

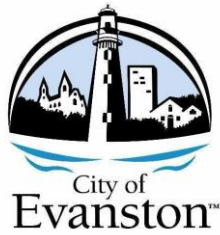
From: Gary Gerdes, Building and Inspection Services Manager

Subject: Monthly Construction Valuation and Permit Fee Report

Date: February 7, 2020

Enclosed is the monthly construction valuation and permit fee report. The report compares current month and year-to-date totals with those from 2019. Month and year-to-date Right of Way permit fee totals are included.

Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.



DATE: February 5, 2020
 TO: Erika Storlie, Interim City Manager
 FROM: Gary Gerdes, Building and Inspection Services Division Manager
 SUBJECT: Building Permit & Construction Value Financial Report for January, 2020

BUILDING PERMIT FEES

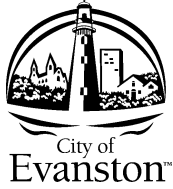
Total Permit Fees Collected for the Month of January 2020	\$ 277,131
Total Permit Fees Collected Fiscal Year 2020	\$ 277,131
Total Permit fees Collected for the Month of January 2019	\$ 235,239
Total Permit Fees Collected Fiscal Year 2019	\$ 235,239

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR JANUARY 2020	\$ 13,126,866
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2020	\$ 13,126,866
TOTAL CONSTRUCTION VALUE FOR JANUARY 2019	\$ 11,784,147
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2019	\$ 11,784,147

OTHER FEES

Total ROW Permit fees Collected for the Month of January 2020	\$ 36,787
Total ROW Permit Fees Collected Fiscal Year 2020	\$ 36,787



Memorandum

To: Members of the Housing and Homeless Commission

From: Sarah Flax, Housing and Grants Manager

Subject: 2019 Landlord-Tenant Services – Metropolitan Tenants Organization & Lawyers' Committee for Better Housing

Date: February 4, 2020

Summary:

This updates the Housing and Homelessness Commission on the Landlord-Tenant activities and services provided by the Metropolitan Tenants Organization and Lawyers Committee for Better Housing (MTO/LCBH) in calendar year 2019. The City's first contract with MTO/LCBH for landlord-tenant services covered the twelve months from October 1, 2018 through September 30, 2019. October 1, through December 31, 2019 is the first quarter of the second year contract, which runs through September 30, 2020.

Landlord-Tenant cases handled by MTO/LCBH ranged from 69 in Q4 2018 to 117 in Q3 2019, and averaged 90.4 cases per quarter. Issues relating to maintenance of properties generate the largest numbers of cases, followed by questions relating to leases, early termination of leases, and security deposits. Many callers require assistance with more than one issue, and individual cases often involve multiple contacts by phone and email; some cases include in-person consultations at the Evanston Main Library. By far the majority of cases are initiated by tenants; landlord initiated cases average from 1 to 3 per month.

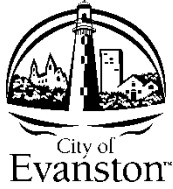
The attached chart shows the number and types of cases by quarter from October 1, 2018 through December 31, 2019. The largest number of cases was logged in July-September 2019, followed by April-June 2019, which correlates with times of the year when more leases turn over and households move. There has been a significant increase of 35% in cases overall, from 69 in October-December 2018 to 93 in October-December 2019.

The attached map shows the number of cases by ward from August 2018 – August 2019. Cases are being mapped by census tract in order to match other housing data available from the US Census and American Community Survey and will be included with the next quarterly report.

City of Evanston
MTO-LCBH Landlord-Tenant Cases
October 1, 2018 - December 31, 2019

Category	Description	Q4 2018	
		Oct-Dec	% of cases
Maintenance	Any repairs, including heat, building security, common areas, exterior problems	16	23.2%
Eviction	Nonpayment of rent, 10-day notices, going to court, illegal tenant rent withholding, behind in rent post eviction assistance	9	13.0%
Notices	evictions for no cause at the end of lease term, 10-day notices for lease violations	0	0.0%
Disturbance	Harrasment, noisy neighbors, neighborhood crime, tenant - tenant disputes	4	5.8%
Security Deposits	Time frame for return of deposits, reasons to withhold portions of the deposit, using the deposit as last month's rent, no return of deposit, security deposit interest	3	4.3%
Lease	Interpreting lease clauses, what lease clauses are illegal, failure to furnish a tenant with a copy of the lease, discrimination, rent increases, retaliation, landlord entry	23	33.3%
Early Termination	Breaking a lease, terminating a month-to-month agreement, ending a lease	7	10.1%
Pests	Bed bugs, roaches, ants, squirrels, mice, rats	1	1.4%
Utilities	High utility bills, illegal hook ups, charging for water	3	4.3%
Subleases	Subletting unit to new tenants	0	0.0%
Foreclosure	landlord in foreclosure	0	0.0%
Lock Out	Landlord changes the locks, shuts off the utilities or evicts a tenant without a court order	3	4.3%
	Totals:	69	100.0%
	% of total:		

Calendar Year 2019					
Jan-Mar	Apr-June	July-Sept	Oct-Dec	Total	% of cases
22	28	32	30	112	29.2%
7	5	8	3	23	6.0%
4	4	2	0	10	2.6%
5	8	5	15	33	8.6%
5	6	18	10	39	10.2%
15	32	29	12	88	23.0%
5	14	12	11	42	11.0%
2	2	6	2	12	3.1%
7	1	4	9	21	5.5%
0	0	0	0	0	0.0%
0	0	1	0	1	0.3%
0	1	0	1	2	0.5%
72	101	117	93	383	100.0%
18.8%	26.4%	30.5%	24.3%	100.0%	



Memorandum

To: Honorable Mayor and Members of the City Council

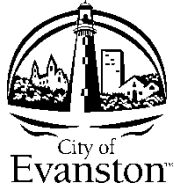
From: Ike Ogbo, Director, Department of Health & Human Services

Subject: Food Establishment License Application Weekly Report

Date: February 7, 2020

The table below is the weekly report of food establishment license applications received and pending. The report includes the ward, property address, business name, date received, and current status.

Ward	Property Address	Business Name	Date Received	Current Status
8	633 Howard St	Estacion	2/4/2020	Pending Permit Issuance & Inspections
2	2434 Main St	Wingstop Restaurant	1/21/2020	Change of Ownership – Pending Inspections
1	1620 Orrington Ave	La Macchina Ristorante	1/15/2020	Change of Ownership – Pending Inspections
4	1557 Sherman Ave	Reza's Restaurant	12/5/2019	Application Received
7	1729 Central St	Hewn Bakery	11/14/2019	Building Permit Issued – Pending Inspections
1	812 Church St	Eggsperience Express Café	9/4/2019	Building Permit Issued – Pending Inspections
8	1731 Howard St	Montelimar Bread Co	3/27/2019	Pending Zoning Approval (On Hold)
5	2121 Ashland Av	Double Clutch	2/13/2019	Building Permit Issued - Pending Inspections
5	1905 Church St	Spice	12/13/2018	Building Permit Issued - Pending Inspections



Memorandum

To: Honorable Mayor and Members of the City Council

From: Hugh DuBose, Assistant City Attorney

Subject: Weekly Liquor License Application Report

Date: February 7, 2020

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) 448-8090 or hdubose@cityofevanston.org if you have any questions or need additional information.

Liquor Licensing Weekly Report

Liquor Applications Received and Pending for week of February 7, 2020

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROCESSED HOURS for LIQUOR SALES	STATUS
1	Barcelona North, Inc. d/b/a Tapas Barcelona	1615 Chicago Avenue, Evanston, IL 60201	D	Restaurant	11 a.m. — 1 a.m. (Mon-Thurs); 11 a.m. — 2 a.m. (Fri-Sat); 10 a.m. — 1 a.m. (Sun)	City Council approved for introduction at the January 27, 2020 council meeting, will be for action at the February 10, 2020 meeting
8	Levy Premium Food Service Limited Partnership	980 N. Michigan Avenue #400, Chicago, IL 60611	R1	Sporting Venue	Alcohol may be served only on days on which there is a sporting event, recreational activity, or other entertainment event which occurs in the qualifying facility.	City Council approved for introduction at the January 27, 2020 council meeting, will be for action at the February 10, 2020 meeting



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING FEBRUARY 7, 2020

IDOR Director Harris to Highlight February 12 NWMC Board Meeting Agenda

The NWMC Executive Board met Wednesday to set the agenda for the February 12 NWMC Board meeting. Illinois Department of Revenue (IDOR) Director David Harris will attend the meeting to discuss Department initiatives and solicit feedback on ways to improve IDOR operations and relations with local governments. As a reminder, the meeting will begin at 7:00 p.m. in Room 1604 at Oakton Community College in *Des Plaines*.

In other Board action, members will recap the January 25 NWMC Legislative Brunch and consider approval of the Metropolitan Mayors Caucus 2020 legislative priorities. The Board will also receive a report on the third quarter update to the FY19-20 NWMC Work Plan as well as discuss the NWMC Surplus Vehicle and Equipment Auction dates for the year. Members will consider a recommendation to approve a contract extension for the NWMC Employee Assistance Program with vendor Morneau Shepell. Finally, the Board will receive and update on the final stages of the NWMC Multimodal Transportation Plan development and discuss the recent call for projects for the Northwest and North Shore Councils of Mayors Surface Transportation Programs. We look forward to seeing you all next week! *Staff contacts: Mark Fowler, Larry Bury*

SPC Launches New Electrical, Lighting, Data, Networking, Wireless & Security Contract

The Suburban Purchasing Cooperative (SPC) Governing Board is pleased to announce the award of Electrical Lighting, Data/Communication, Networking, Wireless, Security and Related MRO Supplies and Services (Contract #192) to GraybaR of St. Louis, MO. This contract piggybacks on the OMNIA Partners Contract #EV2370 awarded by lead agency, Kansas City, MO. The contract, which is effective immediately, will run through January 31, 2023 with possible annual renewals through 2029.

The SPC will work with GraybaR to fully rollout the program in detail to all SPC members and other eligible purchasers. In the meantime, we are pleased to announce a soft launch of the program so you can begin utilizing the contract immediately.

GraybaR, a Fortune 500 company is a leading distributor of data/communication, networking, wireless, security, electrical and lighting products. OMNIA Partners lowers your overall project and purchasing costs while providing the quality of service and expertise customers expect from GraybaR. The program offers GraybaR's best overall value to state and local government agencies. GraybaR/OMNIA has worked with their key suppliers to negotiate reduced costs wherever possible on frequently purchased items their core list. For items frequently purchased by multiple agencies, our proposal targets 5-10% savings to the participants assuming a consistent mix of product purchases.

The new program provides a complete and comprehensive offering of wholesale product lines, including:

Electrical: Conduit; Wire; Boxes; Fittings; Devices; Enclosures; Fuses; Power Distribution and Control; and, related general electrical materials.

Lighting: Lamps; Ballasts; Fixtures; Controls; and, other related lighting and LED Products.

Data/Communication, Networking & Wireless: Networking & Wireless; Copper/Fiber Cabling; Connectivity and Termination; Power Backup & Power Protection; Racks, Cabinets and Enclosures; Raceway; and, Wire-Way.

Security: Cameras; Monitoring; Entrance Protection; Fire; and, Intrusion.

Value Added Services: Assessment; Repair; Renovation; Installation; Testing; Inventory; Emergency; Training; and, other related services.

Related Maintenance, Repair and Operation (MRO) and Other Products: An offering of related MRO and other products to support agency-specific needs.

Other GraybaR Services: Disaster Preparedness; Product Kitting; Just in Time (JIT) Benefits; GraybaR Financial

Services; Project Order Management; Smartstock Streamlines Replenishment Process; Material Staging; and, Technical Assistance.

The SPC looks forward to a long, successful relationship with OMNIA Partners and GraybaR. If you need help getting started, have questions or need additional information, please contact staff or OMNIA Partners Public Strategic Contract Manager Jeff Peskuski, Jeff.Peskuski@graybar.com, 314-573-7154 (office) or 630-640-4905 (mobile). *Staff contact: Ellen Dayan*

Spring NWMC Municipal Surplus Vehicle and Equipment Auction Set for April 21

The Conference has executed a new Agreement for Auctioneer Services with America's Auto Auction through February 14, 2021 with four possible, one-year contract extensions. The spring auction will be held on Tuesday, April 21 at 2:00 p.m. at America's Auto Auction, 14001 S. Karlov Avenue in Crestwood. The summer auction is scheduled for July 21 with the fall auction scheduled for October 20.

We encourage you to participate in the auction program as America's Auto Auctions brings together live and online bidders and offers services that help maximize the value of your vehicles and equipment. In addition, auction revenues help support NWMC operations and reduce the burden on dues. Please note that America's Auto Auction also offers Internet auctions on par with GovDeals and Public Surplus. For questions or additional information, please contact staff or Berry Ellis, berry.ellis@americasautoauction.com or 312-371-5993. *Staff contact: Ellen Dayan*

Mark Your Calendars for NWMC Legislative Days in Springfield, IML Lobby Day

Please mark your calendars and plan to join fellow Conference members at the NWMC Legislative Days in Springfield, scheduled for March 24-26. This is a critical time in the legislative process as the end of that week is the deadline to move bills out of committee in both the House and Senate. The timing of our advocacy provides members with a meaningful opportunity to influence the direction of legislation at a critical point in the General Assembly's calendar.

While staff works to finalize the exact scheduling and registration information, highlights of the NWMC Legislative Days will include a welcome briefing and reception with our legislators as well as full days of lobbying, legislative leader/legislator meetings, administration meetings and committee hearings. Please make your hotel reservations as soon as possible as deadline week is a very busy week in Springfield.

In addition, the Illinois Municipal League has scheduled its Lobby Day for Wednesday, April 29. Please plan to join municipal officials from around the state for a morning briefing at the Hoogland Center for the Arts, local government advocacy at the Capitol followed by an evening reception at the Abraham Lincoln Presidential Library and Museum. For more information and to RSVP, please visit [IML Lobby Day page](#). *Staff contacts: Mark Fowler, Larry Bury*

Save the Date for the 2020 NWMC Gala

Staff recently distributed Save the Date cards for the 2020 NWMC Gala, scheduled for Wednesday, June 17 at Chateau Ritz in Niles. Registration information will be sent soon for the event of the year, which serves to celebrate the NWMC's 62nd anniversary and the inauguration of the organization's FY2020-2021 officers. *Staff contacts: Mark Fowler, Larry Bury, Karol Heneghan, Marina Durso*

Mayors Caucus Sets Location for February 21 Quarterly Meeting

The Metropolitan Mayors Caucus (MMC) will hold its quarterly meeting on Friday, February 21 in the Lincoln Room at the Union League Club of Chicago, 65 West Jackson Boulevard. This will be the first meeting of the Mayors Caucus attended by Chicago Mayor Lori Lightfoot. The meeting will be held from 10:00 a.m. to approximately 12:15 p.m., followed by a luncheon for all attendees. Please RSVP to MMC Executive Director Dave Bennett, 312-201-4505 or dbennett@mayorscaucus.org. *Staff contacts: Mark Fowler, Larry Bury*

Mayors Caucus Announces Next Round of Census Grants

From the desk of Metropolitan Mayors Caucus Executive Director Dave Bennett:

The Mayors Caucus will be issuing a second round of subgrants to assist our member municipalities with their efforts

to promote and achieve complete counts with this year's Census. While funds are limited, if you are at all interested, I would encourage you to apply.

The second round of funding will be awarded on a priority need basis. Subgrants will be made of up to \$2,500 for printed materials and events; up to \$5,000 for boots-on-the-ground staff assistance; and up to \$10,000 for tech-related enhancements. The source of these funds are grants the Caucus received from the Illinois Department of Human Services as Regional Intermediary for municipalities in suburban Cook County and the Collar Counties. All subgrants awarded will be subject to Illinois GATA and IDHS regulations.

Further details on Round 2 subgrants can be found at this link:

<https://metropolitanmayorscaucus.submittable.com/submit/157666/2020-census-participation-grant-letter-of-interest-round-2>

Please note municipalities interested in applying for a subgrant are required to complete an expression of interest form provided on the above link. The deadline to submit it is February 12, 2020. If you have any questions about Round 2, please contact Kyle Smith of our staff at ksmith@mayorscaucus.org or 312.201.4507.

Finally, as of this writing, there are 56 days until the U.S. Census Bureau officially launches the 2020 Census. We expect additional info about "getting out the count" to start coming at us fast and furiously between now and April 1st. From here on out, you will receive e-blasts directly from Kyle Smith with any information that we believe you ought to have to help you prepare for the count. *Staff contact: Mark Fowler*

Funding Opportunities for Truck Route Access and Statewide Planning and Research

The Illinois Department of Transportation (IDOT) recently issued a Notice of Funding Opportunity (NOFO) for their Truck Route Access Route Program (TARP). The program provides \$45,000 per lane mile and \$22,000 per eligible intersection, with a maximum of \$900,000 total funding available per project. Eligible routes must begin and end at a designated truck generator, route or municipality. Applications are due to IDOT District Local Roads and Streets no later than March 6 at 5:00 p.m. For more information, please see the [program website](#), or contact Mr. Stephane Seck, Bablibile.Seck@Illinois.gov.

In addition, IDOT also issued a NOFO for their Statewide Planning and Research Funds (SPR). This call for projects opened on February 3 and closes on March 13 at 11:59 p.m. Eligible projects should be related to the state's Long Range Transportation Plan (LRTP) or one of its associated plans, performance based program development, asset management or benefit a disadvantaged or economically distressed community. An [informational webinar](#) will be held on Friday, February 14 from 10:00 a.m. to noon to review program requirements and the application process. For more information, please see the [IDOT circular letter](#), or visit the [program website](#). *Staff contacts: Kendra Johnson, Matt Pasquini*

Senator Villivalam to Host Capital Grant Workshop

Join Senator Ram Villivalam and representatives from the Illinois Department of Commerce and Economic Opportunity (DCEO), the Illinois Department of Transportation (IDOT) and the Illinois Department of Natural Resources (IDNR) on Friday, February 21 to learn about capital grants available through Rebuild Illinois, the most recent state capital plan. These grants are available for a wide range of capital needs.

Agencies will discuss available grants, the Grant Accountability and Transparency Act (GATA) and how to apply. For more information, please visit the [Facebook event page](#). Registration is available through an [online form](#), or by emailing allie@senatorram.com. *Staff contacts: Kendra Johnson, Matt Pasquini*

Meetings and Events

NWMC Finance Committee will meet on Wednesday, February 12 at 12:00 noon at the NWMC offices.

NWMC Board of Directors will meet on Wednesday, February 12 at 7:00 p.m. in Room 1604 at Oakton Community College in Des Plaines.

NWMC Bicycle/Pedestrian Committee will meet on Tuesday, February 18 at 10:30 a.m. at the NWMC offices.

NWMC Legislative Committee will meet on Wednesday, February 19 at 8:30 a.m. at the NWMC offices.