



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, April 17, 2015

STAFF REPORTS BY DEPARTMENT



Weekly Report for April 11, 2015 – April 16, 2015

Administrative Services

Weekly Bids Advertised during the week of April 13, 2015
Monthly Financial Report for March

City Clerk's Office

Monthly RETT Report for March 2015

City Manager's Office

Master Council Meeting Agenda Schedule

Community Development

Zoning Report
Inspection Report

Health Department

Food Establishment Application Weekly Report

Law Department

Weekly Liquor License Applications Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

April 20, 2015

City Council - canceled

April 21, 2015

Board of Ethics

www.cityofevanston.org/boardofethics

Zoning Board of Appeals

www.cityofevanston.org/zoningboard

Preservation Committee

www.cityofevanston.org/preservationcommission

Housing & Community Development Act Committee - canceled

April 22, 2015

Design and Project Review Committee

www.cityofevanston.org/dapr

Transportation & Parking Committee

www.cityofevanston.org/transportationcommittee

Economic Development Committee

www.cityofevanston.org/economicdev

April 23, 2015

Police Pension Fund Board of Trustees

www.cityofevanston.org/policepension

April 24, 2015

Housing & Homelessness Commission

www.cityofevanston.org/housingcommission



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of April 10, 2015 through April 16, 2015.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2604	2413
SERVICE REQUESTS	651	524
TOTAL CHATS	55	46
TOTAL TEXT	64	30

Top 5 Service Requests

Total

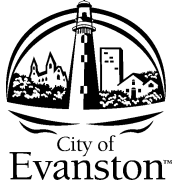
Most requested service requests (Source: PublicStuff - Open/Closed)

- | | |
|---------------------------------------|----|
| 1. Building Permit Inspection Request | 97 |
| 2. Broken Parking Meter | 74 |
| 3. Trash – Special Pick-up | 36 |
| 4. Water Bill – Final Bill for Seller | 19 |
| 5. Rodents – Rats | 17 |

Please see the following page for the Weekly Telephone Wrap up Data

Telephone Wrap-up Data *At the end of each call the 311 staff selects the appropriate Category/Department for the call. The table reflects the activity for the past week.*

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services -Parking	343
Administrative Services -Finance	52
Administrative Services -HR	59
Administrative Services - Other	174
Call Transfer	166
City Manager's Office	51
ComDev / Economic Development	12
ComDev/ Bldg Inspections	236
ComDev / Housing Rehab	5
ComDev / Planning/Zoning	14
Directions	3
Evanston Township	4
Fire Life Safety	40
PublicStuff Request	254
Health	97
Information	256
Law	7
Library	4
Mayor's Office	3
Other	119
Other – Social Services	5
Parks – Maintenance	8
Parks – Programs/Picnics/Permits	26
Parks – Other	8
Parks/Recreation	82
Parks – Forestry	22
Parks- Recreation Programs	82
Police	152
Public Works / Fleet	4
Public Works / Street Sanitation	189
Public Works / Engineering	50
Utilities – Power	5
Utilities – Sewer	5
Utilities – Water	67
TOTAL	2604



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer
 Ashley King, Assistant Director of Administrative Services
 Tammi Turner, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of April 13, 2015

Date: April 17, 2015

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

Bids/RFPs/RFQs advertised during the Week of April 13, 2015

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
Bid 15-36 2015 Sheridan Road Water Main Improvements	Public Works	Work includes the lining of approx. 3,415 linear ft. of 18" water main, installation of approx. 60 linear ft. of 4-inch ductile iron water main, 480 linear ft. of 8-inch ductile iron water, 95 linear ft. of 18-inch ductile iron water main, and 5 linear ft. of 30-inch ductile iron water main between Lincoln St. and Emerson St.; appurtenances, concrete curb, and sidewalk repairs, pavement patching, HMA street resurfacing, parkway restoration, all materials, labor, equip. & incidental work.	\$2,600,000	May 5	May 26



Memorandum

To: Wally Bobkiewicz, City Manager
 Martin Lyons, Assistant City Manager/Chief Financial Officer

From: Ashley King, Assistant Director
 David Meimers, Accounting Manager

Subject: March 2015 Monthly Financial Report

Date: April 13, 2015

Please find attached the unaudited financial statements as of March 31, 2015. A summary by fund for total revenues, expenditures/expenses, fund balances, and cash balances is as follows:

Fund Name	Fund #	YTD	YTD	YTD	3/31/2015	3/31/2015
		3/31/2015	3/31/2015	3/31/2015	Unreserved	Cash
		Revenue	Expenses	Net	Fund Balance	Balance*
General	100	\$ 25,363,189	\$ 19,830,102	\$ 5,533,087	\$ 21,823,492	\$ 10,786,783
General Assistance Fund	175	7,837	210,634	(202,797)	(44,107)	(241,335)
Neighborhood Stabilization	195	20	19,746	(19,725)	191,810	190,200
Motor Fuel	200	497,763	209,465	288,298	2,040,757	2,525,548
Emergency 911	205	166,100	227,873	(61,773)	919,437	659,083
SSA#4	210	173,980	-	173,980	15,244	(15,623)
CDBG	215	409,815	268,282	141,533	71,472	(103,250)
CDBG Loan	220	41,395	623	40,772	2,401,099	161,617
Economic Development	225	488,685	576,928	(88,243)	3,421,869	2,873,728
Neighborhood Improvement	235	-	-	-	169,915	149,915
Home	240	110,753	49,021	61,732	3,949,868	13,778
Affordable Housing	250	43,356	852	42,503	2,599,696	887,004
Washington National TIF	300	2,651,316	816,324	1,834,992	7,977,899	7,570,498
SSA#5	305	229,031	-	229,031	690,386	629,079
SW II TIF (Howard Hartrey)	310	631,919	37,003	594,916	3,016,463	3,000,829
Southwest TIF	315	-	-	-	905,308	893,665
Debt Service	320	6,466,641	1,430,763	5,035,878	8,611,838	7,092,242
Howard Ridge TIF	330	302,041	29,630	272,411	340,808	329,155
West Evanston TIF	335	36	14,690	(14,655)	492,811	492,811
Dempster-Dodge TIF	340	-	-	-	-	-
Capital Improvement	415	583	2,232,494	(2,231,911)	10,906,604	7,326,677
Special Assessment	420	82,951	95	82,856	2,601,566	2,597,315
Parking	505	1,997,082	772,988	1,224,094	14,649,350	13,958,930
Water	510-513	3,695,828	2,560,947	1,134,882	9,002,036	7,735,339
Sewer	515	3,080,012	2,594,043	485,969	5,106,666	3,621,336
Solid Waste	520	1,208,131	1,046,730	161,400	(981,151)	(1,395,014)
Fleet	600	830,869	595,585	235,284	121,451	(469,989)
Equipment Replacement	601	403,224	243,892	159,332	1,426,096	1,426,095
Insurance	605	3,798,607	4,520,789	(722,182)	(4,190,103)	822,904
Library	185	2,747,799	1,330,525	1,417,273	2,693,223	2,012,722
Library Debt Fund	186	315,423	22,497	292,926	290,517	290,517
Total**		\$ 55,428,961	\$ 39,620,025	\$ 15,808,937	\$ 100,931,803	\$ 75,822,560

*This is net of any interfund receivables/payables

**This summary does not include the Police or Fire Pension Funds even though detailed reports are included.

Included above are the ending balances as of March 31, 2015 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which may be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City's financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

As of March 31, 2015, the General Fund is reporting a surplus of \$5,533,087. As can be seen in the chart on page four of this memorandum, the General Fund expenditures are 21.3% of budget and revenues are 27.7% of budget. Please note that revenues and expenses arrive at various times throughout the year (i.e. property taxes, parks summer programing, etc) and are not always evenly divided among months.

The General Assistance Fund shows only \$7,837 in revenues because it will not receive property taxes until the second installment in August of this year. This is similar to the situation that occurred when the Library Fund and Levy were established. The General Fund will cover General Assistance Funds until the entire General Assistance Levy is received.

Through March 31, 2015, the Special Service Area (SSA) #4 Fund is showing a negative cash balance of \$15,623. There have been no expenses in this fund YTD.

Through March 31, 2015, the Community Development Block Grant (CDBG) Fund is showing a negative fund balance of \$103,250. This amount will be reimbursed from draw-downs from HUD during 2015.

Through March 31, 2015, the Economic Development Fund is showing a fund balance of \$3,421,869 and a cash balance of \$2,873,728. These balances include approximately \$1 million of revenue associated with the Gigabit Challenge which is anticipated to be returned to the state.

Through March 31, 2015, the Solid Waste Fund is showing a negative fund balance of \$981,151 and a negative cash balance of \$1,395,014. Both of these numbers show improvement from the end of 2014.

Though operating at a surplus for the year, through March 31, 2015 the Fleet Fund is showing a negative cash balance of \$469,989. The fund balance for the Fleet Fund is \$121,451. This is a significant improvement over the end of 2014 fund balance of negative \$113,833.

Through March 31, 2015, the Insurance Fund is showing a negative fund balance of \$4,190,103. This negative balance is primarily for claims/cases being expensed. These claims/cases have not been settled, and therefore there is no guarantee the City will actually experience this negative fund balance as estimated. The City pays for annual liability, works comp, and property liability insurance in January each year which accounts for the \$1,364,277 expense for January. The Insurance Fund's cash balance of \$822,904 includes a January transfer from the IPBC Health Insurance Pool of \$25,000.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: aking@cityofevanston.org. Detailed fund summary reports can be found at the following link: <http://www.cityofevanston.org/city-budget/financial-reports/>.

CERTIFICATION OF ATTACHED FINANCIAL REPORTS

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the January 31, 2015 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Martin Lyons, Treasurer

Report of Budget-to-Actual Revenues and Expenditures
As of March 31, 2015
(Target is 25% of FY 2015 Budget)

	General Fund			Parking Fund			Water Fund			Sewer Fund			Solid Waste Fund		
	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget
Revenues															
Property Tax	\$ 11,627,072	\$ 6,269,018	53.9%	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-
Sales Tax	16,405,000	3,787,603	23.1%	-	-	-	-	-	-	-	-	-	-	-	-
State Income Tax	7,500,000	1,887,234	25.2%	-	-	-	-	-	-	-	-	-	-	-	-
Utility Tax	8,170,000	2,145,374	26.3%	-	-	-	-	-	-	-	-	-	-	-	-
Real Estate Transfer Tax	2,875,000	609,972	21.2%	-	-	-	-	-	-	-	-	-	-	-	-
Liquor Tax	2,450,000	659,257	26.9%	-	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	6,289,300	1,361,735	21.7%	-	-	-	-	-	-	-	-	-	-	-	-
Licenses, Permits, Fees	13,466,859	3,421,248	25.4%	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	8,130,667	2,048,928	25.2%	6,434,293	1,265,758	19.7%	15,373,000	3,595,023	23.4%	13,072,700	3,079,867	23.6%	4,022,394	924,217	23.0%
Intergovernmental Revenues	725,727	303,934	41.9%	-	-	-	-	-	-	-	-	-	4,000	19,922	498.0%
Interfund Transfers	7,892,893	1,910,711	24.2%	2,925,296	731,324	25.0%	-	-	-	-	-	-	1,055,967	263,992	25.0%
Other Non-Tax Revenue	5,902,117	958,176	16.2%	2,034,004	-	0.0%	12,686,100	100,805	0.8%	1,000	223	22.3%	-	-	-
Total Revenues	\$ 91,434,635	\$ 25,363,189	27.7%	\$ 11,393,593	\$ 1,997,082	17.5%	\$ 28,059,100	\$ 3,695,828	13.2%	\$ 13,073,700	\$ 3,080,090	23.6%	\$ 5,082,361	\$ 1,208,131	23.8%
Expenditures															
Legislative	\$ 677,023	\$ 142,180	21.0%	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-	\$ -	\$ -	-
City Administration	1,903,126	407,639	21.4%	-	-	-	-	-	-	-	-	-	-	-	-
Law Department	1,129,534	238,132	21.1%	-	-	-	-	-	-	-	-	-	-	-	-
Administrative Services Department	7,542,222	1,294,539	17.2%	-	-	-	-	-	-	-	-	-	-	-	-
Community Development	2,427,257	552,358	22.8%	-	-	-	-	-	-	-	-	-	-	-	-
Police Department	27,820,569	6,558,717	23.6%	-	-	-	-	-	-	-	-	-	-	-	-
Fire & Life Safety Services	14,462,599	3,353,793	23.2%	-	-	-	-	-	-	-	-	-	-	-	-
Health Department	3,658,702	575,106	15.7%	-	-	-	-	-	-	-	-	-	-	-	-
Public Works - Operating	18,048,955	4,146,624	23.0%	11,902,294	772,988	6.5%	-	-	-	-	-	-	5,191,820	1,046,730	20.2%
Public Works - Capital Outlay	-	-	-	3,505,000	-	0.0%	-	-	-	-	-	-	-	-	-
Parks, Recreation & Comm. Services	10,836,161	1,500,077	13.8%	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvement Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to Debt Service Fund	1,414,583	353,646	25.0%	-	-	-	-	-	-	-	-	-	-	-	-
Utilities - Operating	-	-	-	-	-	-	13,451,635	1,663,142	12.5%	12,321,135	2,594,043	21.1%	-	-	-
Utilities - Capital Outlay	-	-	-	-	-	-	10,538,100	877,804	8.3%	1,068,500	-	0.0%	-	-	-
Total Expenditures	\$ 89,920,731	\$ 19,122,810	21.3%	\$ 15,407,294	\$ 772,988	5.0%	\$ 23,989,735	\$ 2,560,947	10.7%	\$ 13,389,635	\$ 2,594,043	19.4%	\$ 5,191,820	\$ 1,046,730	20.2%

MONTHLY RETT REPORT FOR MARCH 2015						
DATE:	APRIL 10, 2015					
TO:	Mayor and Aldermen					
FROM:	Rodney Greene, City Clerk					
SUBJECT:	RETT Report -- MARCH 2015					
	BUDGET 2015	\$2,875,000				
	<u>FY 2014</u>		<u>FY 2015</u>			
Month	Amount	Transactions	Month	Amount	Transactions	Cumulative
January	102,640	52	January	120,280	52	120,280
February	164,235	57	February	95,260	51	215,540
March	112,720	71	March	376,405	88	591,945
April	238,900	95	April			
May	259,905	115	May			
June	272,295	133	June			
July	260,880	134	July			
August	309,240	126	August			
September	274,165	87	September			
October	174,350	82	October			
November	171,145	76	November			
December	150,130	75	December			
MARCH 2015 revenues were reduced to reflect this expenditure: \$0						
Monthly average needed to meet budget			\$ 239,583.00			
FY 2015 Monthly Average			\$ 197,315.00			
67 exemptions @ \$100 ea. = \$6,700; CUMULATIVE \$20,400.						
There were three (7) \$ million sales in MARCH 2015						
03/06/2015 -- 240-244 CALLAN/628-630 MULFORD, \$1,515,000.00 Tax: \$7,575.00; Seller: Chicago Title Land Trust Co; Buyer: Chicago Title Land						
03/09/2015 -- 316 FLORENCE, \$1,300,000.00 Tax: 6,500.00; Seller: Clesen; Buyer: 316 Florence LLC						
03/10/2015 -- 1242 HINMAN, \$1,150,000.00 Tax: \$5,750.00; Seller: Kornick/Koch; Buyer: Derman/Korrub						
03/12/2015 -- 1046 SHERIDAN, \$1,845,193.00 Tax: \$9,230.00; Seller: Kohl; Buyer: Kohl						
03/25/2015 -- 2739 LINCOLN, \$1,025,000.00 Tax: \$5,125.00; Seller: Blakeman; Seller: McCostlin						
03/30/2015 -- 415-501 HOWARD, \$40,206,765.00 Tax: \$202,000.00; Seller: Skyline of Evanston, LLC; Buyer: KRE CC 415 Premier Owner LLC						
03/30/2015 -- 2835 SHERIDAN, \$2,102,000.00 Tax: \$10,510.00; Seller: Russman Trust; Buyer: Tu						
NSP2 sales = \$0.00; CUMULATIVE \$0.00						
NSP2 purchases = \$0; CUMULATIVE \$0						

Evanston City Council Agenda Schedule - 2015

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

**2015 Meeting Dates: Jan 12, Jan 20 (Tues), Jan 26, Feb 9, ~~Feb 16~~, Feb 23, Mar 9, Mar 16, Mar 23, Apr 13, Apr 20, Apr 27
 May 11, May 18, May 26 (Tues), June 8, June 15, June 22, July 13, July 20, July 27, Aug 17, Sept 15 (Tues), Sept 21, Sept 28
 Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)**

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
CMO	4/27/2015	WWF: 2015 US Earth Hour Capital		CC	Bobkiewicz	5:45 pm Reception
Admin Services	4/27/2015	Public Service Week: May 3-9, 2015	PR	CC	Lyons	
Admin Services	4/27/2015	Employee Service Awards	A	CC	Lyons	
CMO	4/27/2015	Public Hearing for Dempster/Main/Chicago SSA	B	CC	Bobkiewicz	
Admin Serv	4/27/2015	FY2015 Financial Update	SPB	CC	Lyons	
Utilities	4/27/2015	National Drinking Water Week May 3-9	PR	APW	Stoneback	
Public Works	4/27/2015	Chicken & Waffles Parking Lot	B	APW	Robinson	
Public Works	4/27/2015	Asphalt Contract Renewal	B	APW	Robinson	
Public Works	4/27/2015	2015 50/50 Sidewalk Program	B	APW	Robinson	
Public Works	4/27/2015	Vehicle Purchase	B	APW	Robinson	
Public Works	4/27/2015	Pavement Markings	B	APW	Robinson	
Police	4/27/2015	CADS Renewal-SunGard	B	APW	Eddington	
Admin Services	4/27/2015	Duncan Solutions/Passport Parking Expenses	B	APW	Lyons	
CMO	4/27/2015	Parklet Extension	B	APW	Bobkiewicz	
Admin Services	4/27/2015	Update Letter of Credit Dempster/Dodge & Main/Chicago	R	APW	Lyons	
Public Works	4/27/2015	Sale Surplus Property	O	APW	Robinson	Introduction
Admin Services	4/27/2015	RV - Trailer Parking	O	APW	Lyons	Introduction
CMO	4/27/2015	Increased Fines for Bikes on Sidewalks	O	APW	Bobkiewicz	Introduction
Public Works	4/27/2015	Asbury-Ridge Addition to Street System: Dryden Place	O	APW	Robinson	Introduction
CMO	4/27/2015	Fair Trade Uniforms	D	APW	Bobkiewicz	
Public Works	4/27/2015	Civic Center Parking Lot	D	APW	Robinson	
CD	4/27/2015	Text Amendment: Personal Service Establishment	O	PD	Muenzer	Introduction
CD	4/27/2015	Inclusionary Housing Ord	O	PD	Muenzer	Introduction
Law	4/27/2015	Hotel-Motel Tax for B&Bs	O	PD	Farrar	Introduction (Held in Committee 1.26.15)
	5/11/2015	Vogue Fabrics Proclamation	PR	CC		
Public Works	5/11/2015	Public Works Week, May 17-23	PR	APW	Robinson	
CMO	5/11/2015	Bike Safety Proclamation	PR	APW	Bobkiewicz	
Admin Services	5/11/2015	GFOA CAFR Award	A	CC	Lyons	
Public Works	5/11/2015	Uniform Purchase Contract	B	APW	Robinson	
Public Works	5/11/2015	RFP 15-30 Pump & Aerial Tests	B	APW	Robinson	
Public Works	5/11/2015	LWVE Lease Agreement	R	APW	Robinson	
Public Works	5/11/2015	NU Alley Agreement	R	APW	Robinson	
Admin Serv	5/11/2015	NU Agreement for Parking Spaces at Church St Garage	R	APW	Lyons	

Evanston City Council Agenda Schedule - 2015

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Public Works	5/11/2015	Emerson/Ridge/Green Bay Viaduct	D	APW	Robinson	
Public Works	5/11/2015	SA 1513: Alley Paving	O	APW	Robinson	Introduction
Public Works	5/11/2015	SA 1514: Alley Paving	O	APW	Robinson	Introduction
Law	5/11/2015	Reduce Class D Liq Lic: Cosi	O	APW	Farrar	Introduction
		Cancel P&D?				
Law	5/11/2015	Sidewalk Cafes Administrative Revisions	O	EDC	Farrar	Introduction
CMO	5/11/2015	Carl Sandberg Trail	R	Rules	Bobkiewicz	
Admin Services	5/11/2015	Exec Session: Workers Comp	B	CC	Lyons	
	5/18/2015	Council Meeting Cancelled: Harley Clark Community Meeting Instead				
Public Works	5/26/2015	SA 1515: Alley Paving	O	APW	Robinson	Intro & Action
Public Works	5/26/2015	Lakeshore Recycling Condo Refuse Collection	B	APW	Robinson	
Admin Services	5/26/2015	LEP - M/W/EBE Discussion	D	APW	Lyons	
Public Works	5/26/2015	Public Works Apprenticeship Program	D	APW	Robinson	
Admin Services	5/26/2015	Budget allocation of Cannabis Tax	D	APW	Lyons	
Public Works	5/26/2015	Sidewalk Café Permit	B	APW	Robinson	
CD	5/26/2015	Northwestern University Lakefront Subdivision	R	PD	Muenzer	
CE	5/26/2015	Amendments to DAPR Ord	O	PD	Muenzer	Introduction
	6/8/2015	Garden Club of Evanston Centennial	PR	CC	Storlie	
Utilities	6/8/2015	Engr Svcs for Water Plant Reliability	B	APW	Stoneback	
CMO	6/8/2015	SSA Ordinance	O	APW	Bobkiewicz	Introduction
CE	6/8/2015	Zoning Amend: Firearm Ranges	O	PD	Muenzer	Introduction
	6/15/2015	Cahill Plumbing 125 Years	PR	CC		
CD	6/15/2015	Preservation Proclamation & Awards	PR/P	CC	Muenzer	3rd Monday
CMO/Public Works	6/15/2015	Discussion of 2016-18 Parks & Facilities CIP	SP	CC	Robinson/Storlie	
PRCS	6/15/2015	City-wide Youth Services Overview	SP	CC	McRae	
Utilities	6/22/2015	Water Plant Valuation	B	APW	Stoneback	
	7/13/2015	National Independent Retailers Month		CC		

Evanston City Council Agenda Schedule - 2015

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

2015 Meeting Dates: Jan 12, Jan 20 (Tues), Jan 26, Feb 9, Feb 16 , Feb 23, Mar 9, Mar 16, Mar 23, Apr 13, Apr 20, Apr 27 May 11, May 18, May 26 (Tues), June 8, June 15, June 22, July 13, July 20, July 27, Aug 17, Sept 15 (Tues), Sept 21, Sept 28 Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)
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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

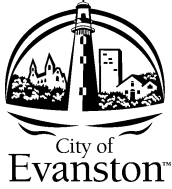
DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Admin Serv	7/27/2015	Investment Strategies: Institutions	B	APW	Lyons	

Council & Committee Meetings

Mon, Apr 27	6:00 PM	A&PW, P&D, City Council meetings				
Mon, May 4	6:00 PM	Rules Committee				
Mon, May 4	7:30 PM	Human Services Committee				
Wed, May 6	5:30 PM	City-School Liaison Committee				
Mon, May 11	6:00 PM	A&PW, P&D, City Council meetings				
Mon, May 18	7:00 PM	City Council meeting				
Tues, May 19	7:00 PM	Housing & Community Dev Act Committee				
Wed, May 20	6:30 PM	M/W/EBE Advisory Committee				
Thurs, May 21	5:30 PM	Emergency Telephone System Board				
Fri, May 22	7:00 AM	Housing & Homelessness Commission				
Tues, May 26	6:00 PM	A&PW, P&D, City Council meetings				
Wed, May 27	6:00 PM	Transportation/Parking Committee				
Wed, May 27	7:30 PM	Economic Development Committee				

DEFERRED

Dept	Date	Item	Action	Committee	Staff	NOTES
Public Works	tba	Solid Waste Recommendation	B	APW	Robinson	
Utilities	TBA	Computerized Maintenance Management System	B	APW	Stoneback	
Public Works	TBA	BAS Contract - 8 City buildings	B	APW	Robinson	
CMO	TBA	D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv	TBA	Increase Parking Garage Monthly Permit Fee	B	APW	Voss	
Admin Serv	TBA	Amendment to PEHP Resolution	R	APW	Lyons	
Law	TBA	Ord 27-O-12 Cell Phone Ban	O	HS	Grover/Farrar	
PRCS	TBA	Animal Shelter Contract	B	HS		
CD	TBA	Rental Licensing	O	PD		
Public Works	TBA	Ecology Center Greenhouse	B	APW	Robinson	
Law	TBA	Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law	2016	Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)



Memorandum

To: Honorable Mayor and Members of the City Council

From: Damir Latinovic, Interim Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: April 17, 2015

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

Please contact me at 847/448-8675 or dlatinovic@cityofevanston.org if you have any questions or need additional information.

Zoning Weekly Update
Cases Received and Pending, April 10 - April 16, 2015

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1622 Sherman Avenue	Building Permit	Interior remodeling for Type 2 restaurant (dba Epic Burger)	03/18/15	DAPR 4/22/15
1	2247 Orrington Avenue	Building Permit	Replace gravel parking pad w/ pavers at SFR	04/15/15	compliant
1	601-721 University Place	Zoning Analysis	Proposed subdivision in U1 District (Northwestern University)	12/29/14	pending additional info from applicant
1	619 University Place	Building Permit	Interior/exterior remodeling at Kappa Alpha Theta sorority (NU)	04/15/15	DAPR 4/29/15
2	1815 Ridge Avenue	Zoning Analysis	Construct 9-story, 155 DU/mixed use building (Planned Development)	08/19/14	pending staff review
2	1935 Dempster Street	Building Permit	Interior remodeling for Dance Center of Evanston	04/15/15	pending add'l info from applicant
2	2020 Greenwood Street	Building Permit	Convert existing factory into self-storage facility	02/25/15	DAPR 04/22/15
3	1336 Chicago Avenue	Building Permit	Misc. site improvements for additional site lighting (Bank of America)	04/01/15	DAPR 4/22/15
4	614 Davis Street	Building Permit	Interior remodeling for Type 1 restaurant	04/16/15	compliant
5	1820 Lemar Avenue	Building Permit	Construct 2-car detached garage at SFR	04/14/15	compliant
6	2226 Pioneer Road	Building Permit	Construct 1-story addition, 3-car detached garage, deck at SFR	04/14/15	compliant
6	2327 Park Place	Building Permit	Construct side yard deck at SFR	04/16/15	non-compliant
6	2334 Ridgeway Avenue	Building Permit	Construct rear porch at SFR	04/15/15	compliant
6	2335 Cowper Avenue	Building Permit	Re-build front porch "in kind"	04/14/15	compliant
6	2400 Isabella Street	Building Permit	Re-build front porch and stairs at SFR	04/13/15	compliant
6	2526 Lawndale Avenue	Building Permit	Install a/c condensing unit at SFR	04/14/15	compliant
6	3038 Isabella Street	Building Permit	Replace front steps and landing at SFR	04/13/15	compliant
6	3300 Noyes Street	Building Permit	Construct dormer additions at SFR (revisions)	04/16/15	compliant
6	3330 Central Street	Building Permit	Interior/exterior remodeling (Starbucks)	02/12/15	pending Special Use
7	1121 Leonard Place	Building Permit	Interior remodeling w/ new deck at MFR	04/13/15	compliant
7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Interior/exterior additions to NU Baseball Field	08/19/14	pending DAPR
7	616 Noyes Street	Building Permit	Install new handicap ramp at NU	04/14/15	DAPR 4/29/15
8	1909-11 Howard Street	Building Permit	Interior/exterior remodeling (child day care)	03/19/15	pending additional info from applicant
8	222 Hartrey Avenue	Building Permit	Interior/exterior remodeling (Autobarn)	03/26/15	DAPR 4/29/15
8	355 Ridge Avenue	Building Permit	Install roof-top chiller units (St. Francis Hospital)	04/13/15	compliant
8	805 Mulford Street	Zoning Analysis	Construct new 8-unit condo building with 12 underground parking spaces	01/07/15	pending additional info from applicant

9	1423 Monroe Street	Building Permit	Install a/c condensing unit at 2-family residence	04/13/15	compliant
9	710 Ridge Avenue	Building Permit	Interior/exterior remodeling at SFR	04/16/15	compliant

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	711 Emerson Street	Zoning Complaint	Open parking location and parking stall size	01/20/15	2nd violation letter mailed 03/02/15
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Drive-by insp. on-going
3	727 Forest Avenue	Major Variance	Height variance for a 3-story addition to a 3-story single family residence	03/09/15	ZBA 04/21/15
3	825 Chicago Avenue	Special Use	Craft Brewery and Banquet Hall (Sketchbook Brewery)	04/16/15	ZBA 05/19/15 & pending DAPR
4	1323 Ashland Avenue	Major Variance	Interior side yard setbacks for dormer addition, dormer location, interior side yard setback for a detached garage	03/20/15	ZBA 05/05/15 & DAPR 04/22/15
5	1707 Hartrey Avenue	Minor Variance	Rear yard setback, enclose existing porch	04/15/15	determination after 04/27/15
6	2109 Central Park Avenue	Zoning Complaint	Illegal Fence	03/12/15	Violation letter mailed 3/16/15
6	2320 Isabella Street	Minor Variance	Building lot coverage for 1-story addition	02/19/15	pending additional info from applicant
6	2747 Crawford Avenue	Minor Variance	Rear yard setback for a 2-car detached garage	03/27/15	determination after 04/14/15
7	2307 Grey Avenue	Major Variance	Interior side yard setback for a second story addition to SFR	03/20/15	ZBA 04/21/15
7	2608 Orrington Avenue	Major Variance	Establish one open parking space in the interior side yard	04/09/15	ZBA 05/05/15 & DAPR 04/22/15
8	1719-1723 Howard Street	Major Variance	19 parking spaces where 23 are required & 22' aisle width where 24' is required for medical office	02/10/15	ZBA 04/21/15
9	825 Asbury Avenue	Major Variance	Interior side yard setback, 2nd story addition	04/06/15	ZBA 05/05/15 & DAPR 04/22/15



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 17, 2015

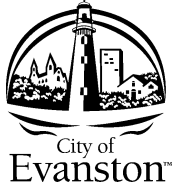
Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

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, April 17, 2015

Field Reports

Ward	Property Address	Construction Type	Inspector notes	Received
1	1515 Chicago Avenue (Hyatt House)	New Hotel	The job is making progress with two floors of steel now erected. The job is clean and well kept with all public right of ways clean and secure.	4/16/15
1	1619 Chicago Avenue (The Merion)	Residential Addition	Sidewalks are clear and clean. Fences in good condition. Foundation work is in progress.	4/14/15
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Sidewalks are clear and fences are in good condition. Job site is in good condition and soil reports are current.	4/16/15
2	2008 Dempster Street (Goldfish Swim School)	Interior Remodel	Site is being maintained. Windscreens and fencing are in place and secured. No construction debris is in the public right of way. Interior construction work is proceeding. City staff will continue to monitor and report.	4/16/15
3	425 Dempster Street (Chiaravalle Montessori School)	Commercial Addition	Site is being maintained. Windscreens and fencing are in place and secured. No construction debris in the public right of way. City staff will continue to monitor and report.	4/16/15
3	414-424 South Boulevard	Monitoring	No evidence of construction or auto repair activity at the time of inspection. City staff will continue to monitor and report.	4/16/15
4	1026 Davis Street (Taco Diablo/LuLu's)	Demolition	Site is maintained in a state of rough grade. Windscreens and fencing are in place and secured. There is no construction debris in the public right of way. City staff will continue to monitor and report.	4/16/15
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Site is being maintained. Windscreen and fencing are in place and secured. No debris in the public right of way. Construction work is proceeding. City staff will continue to monitor.	4/16/15
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Fences and the job site are in good condition. North tower is 75% completed.	4/14/15
8	222 Hartrey Avenue (Autobarn)	Roof	The roof is now complete with former entry points to building, windows and doors being blocked to secure the building as a safe construction site and for preparations for upcoming interior remodel to the building. The site appears to be well kept and is secure.	4/16/15
8	1216-1226 Harvard Terrace	Monitoring	No evidence of any construction was observed. City staff will continue to monitor and report	4/16/15
9	702 South Boulevard	Monitoring	At the time of inspection there was no evidence of auto shop repair work being performed. City staff will continue to monitor and report.	4/16/15



Memorandum

To: Honorable Mayor and Members of the City Council

From: Carl Caneva, Assistant Director Health and Human Services Department

Subject: Food Establishment Application Weekly Report

Date: April 2, 2015

There have been no food establishment applications received this week.

Please contact me at 847/859.7831 or ccaneva@cityofevanston.org if you have any questions or need additional information.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: April 17, 2015

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 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	STATUS¹
2	Valli Produce	1910 Dempster	F	Grocery Store	8 am – 10 pm; Sun-Sat	03/18/15	Pending City Council Approval
4	Gigio's Pizzeria	1001 Davis Street	D	Restaurant (Alcohol)	11am-7pm (sun); 11am – 9pm (M-TH); 11am – 10PM (Fri-Sat)	4/3/15	Pending City Council Approval
7	Whole Foods Market	2478 Green Bay Road	F-1	Grocery Store with onsite consumption	8 am – 10 pm; Sun-Sat	04/27/15	Pending City Council Action

¹ 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 17, 2015

Spring NWMC Surplus Vehicle & Equipment Auction is Less Than a Month Away!

There is still time to turn surplus vehicles and equipment into cash by selling them at the May 12 NWMC Surplus Vehicle and Equipment Auction. The auction will begin at 1:00 p.m. at America's Auto Auction Chicago, 14001 S. Karlov Avenue in Crestwood.

To date, a dozen local governments will participate in the inaugural event at America's Auto Auction and there is still plenty of room available. Please visit <http://www.nwmc-cog.org/Products-and-Services/Auction/NWMC-Americas-Auto-Auction-Registration-Packet-03.aspx> to download the registration packet. Please contact staff or General Sales Manager, Fred Uhter, 773-294-7213, 708-389-4488 or fred.uhter@americasautoauction.com for questions or additional information. *Staff contact: Ellen Dayan*

Time to Enroll in the NWMC EAP – May 1 Deadline Fast Approaching

The Conference is pleased to offer participation in the NWMC Employee Assistance Program (EAP) to municipalities, townships, park districts and libraries. Bensinger, DuPont & Associates (BDA) is the program provider and offers confidential, cost free referrals and assessment services 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 to participate in the EAP program is \$25.00 per employee per year and the contract term is May 1, 2015 through April 30, 2016. To join the program or obtain additional information, please contact Karol Heneghan, 847-296-9200, ext. 124 or kheneghan@nwmc-cog.org. *Staff contact: Karol Heneghan*

Pulse Advisory Group Gathers for Inaugural Meeting

On Tuesday, Pace hosted the first corridor advisory group meeting for their new arterial rapid transit (ART) program, Pulse. The Milwaukee Line advisory group is comprised of local stakeholders and technical experts who will provide guidance throughout the implementation of the project, which will run with limited stops from the Jefferson Park Transit Center in Chicago along Milwaukee Avenue to the Golf Mill Mall in Niles. Service is expected to commence in 2017. Tuesday's meeting, held at the Niles Public Library, included an overview of the project and input from the advisory group on the proposed station locations, station designs, service and community impact.

Future corridors identified for Pulse service are Dempster Street, Harlem Avenue, Cermak Road, Halsted Street, 95th Street and Roosevelt Road. A public open house on the project will be held on Wednesday, April 22 from 5:30 p.m. to 7:30 p.m. at the *Niles Park District* Oasis Water Park, 7877 N. Milwaukee Avenue in Niles. For more information on the Pulse Milwaukee Line, please visit www.PaceBus.com/pulse. *Staff contacts: Mike Walczak, Brian Pigeon*

Open House on Elgin O'Hare Western Access Project

The Illinois Tollway will host an open house on the Elgin O'Hare Western Access project (EOWA) on Wednesday, April 22 from 4:30 p.m. to 7:30 p.m. at Wood Dale Junior High School, 655 N. Wood Dale Road. Tollway staff will provide a construction update and additional information on the new, all-electronic roadway, including the project's land acquisition process.

Improvements planned to be completed in 2015 include: the western end of Illinois Route 390 between Lake Street (U.S. Route 20) and Rohlwing Road (Illinois Route 53); the new Rohlwing Road Bridge carrying traffic over Illinois Route 390; the new flyover ramp carrying traffic from westbound I-290 to westbound Illinois

Route 390; and, a new ramp carrying traffic from eastbound I-290 to westbound Illinois Route 390. Work will also begin on the eastern section of the roadway from Rohlwing Road to Illinois Route 83, which is scheduled for completion at the end of 2017. Additional improvements include: local interchange, roadway and bridge improvements; construction of new frontage roads; noise wall and retaining wall construction; water main and utility relocations; and, drainage improvements. *Staff contacts: Mike Walczak, Brian Pigeon*

New Land Use Strategy for 53/120 Planning

The Route 53/120 Land Use Committee met Thursday at the Lake County Department of Transportation offices in *Libertyville* to focus on creating a final document. Chicago Metropolitan Agency for Planning (CMAP) staff and their consultants recommended dividing the corridor into four zones, each with its own ratio of recommended land use mixes based on the completed market analysis. Municipalities would make land use and zoning changes based on information from the final plan and input from corridor stakeholders.

In order to mitigate the environmental impact of the road, the committee recommended more specific identification of open space and natural resource areas to be protected or acquired. Two working groups, one focusing on open space and natural resources and one to develop a cooperative planning strategy will meet through June, when a draft plan is expected to be released. Please visit www.lakecorridorplan.org for additional details on the planning effort. *Staff contacts: Mike Walczak, Brian Pigeon*

Mayors Caucus Housing Committee Discusses Toolkit

On Tuesday, the Metropolitan Mayors Caucus Housing and Community Development Committee met to discuss the newly released *Homes for a Changing Region* toolkit. The toolkit allows municipalities to easily use census data to analyze their current housing stock, capacity for future housing and comparisons to projected population growth. The toolkit also includes assistance with public outreach and case studies to assist in policy development.

Municipalities are encouraged to provide input on the information and tools that would be most helpful in future versions of the toolkit. Communities wishing to develop a formal housing plan may be eligible for funding from the Chicago Metropolitan Agency for Planning's Local Technical Assistance (LTA) grant program. Please visit <http://www.cmap.illinois.gov/programs-and-resources/local-ordinances-toolkits/homes> for more information on the toolkit. *Staff contact: Brian Pigeon*

Meetings and Events

NWMC Environmental Best Practices Committee will meet on Wednesday, April 22 at 2:30 p.m. at the Niles Public Services Department, 6849 Touhy Avenue, in *Niles*. **Please note the location change.**

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, April 28 at 10:30 a.m. at the NWMC offices in *Des Plaines*. **Please note this is the fourth Tuesday.**

NWMC Transportation Committee will meet on Thursday, April 30 at 8:30 a.m. at the NWMC offices in *Des Plaines*. **Please note this is the fifth Thursday.**

NWMC Executive Board will meet on Wednesday, May 6 at 8:30 a.m. at the NWMC offices in *Des Plaines*.