



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, March 6, 2015

STAFF REPORTS BY DEPARTMENT



Weekly Report for February 27, 2015 – March 5, 2015

Administrative Services

December 2014 Monthly Financial Report
Weekly Bids Advertised – None

City Clerk's Office

Monthly RETT Report for February 2015

City Manager's Office

Master Council Meeting Agenda Schedule

Community Development

Community Development Department Report for February 2015
Zoning Report
Inspection Report

Economic Development

Monthly Economic Development Report for February 2015

Health Department

Food Establishment Application Weekly Report

Law Department

Weekly Liquor License Applications Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

March 9, 2015

Board of Animal Control

www.cityofevanston.org/animalcontrolboard

Board of Local Improvements

www.cityofevanston.org/boardofimprovements

Administration & Public Works Committee

www.cityofevanston.org/apw

Foreign Fire Tax Board

Planning and Development Committee

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

March 10, 2015

Arts Council

www.cityofevanston.org/artscouncil

Housing & Community Development Act Committee

<http://www.cityofevanston.org/housingcommunitydev>

March 11, 2015

Design and Project Review Committee

www.cityofevanston.org/dapr

Plan Commission

www.cityofevanston.org/plancommission

March 12, 2015

Environment Board

www.cityofevanston.org/environmentboard

Mental Health Board

www.cityofevanston.org/mentalhealthboard

Sign Review and Appeals Board – canceled

March 13, 2015

Utilities Commission

www.cityofevanston.org/utilitiesagendas



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of February 27, 2015 through March 5, 2015.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2185	2145
SERVICE REQUESTS	446	344
TOTAL CHATS	54	49
TOTAL TEXT	16	10

Top 5 Service Requests

Total

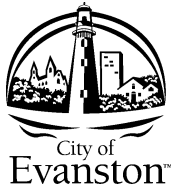
Most requested service requests (Source: PublicStuff - Open/Closed)

- | | |
|---------------------------------------|----|
| 1. Building Permit Inspection Request | 75 |
| 2. Broken Parking Meter | 70 |
| 3. Trash – Special Pick-up | 33 |
| 4. Snow/Ice/Hazard Removal | 14 |
| 5. Graffiti | 13 |

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	296
Administrative Services -Finance	63
Administrative Services -HR	56
Administrative Services - Other	85
Call Transfer	130
City Manager's Office	36
ComDev / Economic Development	21
ComDev/ Bldg Inspections	245
ComDev / Housing Rehab	5
ComDev / Planning/Zoning	21
Directions	4
Evanston Township	6
Fire Life Safety	52
PublicStuff Request	212
Health	88
Information	338
Law	13
Library	3
Mayor's Office	8
Other	118
Other – Social Services	1
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	4
Parks – Other	10
Parks/Recreation	25
Parks – Forestry	5
Parks- Recreation Programs	45
Police	126
Public Works / Fleet	1
Public Works / Street Sanitation	69
Public Works / Engineering	25
Utilities – Power	0
Utilities – Sewer	1
Utilities – Water	73
TOTAL	2185



Memorandum

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

From: Ashley King, Assistant Director of Administrative Services
 Andrew Villamin, Interim Accounting Manager

Subject: December 2014 Monthly Financial Report

Date: March 6, 2015

Please find attached the unaudited financial statements as of December 31, 2014. A summary by fund for total revenues, expenditures/expenses, fund balances, and cash balances is as follows:

Fund Name	Fund #	YTD	YTD	YTD	12/31/2014	12/31/2014
		12/31/2014	12/31/2014	12/31/2014	Unreserved	Cash
		Revenue	Expenses	Net	Fund Balance	Balance*
General	100	\$ 90,684,420	\$ 90,756,966	\$ (72,546)	\$ 16,290,405	\$ 6,093,725
General Assistance Fund	175	907,508	748,818	158,690	158,690	159,851
Neighborhood Stabilization	195	1,357,917	1,146,382	211,535	211,535	210,065
Motor Fuel	200	2,166,719	1,726,829	439,890	1,752,458	2,237,250
Emergency 911	205	945,080	1,250,389	(305,309)	915,570	550,349
SSA#4	210	310,599	320,000	(9,401)	(158,736)	(189,039)
CDBG	215	1,499,358	1,582,218	(82,860)	(70,061)	(147,183)
CDBG Loan	220	45,559	39,503	6,056	2,360,327	146,145
Economic Development	225	1,936,489	1,933,579	2,910	3,510,112	3,020,779
Neighborhood Improvement	235	20,000	-	20,000	169,915	149,915
Home	240	901,891	956,283	(54,392)	3,888,136	(143)
Affordable Housing	250	199,054	92,939	106,115	2,557,193	862,001
Washington National TIF	300	4,982,987	3,877,522	1,105,466	6,142,907	5,770,506
SSA#5	305	428,520	442,050	(13,530)	461,355	400,694
SW II TIF (Howard Hartrey)	310	1,154,130	2,089,632	(935,502)	2,421,546	2,405,913
Southwest TIF	315	607,668	31,723	575,945	920,662	909,019
Debt Service	320	13,046,814	12,846,544	200,270	3,575,961	2,056,615
Howard Ridge TIF	330	506,731	826,950	(320,220)	68,397	57,829
West Evanston TIF	335	101,027	131,200	(30,173)	507,466	570,465
Dempster-Dodge TIF	340	-	-	-	-	-
Capital Improvement	415	10,524,520	3,686,003	6,838,517	13,138,516	10,642,166
Special Assessment	420	621,064	174,769	446,295	2,518,710	2,538,395
Parking	505	9,311,430	9,598,796	(287,365)	13,315,454	12,502,917
Water	510-513	17,900,630	18,623,567	(722,936)	7,867,155	8,705,454
Sewer	515	14,669,159	14,623,458	45,701	4,620,697	3,308,167
Solid Waste	520	4,995,732	4,854,723	141,009	(1,142,551)	(1,354,076)
Fleet	600	3,180,292	3,404,691	(224,399)	(113,833)	(408,781)
Equipment Replacement	601	2,577,440	1,899,659	677,781	1,266,764	1,402,371
Insurance	605	17,833,166	17,573,424	259,742	(3,467,921)	1,411,793
Library	185	6,065,728	5,791,044	274,685	1,275,950	666,752
Library Debt Fund	186	746,112	748,521	(2,409)	(2,409)	(2,409)
Total**		\$ 209,481,632	\$ 201,029,659	\$ 8,451,973	\$ 84,962,777	\$ 64,677,504

*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 December 31, 2014 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 December 31, 2014, the General Fund is reporting a deficit of \$72,546. These are unaudited numbers and are subject to change as a result of this summer's audit.

The General Fund exceeded the expense budget by \$122,428. This is due to a number of factors:

- The Parks Department exceeded their budgeted amounts for multiple line items—including some which were then reimbursed by the state.
- The Fire Department Budget exceeded the 2014 Amended Budgeted expenditures in overtime costs. Many of these costs were for special detail requests, which means that they were reimbursed by the parties requesting the detail.

The General Fund exceeded the revenue budget by \$1,499,122. This is due to a number of factors, mainly as a result of the economy during the end of 2014:

- Personal Property Replacement Tax received 132% of anticipated revenues
- Permit Fees (including Building Permits) for 2014 were at 123.22% of budget, meaning that even with an increased budget (\$4,229,788 in 2013 and \$7,628,878 in 2014), there was a surplus. 2014 received \$9,400,120 in Permit Fees.
- Property taxes came in at 99.35% of budget, the highest level of collections the City has received in the past 5 years.
- Parking ticket revenue was \$990,847 under budget. This was due to a number of factors, including increased compliance for parking meter usage and zoned parking locations. Parking meter compliance stems from the installation of credit card meters and zoned compliance stems from the utilization of license plate reading (camera) equipment when enforcing these areas. Parking ticket revenue was also down due to construction in the downtown (which reduced the amount of available meters).

Through December 31, 2014, the Special Service Area (SSA) #4 Fund is showing a negative cash balance of \$189,039.

Through December 31, 2014, the Economic Development Fund is showing a fund balance of \$3,510,112 and a cash balance of \$3,020,779. These balances include approximately \$1 million of revenue associated with the Gigabit Challenge.

Through December 31, 2014, the Solid Waste Fund is showing a negative fund balance of \$1,142,551 and a negative cash balance of \$1,354,076. This is a slight improvement over the closing cash balance of negative \$1,413,673 from December 31, 2013.

Though operating at a surplus for the year, through December 31, 2014 the Fleet Fund is showing a negative cash balance of \$408,781. For 2016 operating efficiencies and/or increased service charges to the operating departments will be proposed to eliminate this negative

Through December 31, 2014, the Insurance Fund is showing a negative fund balance of \$3,467,921. 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 Insurance Fund's cash balance of \$1,411,793 includes a transfer from the IPBC Health Insurance Pool of \$500,000.

The following chart shows a comparison between 12/31 2013 and 12/31/2014:

All Funds Comparison			
	2013	2014	Difference
12/31 Revenue	\$ 237,238,481	\$ 209,461,632	\$ (27,776,849)
12/31 Expenses	\$ 237,589,858	\$ 201,029,659	\$ (36,560,199)
12/31 Net	\$ (351,377)	\$ 8,451,973	\$ 8,803,350
12/31 Unreserved Fund Balance	\$ 72,697,012	\$ 84,962,777	\$ 12,265,765
12/31 Cash Balance	\$ 60,446,613	\$ 64,677,504	\$ 4,230,891

*NOTE: 2013 included the refinancing of \$30 million in General Obligation debt, which increased both revenues and expenses for that year.

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 December 31, 2014 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 December 31, 2014
(Target is 100% of FY 2014 Budget)

	General Fund			Parking Fund			Water Fund			Sewer Fund			Solid Waste Fund			
	Revenues	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget
Property Tax	\$ 12,271,386	\$ 12,192,095	99.4%	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		
Sales Tax	15,790,000	15,637,681	99.0%	-	-		-	-		-	-		-	-		
State Income Tax	7,076,170	7,053,978	99.7%	-	-		-	-		-	-		-	-		
Utility Tax	8,220,000	7,825,117	95.2%	-	-		-	-		-	-		-	-		
Real Estate Transfer Tax	2,875,000	2,543,056	88.5%	-	-		-	-		-	-		-	-		
Liquor Tax	2,375,000	2,665,447	112.2%	-	-		-	-		-	-		-	-		
Other Taxes	5,940,053	6,752,634	113.7%	-	-		-	-		-	-		-	-		
Licenses, Permits, Fees	12,622,280	14,510,250	115.0%	-	-		-	-		-	-		-	-		
Charges for Services	7,936,754	7,888,847	99.4%	6,434,293	6,386,134	99.3%	13,913,400	14,408,338	103.6%	12,922,700	13,053,859	101.0%	3,889,033	3,918,913	100.8%	
Intergovernmental Revenues	721,272	1,005,587	139.4%	-	-		-	14,181		-	-		25,000	20,852	83.4%	
Interfund Transfers	7,742,893	7,781,104	100.5%	2,925,296	2,925,296	100.0%	-	-		-	-		1,055,967	1,055,967	100.0%	
Other Non-Tax Revenue	5,614,490	4,828,625	86.0%	2,034,004	-	0.0%	6,413,816	3,478,112	54.2%	2,191,000	1,615,300	73.7%	-	-		
Total Revenues	\$ 89,185,298	\$ 90,684,420	101.7%	\$ 11,393,593	\$ 9,311,430	81.7%	\$ 20,327,216	\$ 17,900,630	88.1%	\$ 15,113,700	\$ 14,669,159	97.1%	\$ 4,970,000	\$ 4,995,732	100.5%	
Expenditures																
Legislative	\$ 639,028	\$ 706,237	110.5%	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		
City Administration	1,662,057	1,792,690	107.9%	-	-		-	-		-	-		-	-		
Law Department	959,802	1,052,372	109.6%	-	-		-	-		-	-		-	-		
Administrative Services Department	8,510,814	7,601,123	89.3%	-	-		-	-		-	-		-	-		
Community Development	2,707,545	2,606,953	96.3%	-	-		-	-		-	-		-	-		
Police Department	27,994,019	27,973,626	99.9%	-	-		-	-		-	-		-	-		
Fire & Life Safety Services	14,238,555	14,679,164	103.1%	-	-		-	-		-	-		-	-		
Health Department	3,117,681	3,009,986	96.5%	-	-		-	-		-	-		-	-		
Public Works - Operating	18,604,977	18,459,022	99.2%	10,714,333	8,618,137	80.4%	-	-		-	-		5,309,082	4,854,723	91.4%	
Public Works - Capital Outlay	-	-		5,180,000	980,659	18.9%	-	-		-	-		-	-		
Parks, Recreation & Comm. Services	10,654,760	10,772,023	101.1%	-	-		-	-		-	-		-	-		
Capital Improvement Transfer	-	-		-	-		-	-		-	-		-	-		
Transfer to Debt Service Fund	609,000	558,270		-	-		-	-		-	-		-	-		
Utilities - Operating	-	-		-	-		13,451,635	9,163,405	68.1%	13,006,620	12,537,282	96.4%	-	-		
Utilities - Capital Outlay	-	-		-	-		10,538,100	9,460,162	89.8%	3,272,500	2,086,176	63.7%	-	-		
Total Expenditures	\$ 89,698,238	\$ 89,211,466	99.5%	\$ 15,894,333	\$ 9,598,796	60.4%	\$ 23,989,735	\$ 18,623,567	77.6%	\$ 16,279,120	\$ 14,623,458	89.8%	\$ 5,309,082	\$ 4,854,723	91.4%	

MONTHLY RETT REPORT FOR FEBRUARY 2015						
DATE:	MARCH 4, 2015					
TO:	Mayor and Aldermen					
FROM:	Rodney Greene, City Clerk					
SUBJECT:	RETT Report -- FEBRUARY 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			
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			
FEBRUARY 2015 revenues were reduced to reflect this expenditure: \$0						
Monthly average needed to meet budget			\$ 239,583.00			
FY 2015 Monthly Average			\$ 107,770.00			
56 exemptions @ \$100 ea. = \$5,600; CUMULATIVE \$13,700.						
There were three (3) \$ million sales in FEBRUARY 2015						
02/04/2015 -- 1225 FOREST AVE, \$1,050,000.00 Tax \$5,250.00; Seller: Holtzman; Buyer: Villanueva						
02/09/2015 -- 1901 DEMPSTER ST, \$1,780,000.00 Tax \$8,900.00; Seller: Barry Land Parcel LLC; Buyer: Castle Star Realty LLC						
02/24/2015 -- 2806 LINCOLN, \$1,350,000.00 Tax \$6,750.00; Seller: Murnighan/Keegan; Buyer: Lee						
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.)

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
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						
Utilities	3/16/2015	Neptune IQ Launch	A	CC	Stoneback	Marty Acting City Mgr
Utilities	3/16/2015	NICOR Construction Update	P	CC	Stoneback	
Public Works	3/16/2015	Solid Waste Update	P	CC	Robinson	
Utilities	3/16/2015	Wholesale Water Sales Update	P	CC	Stoneback	
Utilities	3/16/2015	Utilities Commission: Proposed Energy Efficiency Ord	D	CC	Stoneback	
Admin Services	3/16/2015	FY2014 Year End Report	P	CC	Lyons	
CMO	3/16/2015	LGDF Report & Resolution	R	CC	Bobkiewicz	
Health	3/23/2015	National Public Health Week Apr 6-12, 2015	PR	CC	Thomas-Smith	
Mayor	3/23/2015	School for Little Children Celebrating 80 yrs	PR	CC	Francellno	
Public Works	3/23/2015	APWA Awards	A	CC	Robinson	
Public Works	3/23/2015	Tire Purchase for Fleet Vehicles	B	APW	Robinson	
Public Works	3/23/2015	Pavement Markings	B	APW	Robinson	
Public Works	3/23/2015	Concrete Contract Award	B	APW	Robinson	
Public Works	3/23/2015	Vehicle Purchase	B	APW	Robinson	
Public Works	3/23/2015	Groot Extension Proposal	B	APW	Robinson	
Public Works	3/23/2015	Chicken/Waffles Parking Lot	B	APW	Robinson	
PRCS	3/23/2014	Special Events Calendar	B	APW	McRae	
Admin Services	3/23/2015	FOP Sergeants Contract	B	APW	Lyons	
Admin Services	3/23/2015	Southwest TIF Distribution	R	APW	Lyons	
Public Works	3/23/2015	NU-Alley Paving Agreement	R	APW	Robinson	
Utilities	3/23/2015	Lincoln St. 50/50 Cost Sharing Agreement with NU	R	APW	Stoneback	
Admin Services	3/23/2015	Update Letter of Credit Dempster/Dodge & Main/Chicago	R	APW	Lyons	
CMO	3/23/2015	Negotiate Sale 1821 Ridge	O	APW	Bobkiewicz	Introduction & Action (withdrawn 2.23.15)
CMO	3/23/2015	1804 Maple Ave Lease & Cannabis Tax	R/O	APW	Bobkiewicz	Introduction
Public Works	3/23/2015	Baker Park	P	APW	Robinson	
Public Works	3/23/2015	Emerson/Ridge/Greenbay Viaduct	D	APW	Robinson	
CD	3/23/2015	Ordinance Text Amendment: Dempster-Main Overlay District	O	PD	Muenzer	Introduction
CD	3/23/2015	1622 Sherman, Type 2 Restaurant (Epic Burger)	O	PD	Muenzer	Introduction
CD	3/23/2015	900 Chicago, Convenience store with accessory Type 2 restaurant (Ad Val's Sweet)	O	PD	Muenzer	Introduction
CD	3/23/2015	Text Amendment: Fence Regulations	O	PD	Muenzer	Introduction

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 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
CD	3/23/2015	2014 CAPER (Consolidated Annual Performance & Eval Report)	B	HCDC	Muenzer	
	4/13/2015	National Fair Housing Month - April				
	4/13/2015	National Library Week Apr 12-18				
	4/13/2015	National Volunteer Week Apr 12-18				
Public Works	4/13/2015	Spring Tree Planting	B	APW	Robinson	
Public Works	4/13/2015	Vehicle Purchase	B	APW	Robinson	
Admin Serv	4/13/2015	Investment Strategies: Institutions	B	APW	Lyons	
Utilities	4/13/2015	Clearwell Repair Engr Svcs	B	APW	Stoneback	
Utilities	4/13/2015	Toilet Installation Program	B	APW	Stoneback	
CMO	4/13/2015	Increased Fines for Bikes on Sidewalks	O	APW	Bobkiewicz	Introduction
CMO	4/13/2015	Sale 1821 Ridge	O	APW	Bobkiewicz	Introduction
Law	4/13/2015	Whole Foods Liquor Ord	O	APW	Farrar	Introduction
Law	4/13/2015	Hotel-Motel Tax for B&Bs	O	PD	Farrar	Introduction (Held in Committee 1.26.15)
CD	4/13/2015	Northwestern University Lakefront Subdivision	R	PD	Muenzer	
Admin Services	4/20/2015	LEP - M/W/EBE Discussion	D	APW	Lyons	
Public Works	4/20/2015	Public Works Apprenticeship Program	D	APW	Robinson	
Utilities	4/27/2015	National Drinking Water Week May 3-9	P	APW	Stoneback	
Public Works	4/27/2015	Asphalt Contract Renewal	B	APW	Robinson	
Admin Services	4/27/2015	RV - Trailer Parking	O	APW	Lyons	Introduction
CD	4/27/2015	Text Amendment: Personal Service Establishment	O	PD	Muenzer	Introduction
		Vogue Fabrics Proclamation	PR	CC		
Public Works	5/11/2015	Public Works Week, May 17-23	PR	APW	Robinson	
Public Works	5/11/2015	Uniform Purchase Contract	B	APW	Robinson	
	7/13/2015	National Independent Retailers Month		CC		
Council & Committee Meetings						
Mon, March 9	6:00 PM	A&PW, P&D, City Council meetings				

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 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
Tues, March 10	7:30 PM	Housing & Community Dev Act Cttee				
Mon, March 16	7:00 PM	City Council meeting				
Wed, March 18	6:30 PM	M/W/EBE Advisory Committee				
Mon, March 23	6:00 PM	A&PW, P&D, City Council meetings				
Wed, March 25	6:00 PM	Transportation/Parking Committee				
Wed, March 25	7:30 PM	Economic Development Committee				
Thurs, March 26	5:30 PM	Emergency Telephone Sys Board				
Fri, March 27	7:00 AM	Housing & Homelessness Commission				
DEFERRED						
Dept	Date	Item	Action	Committee	Staff	
Utilities	TBA	Computerized Maintenance Management System	B	APW	Stoneback	
Law	TBA	22 ounce containers for P-1 Liquor Lic (New #)	O	APW	Farrar	Introduction (Held in Committee 10.13.14)
CD	TBA	Inclusionary Housing	O	PD	Muenzer	Action (Intro on 7/28/14; referred to subcomtte)
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		Farrar	(Introduced 1.27.14)



Memorandum

To: Honorable Mayor, Members of the City Council and City Manager

From: Mark Muenzer, Director of Community Development

Subject: February, 2015 Community Development Department Report

Date: March 5, 2015

Please find attached the Community Development Department report for the month of February. It is organized to include both divisions of the department and reports those activities, meetings and actions that have occurred in February, 2015 as well as activities and meetings that are scheduled at this date for March, 2015. The order of the report is as follows:

1. Planning and Zoning Division
2. Building and Inspection Services Division

Should you have any questions about any item on this report please do not hesitate to contact me.

This update includes recent events or immediate future events involving projects under formal consideration, public meetings or significant recent permitting or enforcement actions.

PLANNING AND ZONING	Zoning Board of Appeals
February 2015 Meetings/Activities	February 3, 2015
	<p>2411 Hastings Avenue: Variance for building lot coverage for a 2-car detached garage. Unanimous approval with the condition the building lot coverage and impervious surface cannot be increased in the future.</p>
	<p>605 Hinman Avenue: Variances for building lot coverage, interior side yard setbacks and rear setback to rebuild open stairwells with balconies, and a fence variance for an 8' metal fence on a stair landing for a total height from grade of 10' in the rear yard at a multifamily residential building. Approved 5-1.</p>
	<p>517 Dempster Street: Special Use in the B1 District for a Type 2 Restaurant, <i>Frio Gelato</i>. The ZBA recommended unanimous approval with conditions for hours of operation, employee parking, and a Litter Collection/Garbage Pickup Plan. The case was approved for introduction and action at P&D/City Council on February 23, 2015.</p>
	February 17, 2015
	Meeting cancelled due to a lack of items.
March 2015 Meetings/Activities	March 3, 2015
	<p>900 Chicago Avenue: Special Use in the C1a District for a Convenience Store and accessory Type 2 Restaurant, <i>Ad Val's Sweet</i>. The ZBA recommended unanimous approval with conditions for hours of operation, employee parking, and a Litter Collection/Garbage Pickup Plan. The case is scheduled for P&D on March 23, 2015.</p>
	<p>1622 Sherman Avenue: Special Use in the D3 District for a Type 2 Restaurant, <i>Epic Burger</i>. The ZBA recommended unanimous approval with conditions for hours of operation, employee parking, and a Litter Collection/Garbage Pickup Plan. The case is scheduled for P&D on March 23, 2015.</p>
	March 17, 2015
Meeting cancelled due to a lack of items.	

PLANNING AND ZONING	Plan Commission
February 2015 Meetings/Activities	February 11, 2015
	<p>Zoning Ordinance Text and Map Amendment - Dempster-Main Overlay District Per Plan Commission's recommendation from November 12, 2014 meeting, staff proposed creation of a new overlay zoning district to cover Dempster Street and Main Street business districts. The Dempster-Main Overlay District is being created to allow office and financial institution uses on ground floors as Special Uses. The uses are currently allowed as Permitted Uses. The Commission unanimously recommended approval of the proposal. The case is scheduled for P&D on March 23, 2015.</p>
	<p>Zoning Ordinance Text Amendment – Personal Service Establishment A new zoning land use definition for a Personal Service Establishment that would include nail salons, hair salons, barber shops, tanning salons and similar establishments. Staff is proposing a distance separation of 1,000 feet between such uses for the use to be allowed as a Permitted Use. Special Use approval would be required for establishments located less than 1,000 feet from an existing Personal Service Establishment. Upon staff's recommendation, the Commission unanimously voted to continue the case to April 8, 2015 meeting and referred the case for the March 18, 2015 Zoning Committee of the Plan Commission.</p>
<p>Zoning Ordinance Text Amendment – Fence Regulations Staff proposed modifications to existing fence regulations to allow fences in street side yards with a requirement for a two-foot setback from the street-side property line and landscape screening. The Amendment also includes a new definition and land use regulations for invisible pet fences. The Commission unanimously recommended approval of the proposed amendment for the fences in street side yards, and also recommended approval of the proposed regulations for invisible pet fences by a vote of 5-2. The case is scheduled for P&D on March 23, 2015.</p>	
March 2015 Meetings/Activities	March 11, 2015
	<p>Planned Development – 1620 Central Street John Myefski, Myefski Architects, has applied for a Special Use for a Planned Development in the O1-Office District and oCSC-Central Street Overlay District to construct a four-story (45 feet high) multiple-family building with 47 residential units and 54 underground parking spaces. The applicant seeks site development allowances for: 1) the number of parking spaces, 2) the required step-back for the third and fourth floors from Central Street, 3) a landscape buffer for the loading dock in rear, and 4) the building height over the transitional height plane requirement along the south property line.</p>
PLANNING AND ZONING	Comprehensive Plan Committee of the Plan Commission
February 2015 Meetings/Activities	February 2015
	There was no Comprehensive Plan Committee meeting scheduled in February.
March 2015 Meetings/Activities	March 2015
	There is no Comprehensive Plan Committee meeting scheduled in March.

PLANNING AND ZONING	Rules Committee of the Plan Commission
February 2015 Meetings/Activities	February 13, 2015
	Administrative Rules and Procedures of the Plan Commission: Per Plan Commission's recommendation in January of 2015, the Committee considered additional modifications to the Administrative Rules and Procedures of the Plan Commission. The Committee unanimously recommended approval of the Draft Administrative Rules and Procedures.
March 2015 Meetings/Activities	March, 2015
	There is no Rules Committee meeting scheduled in March.
PLANNING AND ZONING	Zoning Committee of the Plan Commission
February 2015 Meetings/Activities	February 2015
	There was no Zoning Committee meeting scheduled in February.
March 2015 Meetings/Activities	March 18, 2015
	Zoning Ordinance Text Amendment – Personal Service Establishment A new zoning land use definition for a Personal Service Establishment that would include nail salons, hair salons, barber shops, tanning salons and similar establishments. Staff is proposing a distance separation of 1,000 between such uses for the use to be allowed as a Permitted Use. Special Use approval would be required for establishments located less than 1,000 feet from an existing Personal Service Establishment. Upon staff's recommendation, the proposal was continued to April 8, 2015 Plan Commission meeting and referred to the Zoning Committee of the Plan Commission.
PLANNING AND ZONING	Preservation Commission
February 2015 Meetings/Activities	February 10, 2015
	Workshop: Northwestern University's presentation on the proposed subdivision of the Evanston Campus (east of Sheridan Road – Block 1: from 2 lots to 6 lots). Formal Commission consideration of this item is scheduled for March 4, 2015.
	February 17, 2015
	2127 Maple Avenue (L) –Build a 6' x 8' addition, which will be located in southeast corner of the house. The addition will be to the kitchen and mudroom on the first floor and to the bedroom on the second floor. The additional space will allow a more functional and efficient kitchen as well as small but practical mudroom. Action: Approved
	715 Colfax Street (NEHD) – Construction of a new single family house with a detached garage/coach house and perimeter fence. Action: Approved with revised exterior elevations.
	725 Colfax Street (NEHD) - Construction of a new single family house with a detached garage/coach house and perimeter fence. Action: Approved.
699 Sheridan Road (LSHD) - Change of east dormer roof from flat to hipped to address inadequate existing structure and relocation of first floor kitchen window on south façade in order to improve kitchen function. Action: Approved administratively	
619 Clark Street (Landmark lot of Record) – Replace existing double hung wood and steel windows with aluminum double hung windows. Action: The applicant withdrew the application.	

February 2015 Meetings/Activities (continued)	727 Forest Avenue (LSHD) – Demolish greenhouse and construct a 3-story addition. Requires minor zoning variance for the 3-story addition, where the maximum building height in the R1 District is 2 ½ stories or 35' whichever is less. Action: Approved with the recommendation that the two existing windows on the first floor clapboard area of the south elevation be reset or replaced and course out properly with the new brick or match the existing. Action: Zoning variance recommended for the 3-story addition.
	2518 Central Park Avenue (L) – Demolish one-story family/sunroom and wood deck at the rear south and west elevations. Construct 2-story addition and wood deck. Action: Tabled. Applicant asked to revise the exterior elevations and pick up more on the horizontal emphasis of the landmark house and architectural details.
	1612 Wesley Avenue (L/RHD) – Remove wood deck at rear west elevation. Construct new basement and 1-story addition. Action: Tabled. Applicant asked to scale down the proposed addition.
	1422 Judson Avenue (L/LSHD) Demolish existing detached garage and construct 2-car coach house. Demolish wood deck and covered porch and construct new family room 1-story addition on west rear elevation. Second floor remove double hung window and install new bay window with 5 double hung windows. On south elevation first floor add one casement leaded glass window. Action: Approved
	729 Colfax Street (NEHD) – Construction of a new single family house with a detached garage/coach house and perimeter fence. Action: Approved with minor revisions to the exterior elevations
	731 Colfax Street (NEHD) - Construction of a new single family house with a detached garage/coach house and perimeter fence. Action: Tabled. Applicant asked to revise the design of the exterior elevations on the house (i.e. fenestration, reducing the use of the wood shakes from the front elevation and trim details).
	February 28, 2015
City staff and two Preservation Commissioners attended the Chicago Suburban Alliance of Preservation Commissions meeting in the City of Berwyn, IL on Saturday February 28, 2015. The meeting focused on the Berwyn Bungalow Preservation Initiative, which is leading to a National Register Nomination of a Historic District of Berwyn's Chicago style bungalows.	
March 2015 Meetings/Activities	March 4, 2015
	Special Meeting: Northwestern University Proposed subdivision of Evanston campus (Block 1): from 2 Lots to 6 Lots.
	March 17, 2015
	2030 Orrington Avenue (NEHD) - West rear elevation: (first floor) remove existing shed structure and foundation, new mud room addition, new covered rear porch, new wood deck. South elevation: (first floor) 3 new windows in family room; (second floor) relocate existing window from dressing room to bathroom and infill window opening.
	1019 Michigan Avenue (LSHD) - Remove existing rear screen porch. Construct new enclosed porch on larger foot print. Replace glass on 2nd story window on the front with tempered glass. Relocate two AC units to the SE corner of house.
	1627 Wesley Avenue (L) - Install solar hot water heater system.
	1030 Lake Shore Blvd (LSHD) - Construct 2-story addition at rear of house and replace two 2 nd floor windows and install new door to open deck.

Staff Review – February 2015	
Preservation Projects Under Review or Approved by Staff	1501 Hinman Avenue (L) - Remove existing original wood windows and replacement with new Marvin Ultimate aluminum clad-wood windows with Bronze exterior. Exterior perimeter trimmed with color matching aluminum trim. Interior to be painted white. Divided Lites to match existing lite patterns using Simulated Divided Lites with Spacer Bars.
	425 Grove Street #7D (L) - Remove existing original wood windows and replace with new Marvin Ultimate aluminum clad-wood windows with Bronze exterior. Exterior perimeter trimmed with color matching aluminum trim. Interior to be painted white. Divided Lites to match existing lite patterns using Simulated Divided Lites with Spacer Bars.
	901-905 Forest Avenue (L) - Replacing an existing rear stair housed in a vinyl cladded addition. The new stair will project 2'-1" beyond the existing addition. The exterior finish material and new windows are vinyl.
	1144 Michigan Avenue (L/LSHD) - Remove existing wood deck between the house and the garage; remove double hung windows and door on the first floor (east elevation). Build a one story screen porch addition on top of the existing wood deck between the house and the existing garage. (permit drawings approved)
	1023 Hinman Avenue (LSHD) - Replace 3 basement steel windows with vinyl windows (not visible from the public way).
	542 Forest Avenue (LSHD) - Install 16 solar electric panels on existing south dormer roof.
	699 Sheridan Road (LSHD) - Revised alterations from previously approved COA. Change of east dormer roof from flat to hipped and relocation of first floor kitchen window on south façade in order to improve kitchen function.
	2360 Orrington Avenue (NEHD) - Construction of a single family house with an attached garage and perimeter fence. (permit drawings approved)
	1040 Michigan Avenue (LSHD) - Demolish existing frame garage and build a wood frame 2-car detached garage on the existing concrete slab. (permit drawings approved)
	736 Michigan Avenue (LSHD) - Second floor addition to existing single story construction at the rear of the residence. Zoning variance: The proposed 2nd story addition requires a five foot (5') setback from the property line. The proposed setback is 3.4'. (permit drawings under review)
	1140 Hinman Avenue (LSHD) - Demolition of existing 2-car detached garage. Construction of new 2-car detached garage (permit drawings under review)
	1204 Asbury Avenue (RHD) - South elevation 2nd story, remove 2 windows, infill opening with exterior siding to match existing, and install a pair of casement windows on a new opening. (permit drawings under review)
	2131 Sheridan Road (L)/ Tech Drive - The project scope consists primarily of masonry & slate roof repairs and window & door restoration. Other work includes flat roof and clerestory repair and the installation of handrails at the west entrance to meet code. (COA application under review)
2145 Sheridan Road (Landmark lot of record) - New antenna installation on existing structure. (permit drawings under review)	

PLANNING AND ZONING	APPROVED & ACTIVE PLANNED DEVELOPMENTS
1890 Maple/1881 Oak	The development of 356 residential rental units is now open.
North Shore Residence/ Merion 1611 Chicago Ave.	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition has also been issued; construction is ongoing.
1515 Chicago Ave. Hyatt House Extended Stay Hotel	The 8-story 114-room hotel with 33 on-site parking spaces was approved by the City Council on 4/28/2014. The permit for foundation work only was issued in late September 2014. The full building permit was issued on 2/27/2015.
Church St. Village 1629-1691 Church	On 08/11/2014, the applicant received an extension to complete the 13 unfinished units in Buildings 2 and 3 and to obtain a building permit for the construction of the last eight-unit Building 1 no later than 08/11/2015. The applicant must complete construction by 08/11/17. The applicant has reactivated the building permits and is working on completing the 13 unfinished units in Buildings 2 and 3.
2454 Oakton St. Sports Dome	The indoor recreation facility (multi-sports dome) was approved by City Council on 08/11/2014.
835 Chicago Ave. (Chicago/Main)	The 9-story 112-unit residential building with office and retail space was approved by the City Council on 07/28/2014. The permit for foundation only is under review by staff.

HOUSING & GRANTS	Housing & Community Development Act Committee
February 2015 Meetings/Activities	February 17, 2015
	<p>Staff discussed updates to the City’s Housing Rehab program. The City received its 2015 CDBG grant amount from HUD on February 13; it is \$1,604,746. Allocation of the additional funding will be on the March 10 meeting agenda.</p> <p>The draft 2014 Consolidated Annual Performance and Evaluation Report (CAPER) was posted on the City’s website on February 27 for the 15-day public comment period that runs from March 2 – 17.in early March, be approved by City Council on March 23 and be submitted to HUD by March 31.</p>
March 2015 Meetings/Activities	March 10, 2015
	<p>Agenda items include the public hearing for input/comment on the draft 2014 Consolidated Annual Performance and Evaluation Report; the CAPER must be approved by City Council at its March 23 meeting before its submission to HUD by March 31. The Committee will consider how to allocate incremental 2015 CDBG funds because our 2015 CDBG grant is larger than the estimate used to develop the 2015 Action Plan; the allocation will not trigger a substantial amendment to the 2015 Action Plan.</p> <p>Approval of the City’s 2015-2019 Consolidated Plan and 2015 Action Plan is on the March 9 City Council agenda; its submission to Council was held pending receipt of the City’s 2015 entitlement grant amounts. The ConPlan and Action Plan will be submitted to HUD for review/approval by March 16.</p> <p>A follow up meeting to the January 27 Human Services Funding meeting is expected to be scheduled in March to address considerations when creating a combined application process for CDBG Public Services and Mental Health Board funding for FY2016.</p>

HOUSING & GRANTS	Housing and Homelessness Commission
February 2015 Meetings/Activities	February 23, 2015
	The agenda includes creation of new working groups and the review of the 2014 year-end report.
March 2015 Meetings/Activities	March 27, 2015
	The agenda has not been finalized at this point but may include an application from the Alliance to End Homelessness for funding for the HMIS database.

HOUSING & GRANTS	NSP 2
NSP2 Properties	Contracts on 713 Brummel and 619 Case Place #1 were canceled because applicants did not meet underwriting requirements. Units will continue to be marketed in 2015. All individuals on the interested parties list who qualify for the program based on self-reported income were contacted about the opportunity to purchase. Offers from households that have not been preliminarily income qualified and started homebuyer counseling will be considered and underwritten as received. Homebuyer counseling will be provided on a one-on-one basis for buyers as needed. June 30 is targeted for the sale of the remaining properties.
Rehabilitation/ Clearance Work	Site remediation work to clean up contamination at 2113 Dewey following the demolition of the blighted residential structure on that site has been completed; information has been submitted to the IEPA in order to get a No Final Remediation letter. Disposition of the cleared site will be determined before program closeout. All other work is completed and
Land Banked Properties	Work is almost complete on the house at 1941 Jackson Ave that is being redeveloped through a partnership with ETHS & Community Partners for Affordable Housing. The house will be sold to an income eligible household by CPAH. Priority is being given to ETHS and City of Evanston employees who meet the income restrictions to purchase the home. Staff is developing disposition plans for the cleared lots at 2122 Darrow, 2142 Dewey and 2113 Dewey. 1509 Emerson will be land banked for development as part of the second phase of Emerson Square.
Grant Closeout	The City has expended its \$18.15 million NSP2 grant, as well as a substantial portion of the \$4 million in program income on eligible activities. Staff is continuing file reviews of all completed properties as required for grant closeout.

BUILDING & INSPECTION SERVICES		Housing Rehabilitation
Ward	Address	Status
2	1624 Fowler	Rehab Application sent to client on 2/6/2015.
2	1008 ½ Dodge	Rehab Application sent to client on 2/9/2015.
2	1620 Darrow	Client request for information on existing Rehab Loan for possible Payoff.
2	1314 Darrow	Client request for information on existing Rehab Loan per Compliance request.
2	2109 Cleveland	Client request for information on existing Rehab Loan per Compliance request.
2	2106 Lake	Client request for information on existing Rehab Loan for possible Payoff.
2	2006 Lake	Client request for information on existing Rehab Loan per Compliance request.
2	2321 Bradley Place	Client status change. Follow-up required regarding existing Rehab Loan.
2	1501 McDaniel	Client Request for Information on existing Rehab Loan for proposed Land Trust.
2	1314 Fowler	Client request for information on existing Rehab Loan for possible Payoff.
2	1802 Greenleaf	Payments on Rehab Loan began 2/1/2015. Payment coupons generated out of new CDM system.
2	1401 Grey	Client request for information on existing Rehab Loan for possible Payoff.
4	1124 Sherman	Mortgage Release being prepared.
5	1739 Brown	DEMO – In Progress.
5	1911 Hartrey	Client status change. Follow-up required regarding existing Rehab Loan.
5	1908 Foster	Client request for information on existing Rehab Loan per Compliance request.
5	1939 Hartrey	Law Firm requesting existing Rehab loan information for Foreclosure proceedings.
5	1835 Lemar	Client status change. Follow-up required regarding existing Rehab Loan.
5	1709 Dodge	Rehab Application emailed to client on 2/9/2015.
5	1920 Dewey	Payoff letter prepared and emailed to clients attorney.
7	2305 Brown	Client request for information on existing Rehab Loan per Compliance request.
8	1428 Dobson	1 Unit – In Progress.
8	1823 – 1831 Brummel	Patricia Lloyd Townhomes – 5 Units – In Progress.
9	606-C South Blvd	Client request for information on existing Rehab Loan per Compliance request.
9	820 Oakton Unit 3A	REHAB Loan Underwriting in progress.
9	1519 Cleveland	Client request for information on existing Rehab Loan per Compliance request.
9	1502 ½ South Blvd	Prepare mortgage release.

BUILDING & INSPECTION SERVICES		Sign Review and Appeals Board
February 2015 Meetings/Activities	February 12, 2015	
	Meeting was cancelled for lack of agenda items.	
March 2015 Meetings/Activities	March 12, 2015	
	No items for consideration at this time.	

BUILDING & INSPECTION SERVICES		Permit Application Status		
Ward	Property Address	Project Description	Received	Status
1	1515 Chicago	Evanston Hyatt Hotel	10/21/14	Approved
1	812 Church	800 Degree Pizza	12/17/14	Under Review
1	811 Church	Restaurant – Interior remodel	1/20/15	Under Review
1	820 Foster	Symphony Nursing Facility – Interior remodel	2/18/15	Approved
2	1910 Dempster	Valli Produce – Interior remodel	1/22/15	Approved
2	1910 Greenwood	Addition to commercial structure	1/27/15	Under Review
2	1968 Dempster	Dental Office – increasing office size – Interior remodel	2/9/15	Under Review
2	2020 Greenwood	Proposed inside storage facility	2/9/15	Under Review
3	745 Chicago	C2 Education – Interior build out	1/30/15	Approved
3	517 Dempster	Interior remodel	2/3/15	Approved
3	900 Chicago	Bakery/retail – Interior remodel	2/11/15	Under Review
4	1029 Davis	New Building – 5 Retail spaces	9/30/14	Under Review
4	620 Davis	Restaurant	1/30/15	Under Review
4	1603 Orrington	Interior remodel	2/3/15	Approved
4	1603 Orrington	Interior remodel	2/16/15	Under Review
4	1560 Sherman	Interior remodel	2/13/15	Approved
6	3330 Central	Interior remodel	2/9/15	Under Review
6	3200 Grant	Interior remodel – Therapy suite	2/18/15	Approved
7	2751 Ashland	Rocky Miller Stadium – New press box, bleacher and support structures	8/5/14	Under Review
7	2748 Green Bay Rd.	Whole Foods – Interior remodel	12/22/14	Approved
7	1717 Central	Evanston Arts Center – Interior remodel	1/6/15	Approved
7	1970 Campus – NU	Convert Library to Lab – Interior remodel	1/29/15	Approved
7	2145 Sheridan – NU	Interior remodel – Tech lab	2/12/15	Approved
7	2137 Tech Dr. – NU	Interior remodel Lab #224	2/19/15	Approved
7	2145 Sheridan – NU	3 rd and 4 th floor J- Wing Interior remodel	2/11/15	Approved
7	2247 Campus – NU	Lakeside Athletic Center – Playing fields relocation/resurfacing	2/23/15	Under Review
8	128-132 Chicago	U-Haul Truck Rental – Interior and exterior remodeling	6/23/14	Under Review
8	1413-1415 Howard	Convert commercial to 6 dwelling units	11/4/14	Under Review

BUILDING & INSPECTION SERVICES		New Business Application Status		
Ward	Property Address	Business Name	Received	Status
1	1722 Sherman Ave.	Campus Gear	01/09/2015	General Business License issued 2/5/2015.
1	1612 Sherman Ave.	SLEEPY'S	01/05/2015	General Business License issued 2/23/2015.
2	920 Pitner Ave.	Devontry, LLC	02/24/2015	In Planning & Zoning.
2	2300-2302 Main St.	Connexion	02/18/2015	In Planning & Zoning.
2	838 Dodge Ave.	CJ 21 Laundry World, Inc.	11/26/2014	General Business License issued 1/30/2015.
2	848 Dodge Ave.	The UPS Store	12/26/2014	General Business License issued 1/30/2015.
2	930 Pitner Ave.	Profit Kings Media, LLC	12/08/2014	General Business License issued 2/9/2015.
3	941 Chicago Ave.	Everyday Cycles & Motion, LLC	02/13/2015	Pending inspections.
3	1043A Chicago Ave.	57 th Street Bookcase & Cabinet	12/18/2014	General Business License issued 1/30/2015.
3	707 Chicago Ave.	Sidetracked Studio, LLC	9/26/2014	General Business License issued 2/13/2015.
3	1303 Chicago Ave.	Studio Armadi, LLC	11/20/2013	Build-out underway. Permit #13INTR-0442.
3	1315 Sherman Pl.	Kettelkamp & Kettelkamp Landscape Architecture, LLC	01/09/2015	Pending inspections.
4	1569 Sherman Ave.	Body by Marilyn	02/27/2015	In Planning & Zoning.
4	1102 Davis St.	Kaufman O'Neil Architecture, LLC	11/07/2014	General Business License issued 2/16/2015.
4	1416 Lake St. #2	Beautifully Broken	02/06/2015	Pending inspections.
4	1416 Lake St. #2	Mindstate of Emotions	01/23/2015	Pending inspections.
4	630 Davis St.	Verizon Wireless	02/06/2015	General Business License issued 1/30/2015.
4	604 Davis St.	The Barre Code	01/23/2015	General Business License issued 2/10/2015.
5	2114 Jackson Ave.	Precision Multisport	05/20/2014	General Business License issued 1/30/2015.
7	2538 Green Bay Rd.	JC Licht, LLC	01/26/2015	Pending inspections.
8	1717 W. Howard St.	Polytechnic Education and Career Service	12/08/2014	Pending inspections.



DATE: March 2, 2015
TO: Wally Bobkiewicz, City Manager
FROM: Mark Muenzer, Director of Community Development
Gary Gerdes, Building and Inspection Services Manager
SUBJECT: Building Permit & Construction Value Financial Report for February, 2015

BUILDING PERMIT FEES

Total Permit Fees Collected for the Month of February 2015	\$ 691,947
Total Permit Fees Collected Fiscal Year 2015	\$ 1,458,116
Total Permit fees Collected for the Month of February 2014	\$ 211,470
Total Permit Fees Collected Fiscal Year 2014	\$ 1,539,029

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR FEBRUARY 2015	\$ 35,887,652
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2015	\$ 80,442,885
TOTAL CONSTRUCTION VALUE FOR FEBRUARY 2014	\$ 10,583,794
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2014	\$ 136,635,423



Memorandum

To: Honorable Mayor and Members of the City Council
From: Lorrie Pearson, Planning and Zoning Administrator
Subject: Weekly Zoning Report
Date: March 6, 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 847/448-8674 or lpearson@cityofevanston.org if you have any questions or need additional information.

Zoning Weekly Update

Cases Received and Pending, February 27 - March 5, 2015

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	2306 Orrington Avenue	Building Permit	Interior/exterior remodeling at SFR	02/04/15	pending additional info from applicant
1	601-721 University Place	Zoning Analysis	Proposed subdivision in U1 District (Northwestern University)	12/29/14	pending additional info from applicant
2	1808 Maple Avenue	Building Permit	Install blue light emergency phone structure (Northwestern)	11/06/14	pending staff review
2	1815 Ridge Avenue	Zoning Analysis	Construct 9-story, 155 DU/mixed use building (Planned Development)	08/19/14	pending additional info from applicant
2	1920 Lake Street	Building Permit	Int. remodel, 2nd floor addition, (wood) porch at front/rear, and new detached garage at SFR	03/05/15	pending staff review
2	2020 Greenwood Street	Building Permit	Convert existing factory into self-storage facility	02/25/15	pending staff review
3	835 Chicago Avenue	Building Permit	Foundation only for new 9-story mixed use retail, office & residential building	02/26/15	pending staff review
3	918 Judson Avenue	Building Permit	Interior remodeling at MFR	03/05/15	pending staff review
4	620 Davis Street	Building Permit	Interior/exterior (storefront) remodeling for Type 1 restaurant.	02/04/15	pending DAPR
5	1925 Foster Street	Zoning Analysis	Confirmation of rentable coach house	02/25/15	pending staff review
6	2411 Noyes Street	Building Permit	Interior remodeling and second floor addition at SFR	03/05/15	pending staff review
6	3330 Central Street	Building Permit	Interior/exterior remodeling (Starbucks)	02/12/15	pending DAPR
7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Interior/exterior additions to NU Baseball Field	08/19/14	pending DAPR
7	2848 Sheridan Place	Building Permit	Int./ext. remodel, 3 additions, new foundation, and rotate existing detached garage at SFR	03/05/15	pending staff review
8	120 Dodge Avenue	Building Permit	Construct front yard patio at Dobson Plaza Nursing Home	02/20/15	DAPR 03/11/15
8	128-130 Chicago Avenue	Building Permit	Interior/exterior remodeling for change of use (retail service use: U-Haul)	06/26/14	pending DAPR
8	1409 Dobson Street	Building Permit	Dormer addition to SFR	02/26/15	pending Minor Variance
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

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	1603 Orrington Avenue	Zoning Complaint	Illegal parking lot use (Chase Bank lot)	02/23/15	AA ticket mailed 2/25/15
1	711 Emerson Street	Zoning Complaint	Open parking location and parking stall size	01/20/15	2nd violation letter mailed 03/02/15
1	1622 Sherman Avenue	Special Use	Type 2 Restaurant: Epic Burger	02/05/15	P&D 03/23/15
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Drive-by insp. on-going
3	900 Chicago Avenue	Special Use	Convenience Store with accessory Type 2 Restaurant: Ad Val's Sweet	01/26/15	P&D 03/23/15
6	2320 Isabella Street	Minor Variance	Building lot coverage for 1-story addition	02/19/15	determination after 03/12/15
6	2321 Hastings Avenue	Minor Variance	Side yard setback and building lot coverage for 2-story addition	02/16/15	determination after 03/08/15
6	2424 Lawndale Avenue	Minor Variance	Building lot coverage for 2-story addition	02/17/15	determination after 03/10/15
8	108 Florence Avenue	Zoning Complaint	Outdoor storage, trade contractor business in residential district	11/06/14	liable verdict 2/12/15 (\$1,800)
8	1409 Dobson Street	Minor Variance	Side yard setback for a dormer addition	02/18/15	determination after 03/12/15
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 & DAPR 03/18/15



To: Honorable Mayor and Members of the City Council
From: Gary Gerdes, Building and Inspection Services Manager
Subject: Weekly Inspection Report
Date: March 6, 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, March 02-06, 2015

Field Reports

Ward	Property Address	Construction Type	Inspector notes	Received
1	1515 Chicago Avenue (Hyatt House)	Foundation	Job site is active with further concrete forms being set at the 4th story of stair wells. The site remains secure at the fences and gates. The public right of way is clear of debris and catch baskets appear to be clean.	3/5/2015
1	1619 Chicago Avenue (The Merion)	Residential Addition	Site activity is low due to the weather. Construction work is contained and separated by construction doors.	3/3/2015
1	728 Lincoln Street (Kendall Place)	New Residential Building (SFRs)	Construction site is in good condition. Site activity is low due to the weather. Fences are standing plumb and sidewalks are clear.	3/3/2015
2	1890 Maple Avenue (E2 Apartments)	New Residential Building (MFR)	Construction has been completed. Address will be removed from next weekly field report.	3/3/2015
2	2008 Dempster Street (Goldfish Swim School)	Interior Remodel	Construction site remains active in south portion of building. Rough plumbing and electrical inspections scheduled for 3/3/15. Mechanical work started this week. Soil suitability issue is delaying excavation of the pool in north portion of building.	3/2/2015
3	414-424 South Boulevard	Monitoring	No construction or auto repair activity has been observed.	3/2/2015
4	1026 Davis Street (Taco Diablo/LuLu's)	Demolition	Construction site is not active. Fence remains secure with top bar, chain, and lock in place.	3/2/2015
8	1216-1226 Harvard Terrace	Monitoring	No construction activity has been observed.	3/2/2015



Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Nyden, Economic Development Division Manager

Subject: Monthly Economic Development Report for February 2015

Date: March 6, 2015

Discussion

Enclosed is the monthly report of economic development activities for the month of February 2014. The report summarizes meetings, ongoing initiatives, new businesses, marketing activities, as well as activity reports on key economic development projects and sites.

Please contact me at 847/448-8014 or jnyden@cityofevanston.org if you have any questions or would like to discuss the information contained further.

Economic Development Work Plan Area	Project Name	2015 Deliverable/Activity	Latest Update/Next Meeting
Quality of Place	Health & Wellness Business Group	Establish steering committee; Health & Wellness fair; Establish "reward" program for residents	Met with core group to create 2015 plan of action 2/13/2015. Working with group to support City's Women out Walking event in Spring 2015.
Quality of Place	Support of Entrepreneurship Community	Increased startup liaison activities including new EvanstonEdge landing page/resource guide, attending local entrepreneur meet ups, connecting entrepreneurs to mentors and investors.	Evanston Entrep. League 1.22.15 and April; Startup Showcase March 26th and mid- May. Women's entrepreneurship event June 2015.
Business Retention & Attraction	Create Women's Entrepreneurship Group	Identify private sector partner(s) to lead a sustained effort. Coordinate periodic meetings if interest	Planning June 2015 even with Nell Funk of Now We're Cookin'.
Business Retention & Attraction	Entrepreneurship Activities	Three startup showcases in 2015. Global entrepreneurship week in November. Identify new entrepreneurship initiatives/award programs/etc. over course of year.	Tentatively scheduling Startup Showcase for the first or second week of March 2015. Schedule investor-focused meeting for February/March 2015. Second showcase, food oriented, May 2015.
Business Retention & Attraction	Next Chapter Support	Increased number of courses. Test curriculum based program. Increase outreach to seminar teachers. Identify new teachers. Create course survey.	Programming to increase beginning mid-March 2015.
Business Retention & Attraction	Redevelopment of City-Owned Properties - Outpost	Utilization of property at 633 Howard Street for commercial use.	Staff seeking coffee shop tenant for utilization of space.
Business Retention & Attraction	Work with Ownership of Evanston Plaza to attract new tenants and retain existing tenants.	Work with ownership to open Valli Produce in Summer 2015; attract new tenants to fill existing vacancies.	Valli seeking \$2M in funding for build-out of space. Possible new tenants currently negotiating with ownership
Business District: West Village	Support Enhancements to Dempster/Dodge Corridor	Individual façade projects for businesses at 1801-05 Dempster and other area properties.	Staff is working with West Village Business Association on implementing Merchant Grant items addressing the corridor. Next meeting in March.
Business District: West Side	Coordinate Central Evanston Business Association	Increase number of registered businesses and events hosted by the association; Establish meeting/event calendar.	Group is planning carnival event for June 2015. Next meeting is scheduled for 4/1/2015.
Business District: West End	Support Modernization as identified by industrial businesses	Revision and Completion of items on "punchlist" generated by West End businesses.	Staff met with District representatives on 1/17/2015 to discuss long term goals and address items within the District. Next District meeting is scheduled for 4/1/2015.

Economic Development Work Plan Area	Project Name	2015 Deliverable/Activity	Latest Update/Next Meeting
Business District: Southwest	Coordinate West Main Business Association	Increased new member outreach; Established meeting/activity calendar; Pursue Merchant Grant.	Meeting targeted for end of March.
Business District: Noyes/Foster	Support Development of Business District Group	Continue to support creation of group; establish regular meeting schedule and activities.	The group met on 1/28/2015, working to expand outreach and schedule February/March 2015 meeting.
Business District: Howard Street	Support Howard Street Business Association	Ongoing support of business district.	Submitted for Great Merchant Grant consideration. Next meeting is April 13, 2015.
Business District: Dr. Hill Business Association	Coordinate Dr. Hill Business Association	Establish meeting/event calendar.	Staff is regrouping with District leadership to plan first 2015 meeting.
Business District: Chicago/Main/Dempster	Creation of SSA in South Evanston Commercial Districts	Creation of SSA	Two business district meetings have been held 2/3 and 2/5 to discuss potential uses and SSA feasibility. Next step is steering committee determining how to move forward and consider establishing the SSA.
Business District: Chicago/Main/Dempster	Support Leasing of vacant retail spaces west of the deteriorating Metra tracks	Attraction of new retailers in areas west of Metra/CTA tracks.	Currently limited vacant spaces; 2nd Hand Tunes Space under consideration of lease by food/beverage user.
Business District: Chicago/Main	Implementation of Infrastructure Projects in Main/Chicago TIF	Improvement of streetscapes and underlying infrastructure in Chicago/Main area.	Identification of infrastructure improvements to the Main/Chicago area. Coordination with Main/Chicago TIF Committee.
Business District: Central Evanston Business Association.	Support Development of Church Street Corridor	Complete façade projects at NWC of Church & Dodge; Support leasing of available commercial space. Introduction of new City Cultural Center at 1823 Church Street.	Businesses at the corner of Church & Dodge are considering façade improvement project for updated awnings.
Business District: All	Development of Energy-Efficient Green Building Plan for Older Buildings	Development of program	Updating documents on Façade program for EDC in February. Will include green building improvements and a new incentive program for interior buildout in retail spaces.
Business District Vitality	Business District enhancements (physical environment)	Investment of Economic Development Fund into business district infrastructure.	Visiting business districts with Public Works staff in Feb. to identify opportunities for improvement (replacement of trash receptacles, sidewalk repair, tree replacement, etc.)
Business District Vitality	Coordination of vacant storefronts to create attractive windows	Coordination with Downtown Evanston on Art Under Glass Program.	Arts Council representatives presented the program at Business District Head Meeting on 1/20/15. Working to expand the program to business districts outside downtown.
Business District Vitality	Update EvanstonEdge.Com to reflect high quality professional image	Updated website.	Working with Community Engagement to refine content on Evanston Edge. Relocating Edge to new platform.

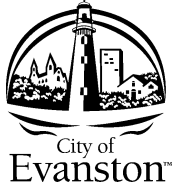
Project/Target Property	Status
Pivot Point/Rotary Usage	Pivot Point will be relocating to Rosemont; ZS Associates will be relocating from current Evanston location to this space at Rotary One building.
Evanston Plaza	Valli Produce closed \$16 million purchase of property on September 18th. City Council approved \$2 million for phase I / store rebuild on Feb. 23, 2015.
Church Street Plaza	Owner rep (Mcaffery interests) continues to market the space / considering options based on overall re-tenanting plan.
633 Howard Street (Police Outpost Space)	Police Outpost in process of relocation. Press release sent on 1/28/15 announcing availability of property for users (uses sought - café, day-time food, coffee, etc.). Discussions with multiple parties has taken place.
Howard Theatre Properties (717, 721-723, 727-729 Howard)	Staff is working to identify next steps on attraction of performing arts uses at 721-727-729 Howard and is convening a focus group to discuss the properties in mid-March 2015.
Main/Chicago	Expected ground breaking in March 2015. Ald. Wynne convened public meeting on 2/26 regarding construction activities for neighborhood.
Oakton/Asbury	Opened Feb. 13. Ribbon-cutting held on 2/6. Finalizing requests for funding; recording documents against property/equipment.
Dempster/Chicago Harry Major Bldg	Awaiting pizza use at corner. Bake 425 has signs up for space. Frio Gelato signed lease for space on Dempster (formally countertop store).
Price Properties - Main Street (Lupita's, Wine Goddess, etc.)	Rumor that most of these spaces will be vacant early/mid-2015; working to bring new dining options to Main Street.
Toys Et Cetra Space	Dave's Rock Shop taking space and anticipates a 4/1/15 opening.
Evanston Auto Glass	MV Transportation was awarded winning bid for PACE bus repair facility but contract would not begin until April. Per property standards, collapsed building has been cleaned up and rubble removed and south masonry wall cleaned up. Graffiti has been removed.
Evanston Dance Center	A new lease has been signed that includes options to extend the lease. Expansion anticipated to begin in March/April 2015.
Walgreens - Green Bay Road	Provided update at 5th Ward meeting 1/15/2015. Considering options for upgrading space.
Tom Thumb Redev	Building demolished, Diablo/ lulu's first floor, upper story banquet/outdoor deck/event space. Applied for business license on 10/16/2014. "Lulu's & Taco Diablo" targeting Summer 2015 opening.

Project Name	Status	Meeting Dates		Funds Invested	Summary of Project	Latest Update	Completion Date
		ED Committee	City Council				
ZS Associates Retention Assistance	Active -- EDC Consideration; Pending City Council Approval	1/28/2015	2/9/2015	TBD	Funding for relocation and ongoing assistance in form of potential hotel/motel tax sharing agreement.	City Council consideration scheduled for 2/9/2015.	1Q2017
Lucky Platter Façade (514 Main Street)	Active -- City Council Approved	1/28/2015	2/9/2015	TBD	Improvement of façade at 514 Main Street	City Council approved 2/9/2015.	1Q2015
Evanston Plaza Funding	Active -- EDC Consideration; Pending City Council Approval	1/28/2015	2/23/2015	TBD	Funding for interior and exterior rehabilitation of grocery store space at Evanston Plaza	City Council consideration scheduled for 2/23/2015.	3Q2015
Chicago + Main (835 Chicago Ave.)	Active -- City Council Approved	9/17/2014	9/22/2014	\$ 2,900,000.00	Funding for TIF eligible expenses to reduce financial gap for office component of mixed-use building.	Groundbreaking in February 2015.	4Q2016
Little Beans (430 Asbury Ave.)	Active -- City Council Approved	9/17/2014	9/22/2014	\$30,000 (façade); \$95,000 (loan)	Financial assistance for play café space in former Osco-Drug building. Assistance will fund fixtures and interior build-out of space. Also approved for façade improvement project.	Working to complete; opening early February	1Q2015
Campus Gear (1720 Sherman Ave.)	Active -- City Council Approved	7/9/2014	8/11/2014	\$ 10,000.00	Façade improvement project to install new signage and place new façade on new store space.	Extension requested into early 2015	1Q2015
Davis Transportation Loan	Closed -- Loan Funded	7/9/2014	8/11/2014	\$ 140,000.00	Loan for working capital and equipment for bus company.	Staff finalized agreements; First payment due in 2015.	4Q2014
Homestead Meats	Closed -- Project Complete	5/28/2014	8/9/2014	\$ 935.00	Façade Improvement	Funding awarded and project complete	2Q2014
Fitness Avenues (1910 Main Street)	Closed -- Project Complete	7/9/2014	7/28/2014	\$ 1,980.00	Façade improvement	Project Complete; Ribbon-cutting held 8/6/14	3Q2014
FEW Spirits (918 Chicago Ave.)	Closed -- Loan Funded	10/23/2013	6/23/2014	\$ 250,000.00	Loan for purchase of new equipment for additional bottling line for distillery and working capital.	Loan is funded	2Q2014
Autobarn (222 Hartrey Avenue)	Active -- City Council Approved	8/7/2013	5/28/2014	\$ 2,500,000.00	TIF assistance for build-out at 222 Hartrey, 7B support to Cook County Assessor, and extension of Sales Tax Sharing Agreement.	Under construction; construction draws currently occurring	4Q2015
Just Turkey Façade	Closed -- Project Complete	2/19/2014	3/10/2014	\$ 2,090.00	Façade improvement funds for signage at 2430 Main Street for new business.	Now Open 1Q2014	1Q2014
Curt's Café (2922 Central St.)	Active -- City Council Approved	9/25/2013	10/14/2013	\$ 21,000.00	Reimbursement for up to seven Evanston resident participants who are placed in jobs.	Curt's café continues training program	4Q2014
Next Chapter (1703 Orrington Ave)	Closed -- Project Complete	9/25/2013	10/14/2013	\$ 9,900.00	Support of Entrepreneurship education program at EPL.	Next Chapter is open and offering classes	1Q2014
Now We're Cookin' (1601 Payne St.)	Active -- Project in Process	8/7/2013	9/9/2013	\$ 60,933.00	Seeking funding support for entrepreneurial training for early stage food businesses.	Funding received; status reports provided regularly	3Q2015
Music Institute of Chicago (1702 Sherman Ave.)	Closed -- Project Complete	4/24/2013	5/13/2013	\$ 165,000.00	Sought funds to support build-out of black-box theatre and other extraordinary construction expenses..	Project Complete; Ribbon-cutting held 10/23/2014	3Q2013
Peckish Pig (623 Howard St.)	Closed -- Project Complete	2/27/2013	3/18/2013	\$ 200,000.00	Build-out funds for City-owned property in support of creation of restaurant at 623 Howard Street.	Peckish opened 3/13/14	1Q2014

Loan Status	Borrower		Date Loan Funded	Original Loan Amount	Monthly Payment	Total Amount Paid			Balance in Arrears	Remaining Balance to be Paid [1]	Date Loan Terminates
	Name	Address				Principal	Interest	Total			
OPEN	Corrado Cutlery	1634 Payne St.	1.25.12	\$ 31,500.00	\$ 437.50	\$ 14,875.00	\$ -	\$ 14,875.00	\$ -	\$ 16,625.00	4.1.15
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 362,650.00	\$ 2,000.00	\$ 52,472.01	\$ -	\$ 52,472.01	\$ -	\$ 314,650.00	NA
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 130,000.00	\$ 1,316.19	\$ 23,843.96	\$ 10,376.98	\$ 34,220.94	\$ -	\$ 106,156.04	12.1.22
	Evanston North Shore Contractor's Cooperative	1817 Church	8.14.12	\$ 200,000.00	\$ 1,028.26						1.5.20
OPEN	Chicken & Waffles	2424 Dempster St.	10.1.12	\$ 200,000.00	\$ 1,404.17	\$ 6,604.28	\$ 18,015.00	\$ 24,619.28	\$ -	\$ 206,689.03	10.1.32
OPEN	Peckish Pig (Building)	623 Howard St.	3.18.13	\$ 675,000.00	\$ 5,500.00	\$ 27,500.00	\$ -	\$ 27,500.00	\$ -	\$ 647,500.00	NA
OPEN	Curt's Café	2922 Central St.	5.11.14	\$ 15,000.00	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	4.11.17
OPEN	FEW Spirits	918 Chicago Ave.	6.27.14	\$ 250,000.00	\$ 2,775.51	\$ 9,268.24	\$ 7,384.82	\$ 16,753.06	\$ -	\$ 240,731.76	8.30.24
OPEN	Davis Transportation	1040 Wesley Ave.	10.1.14	\$ 140,000.00	\$ 3,287.90	\$ 943.95	\$ 700.00	\$ 1,643.95	\$ (4,931.85)	\$ 139,056.05	12.31.18
OPEN	Peckish Pig (Patio Work)	623 Howard St.	8.27.14	\$ 18,412.00	NA	\$ 14,000.00	\$ 888.26	\$ 14,888.26	\$ (5,300.49)	\$ 4,412.00	NA

[1] Total reflects only principal.

Last Update 2/23/2015



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: March 6, 2015

There were not applications for Food Service Establishments 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: March 6, 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
1	Blaze Pizza	1737 Sherman Ave	D	Restaurant, Alcoholic Liquor	11am – 10pm Mon-Thu; 11 am – 11 pm Fri-Sat; 11am – 9 pm Sunday	01/21/15	Pending City Council Approval
1	The Woman's Club of Evanston	1702 Chicago Avenue	S-1	Evanston Non-Profit, Alcoholic Liquor	TBD	01/23/15	Pending City Council Approval
5	Feast & Imbibe Events	1601 Simpson Street #3	T	Catering, Beer/Wine	10am – 1:00am; Sun-Sat	01/08/15	Pending City Council Approval

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 MARCH 6, 2015

Park Ridge Mayor David Schmidt Passes Away

On Wednesday, Park Ridge Mayor David Schmidt passed away due to a sudden illness. The membership and staff of the Northwest Municipal Conference express our deepest sympathies to the Schmidt family and the City of Park Ridge on the loss of Mayor Schmidt. The city has announced arrangements as follows: Visitation will be held on Sunday, March 8 from 2:00 p.m. to 8:00 p.m. at Cumberland Chapels, 8300 W. Lawrence Avenue in Norridge. The funeral will be held on Monday, March 9. Friel Funeral Directors is in charge of arrangements. Please visit www.cumberlandchapels.com for additional information. *Staff contact: Mark Fowler*

Reminder - Bock Award Applications Due March 13!

Applications are still being accepted for the 2015 Irwin A. Bock Award, which recognizes environmentally friendly projects and programs implemented in the past year by NWMC members. The revised application emphasizes a project or program's development and its quantitative and qualitative outcomes. Infrastructure projects as well as municipal programs, policies or ordinances will be considered. The application can be found by visiting <http://www.nwmc-cog.org/Products-and-Services/Best-Practices.aspx>.

Please submit your application(s) to Mike Walczak, mwalczak@nwmc-cog.org by Friday, March 13. The Environmental Best Practices Committee will determine the award recipient or recipients. The award will be presented at the NWMC Annual Banquet in June. *Staff contact: Mike Walczak*

Time to Nominate NWMC Officers for FY15-16

On February 27, staff emailed the FY 2015-2016 NWMC Officer Nomination forms to the membership. Nominations for NWMC President, Vice-President, Secretary and Treasurer are to be submitted to Mark Fowler at mfowler@nwmc-cog.org no later than **Friday, March 13**. The Nominating Committee is comprised of the following individuals who will review nominations for FY2015-2016:

Current NWMC President:	Mayor Elizabeth Tisdahl, Evanston
Prior Year NWMC President:	President Sandra Frum, Northbrook
At-Large:	Mayor William McLeod, Hoffman Estates
At-Large:	Supervisor Jill Brickman, Northfield
At-Large:	Mayor Matthew Bogusz, Des Plaines

The Nomination Committee will present its recommended slate of officers at the April 8 NWMC Membership Meeting. According to the NWMC By-laws, other nominations may be made at the April membership meeting or by mail if received prior to that meeting date. Election shall be by a majority of those present and voting at the May 13 membership meeting. Officers will be sworn in at the NWMC Annual Banquet on June 24. *Staff contacts: Mark Fowler, Larry Bury*

Sign Up Today for March 17-19 NWMC Legislative Days

In less than two weeks, NWMC members will travel to Springfield to take part in our annual Legislative Days. The event will kick off with a legislative briefing at 2:00 p.m. on Tuesday, March 17, with committee hearings and our informal dinner with our legislators to round out the day. Wednesday and Thursday will be filled with participation in committee hearings, meetings with legislative leaders and other lobbying activities.

Given the impact of the Governor's proposed budget cuts and other pending legislation that impacts local governments, your attendance this year is more crucial than ever. Please RSVP your attendance to Marina Durso at mdurso@nwmc-cog.org as soon as possible. Also, please secure your hotel accommodations quickly for these dates. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

Register Today for the May 12 NWMC Surplus Vehicle and Equipment Auction

The spring NWMC surplus vehicle and equipment auction will be held Tuesday, May 12, 1:00 p.m. at America's Auto Auction Chicago, 14001 S. Karlov Avenue in Crestwood. America's Auto Auction sent their Welcome Letter and Information Sheet to our members today and we have included it with a link on our website, <http://www.nwmc-cog.org/Products-and-Services/Auction/NWMC-Americas-Auto-Auction-Registration-Packet-03.aspx>. All they need to register your agency as a customer is the name, address and contact information to build each account. For additional information or questions, please contact staff or Greg Moe, 630-247-0044 or Greg.moe@americasautoauction.com. *Staff contact: Ellen Dayan*

Conference Renews EAP Contract

On Tuesday, the Conference renewed its contact with Bensinger, DuPont & Associates (BDA) to administer the NWMC Employee Assistance Program (EAP). Under the program, BDA 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 program is \$25.00 per employee per year and the contract term is May 1, 2015 through April 30, 2016.

Enrollment forms will be sent to the membership on April 1. 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*

GM Agrees to Price Rollover on the SPC 2015 Caprice Police Car

The Suburban Purchasing Cooperative (SPC) is pleased to report that General Motors has agreed to allow the SPC to sell the 2015 Chevrolet Caprice Patrol Car (Contract #138) at \$25,916.50, which is the same price as the 2014 model year. The contract with Currie Motors Chevrolet remains in effect through September 16, 2015. For questions or additional information, please contact staff or Tom Sullivan, 815-464-9200 or CurrieFleet@gmail.com. *Staff contact: Ellen Dayan*

SPC Extends Truck Equipment Contract with No Price Increase!

The SPC Governing Board has approved the first of three possible, one-year contract extensions on SPC Truck Equipment (Contract #141) with Auto Truck Group of *Bartlett*. The contract runs from March 20, 2015 through March 19, 2016 and contains no price increases on the following items:

9'	Standard Heavy Duty Platform:	\$2,487.00
12'	Standard Heavy Duty Platform:	\$2,645.00
9'	Dump Body:	\$6,010.00
11'	Dump Body:	\$6,715.00
9'	Dual Rear Wheel Service Body:	\$5,616.00
11'	Dual Rear Wheel Service Body:	\$6,846.00
9'	Plow Blade with Snow Deflector:	\$4,949.00

The SPC reserves the right to extend this contract for up to two (2) additional one-year terms upon mutual agreement of the both the vendor and the SPC on a negotiated basis. For questions or additional information, please contact staff or Brett Wise, 630-860-5600 (office), 224-567-1493 (cell) or bwise@autotruck.com. *Staff contact: Ellen Dayan*

Mayors Caucus Confirms March 13 Quarterly Meeting Site

The Metropolitan Mayors Caucus will host its next quarterly meeting on Friday, March 13 at the Union League Club of Chicago, 65 W. Jackson Boulevard in Chicago. If you have not yet registered, please

RSVP to Dave Bennett, dbennett@mayorscaucus.org by Wednesday, March 11. *Staff contact: Mark Fowler*

May 1 Deadline Approaching for MWRD Existing Development Plans List

The Metropolitan Water Reclamation District of Greater Chicago's (MWRD) Watershed Management Ordinance (WMO) allowed the District to compile an Existing Development Plans List for proposed developments that had received preliminary approval from a municipality. This list was completed last year when the WMO went into effect on May 1, 2014. All developments included on the list are subject to the Legacy Sewer Permit Ordinance.

A complete permit application for each development on the list must be submitted by May 1, 2015. Projects that require a Sewerage System Permit must complete construction within the three year time period as allowed under the conditions of the approved permit. Permit applications submitted after the May 1, 2015 expiration date must follow the requirements of the WMO. For more information and to review your community's existing development plans list, please visit www.mwrdd.org/irj/portal/anonymous/managementordinance *Contact: Chris Staron*

Combining Design-Related Commissions: Streamlining or Surrendering?

The American Planning Association – Chicago Metro Section (APA-CMS), in conjunction with the Chaddick Institute's Municipal Design Review Network (MDRN) has announced its 4th annual joint workshop on Combining Design-Related Commissions. This workshop will explore unique perspectives of planners who have recently undergone the process, as well as those who work in communities that have opted to keep commissions separated. Below please find the details on the event:

When: Thursday, March 12, 2015; 9:00 a.m. to 11:00 a.m.
Where: DePaul O'Hare Campus
8770 W. Bryn Mawr Ave, Suite 100
Chicago IL 60631
<http://suburbancampuses.depaul.edu/OHare/CampusInformation/directions.html>
Cost: \$15 paid at the door (\$5 for students)
Checks payable to APA-CMS
RSVP: To RSVP, please email cms@ilapa.org by March 9th
CM Credits: Two (2.00) AICP CM credits pending

Highland Park City Planner Andy Cross and Libertyville Director of Community Development John Spoden will serve as speakers. For complete event details or program questions, please contact the CMS Board at cms@ilapa.org. *Staff contact: Marina Durso*

Meetings and Events

NWMC Finance Committee will meet on Wednesday, March 11 at noon at the NWMC offices in *Des Plaines*

NWMC Full Board Meeting will be held on Wednesday, March 11, at 7:00 p.m. at Oakton Community College, Room 1604 in *Des Plaines*

NWMC Legislative Committee will meet on Wednesday, March 18, at 8:30 a.m. via teleconference from Springfield.