

Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, May 2, 2014

STAFF REPORTS BY DEPARTMENT



Weekly Report for April 25, 2014 – May 1, 2014

Administrative Services

Weekly Bids Advertised
Financial Report - March

City Manager's Office

Master Council Meeting Agenda Schedule

Community Development

Zoning Report
April Report

Health Department

West Nile Virus

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

May 5, 2014

Rules Committee

Human Services Committee

www.cityofevanston.org/humanservices

May 6, 2014

Arts Council's Arts & Business Committee

Zoning Board of Appeals

May 7, 2014

Site Plan & Appearance Review Committee

May 8, 2014

City-School Liaison Committee – CANCELLED

Arts Council's Community Relations Committee

Environment Board

Mental Health Board

Sign Review and Appeals Board - CANCELLED

May 9, 2014

Utilities Commission



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of April 25, 2014 through May 1, 2014.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	3006	2640
SERVICE REQUESTS	627	563
TOTAL CHATS	67	69
TOTAL TEXT	2	1

Top 5 Service Requests

Total

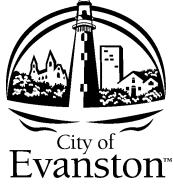
Most requested service requests (Source: PublicStuff - Open/Closed)

- | | |
|---------------------------------------|----|
| 1. Building Permit Inspection Request | 90 |
| 2. Broken Parking Meter | 56 |
| 3. Notice of Violation (Internal) | 45 |
| 4. Trash – Special Pick-up | 25 |
| 5. Trash – Missed Garbage Pick-up | 23 |

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	54
Administrative Services -HR	95
Administrative Services - Other	280
Call Transfer	129
City Manager's Office	49
ComDev / Economic Development	18
ComDev/ Bldg Inspections	231
ComDev / Housing Rehab	5
ComDev / Planning/Zoning	23
Directions	15
Evanston Township	27
Fire Life Safety	19
PublicStuff Request	104
Health	75
Information	616
Law	5
Library	2
Mayor's Office	6
Other	152
Other – Social Services	3
Parks – Maintenance	3
Parks – Programs/Picnics/Permits	3
Parks – Other	10
Parks/Recreation	37
Parks – Forestry	21
Parks- Recreation Programs	55
Police	100
Public Works / Fleet	2
Public Works / Street Sanitation	136
Public Works / Engineering	52
Utilities – Power	10
Utilities – Sewer	6
Utilities – Water	321
TOTAL	3006



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer
Tammi Turner, Purchasing Manager

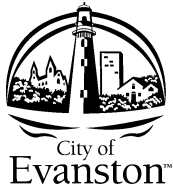
Subject: Bids/RFPs/RFQs Advertised during the Week of April 28, 2014

Date: May 2, 2014

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 28, 2014

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
RFP 14-24 Armored Car and Related Services	Admin Services	Seeking proposals from experienced armored car firms to provide services for collecting cash, coins, checks and monthly purchase of change (dollar bills and coins) from various City buildings.	\$83,000	Jun 10	Jul 14
Bid 14-33 Water Meter Contract Purchase	Utilities	This contract is for the supply of materials such as fire hydrants and brass fittings and materials to be used in the maintenance of the drinking water distribution system.	\$25,000	May 27	Jun 9



Memorandum

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

From: Ashley Porta, Management Analyst
 Hitesh Desai, Accounting Manager

Subject: March 2014 Monthly Financial Report

Date: April 30, 2014

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

City of Evanston Fund Financial Performance Summary As of March 31, 2014

Fund Name	Fund #	YTD	YTD	YTD	3/31/2014	3/31/2014
		3/31/2014	3/31/2014	3/31/2014	Unreserved	Cash
		Revenue	Expenses	Net	Fund Balance	Balance*
General	100	\$ 24,022,234	\$ 19,891,628	\$ 4,130,606	\$ 21,217,044	\$ 10,059,258
Neighborhood Stabilization	195	909,978	365,645	544,333	508,730	511,709
Motor Fuel	200	501,906	208,185	293,721	1,606,289	1,768,685
Emergency 911	205	343,163	156,598	186,565	1,327,811	1,141,998
SSA#4	210	183,388	80,000	103,388	(67,380)	(76,814)
CDBG	215	244,706	270,216	(25,510)	(246,694)	(187,433)
CDBG Loan	220	13,813	14,050	(237)	2,275,809	114,593
Economic Development	225	484,171	249,111	235,060	3,319,767	3,162,425
Neighborhood Improvement	235	-	-	-	149,915	149,915
Home	240	28,921	122,590	(93,669)	3,328,953	(83,496)
Affordable Housing	250	44,613	3,497	41,116	2,518,426	779,501
Washington National TIF	300	2,386,065	901,897	1,484,168	6,583,845	6,177,364
SSA#5	305	247,889	-	247,889	689,927	661,467
SW II TIF (Howard Hartrey)	310	625,406	37,586	587,820	3,929,234	3,929,235
Southwest TIF	315	261,359	7,375	253,984	587,058	587,059
Debt Service	320	6,334,777	357,363	5,977,414	9,334,196	7,814,506
Howard Ridge TIF	330	262,825	347,954	(85,129)	582,872	291,837
West Evanston TIF	335	31	16,742	(16,711)	526,403	520,928
Dempster-Dodge TIF	340	-	-	-	-	-
Capital Improvement	415	916,374	675,852	240,522	5,829,126	7,088,350
Special Assessment	420	81,667	42,462	39,205	2,111,298	2,107,273
Parking	505	2,216,147	1,247,744	968,403	14,256,224	14,237,696
Water	510-513	3,888,904	3,165,205	723,699	9,367,958	9,003,627
Sewer	515	4,051,356	3,178,504	872,852	4,916,655	3,200,355
Solid Waste	520	1,181,606	1,007,376	174,230	(918,921)	(1,475,741)
Fleet	600	793,075	823,592	(30,517)	78,926	(416,498)
Equipment Replacement	601	384,544	325,978	58,566	1,604,894	793,044
Insurance	605	4,253,676	4,575,499	(321,823)	(6,987,734)	815,406
Library	185	2,358,963	1,251,177	388,105	1,964,141	1,324,269
Library Debt Fund	186	388,105	-	388,105	388,105	388,105
Total**		\$ 57,021,557	\$ 39,323,826	\$ 16,978,050	\$ 90,394,772	\$ 74,388,623

*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, 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 March 31, 2014, the General Fund is reporting a surplus of \$4,130,606. However, due to the timing of payroll, the City will have 3 pay dates in December 2014 (December 4, 18 and 31), which will reduce this surplus. Staff will continue to report on the actual expenses incurred each month along with this anticipated higher expense in December 2014.

Through March 31, 2014, the Special Service Area (SSA) #4 Fund is showing a negative cash balance of \$76,814.

Through March 31, 2014, the Community Development Block Grant (CDBG) Fund is showing a negative fund balance of \$246,694 and a negative cash balance of \$187,433.

Through March 31, 2014, the Economic Development Fund is showing a fund balance of \$3,319,767 and a cash balance of \$3,162,425. These balances include approximately \$1 million of revenue associated with the Gigabit Challenge.

Through March 31, 2014, the Solid Waste Fund is showing a negative fund balance of \$918,921 and a negative cash balance of \$1,475,741.

Through March 31, 2014, the Fleet Fund is showing a negative cash balance of \$416,498.

Through March 31, 2014, the HOME fund is showing a negative cash balance of \$83,496; however, on April 10, 2014, the City received \$80,697 from HUD which will greatly help this fund.

Through March 31, 2014, the Insurance Fund is showing a negative fund balance of \$6,987,734. 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. Please note, the City's annual liability and property insurance payments, totaling \$594,443, were paid in January, which further reduced the fund balance of the Insurance Fund. These payments will gradually be reimbursed through FY 2014 from interfund transfers to the Insurance Fund. Staff will continue to monitor the Insurance Fund and provide regular updates to the City Council in the future.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: aporta@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 March 31, 2014 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



Martin Lyons, Treasurer

City of Evanston
 Report of Budget-to-Actual Revenues and Expenditures
 As of March 31, 2014
 (Target is 25% 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	\$	6,502,014	53.0%	\$	-	\$	-		\$	-	\$	-	\$	-										
Sales Tax		15,790,000		3,464,157	21.9%		-		-		-	-		-		-										
State Income Tax		7,076,170		1,612,108	22.8%		-		-		-	-		-		-										
Utility Tax		8,220,000		2,342,562	28.5%		-		-		-	-		-		-										
Real Estate Transfer Tax		2,875,000		391,820	13.6%		-		-		-	-		-		-										
Liquor Tax		2,375,000		752,775	31.7%		-		-		-	-		-		-										
Other Taxes		5,940,053		1,140,872	19.2%		-		-		-	-		-		-										
Licenses, Permits, Fees		12,622,280		2,838,103	22.5%		-		-		-	-		-		-										
Charges for Services		7,936,754		1,733,147	21.8%		6,434,293		1,484,823	23.1%		13,913,400		3,841,163	27.6%		12,922,700		3,191,003	24.7%		3,889,033		917,614	23.6%	
Intergovernmental Revenues		721,272		160,699	22.3%		-		-		-	-		-		-		-		-		25,000		-	0.0%	
Interfund Transfers		7,742,893		1,970,148	25.4%		2,925,296		731,324	25.0%		-		-		-		-		-		1,055,967		263,992	25.0%	
Other Non-Tax Revenue		5,614,490		1,113,829	19.8%		2,034,004		-	0.0%		6,413,816		47,741	0.7%		2,191,000		860,353	39.3%		-		-		
Total Revenues	\$	89,185,298	\$	24,022,234	26.9%	\$	11,393,593	\$	2,216,147	19.5%	\$	20,327,216	\$	3,888,904	19.1%	\$	15,113,700	\$	4,051,356	26.8%	\$	4,970,000	\$	1,181,606	23.8%	
Expenditures																										
Legislative	\$	677,621	\$	154,227	22.8%	\$	-	\$	-		\$	-	\$	-		\$	-	\$	-		\$	-	\$	-		-
City Administration		1,941,115		368,573	19.0%		-		-		-	-		-		-		-		-		-		-		-
Law Department		1,045,232		215,211	20.6%		-		-		-	-		-		-		-		-		-		-		-
Administrative Services Department		8,826,606		1,579,645	17.9%		-		-		-	-		-		-		-		-		-		-		-
Community Development		2,652,887		544,944	20.5%		-		-		-	-		-		-		-		-		-		-		-
Police Department		26,876,444		6,290,616	23.4%		-		-		-	-		-		-		-		-		-		-		-
Fire & Life Safety Services		14,072,488		3,456,619	24.6%		-		-		-	-		-		-		-		-		-		-		-
Health Department		3,009,286		498,614	16.6%		-		-		-	-		-		-		-		-		-		-		-
Public Works - Operating		17,884,613		4,432,284	24.8%		10,714,333		1,247,744	11.6%		-		-		-		-		-		5,309,082		1,007,376	19.0%	
Public Works - Capital Outlay		-		-			5,180,000		-	0.0%		-		-		-		-		-		-		-		-
Parks, Recreation & Comm. Services		10,483,281		1,964,520	18.7%		-		-		-	-		-		-		-		-		-		-		-
Capital Improvement Transfer		936,500		234,125	25.0%		-		-		-	-		-		-		-		-		-		-		-
Transfer to Debt Service Fund		609,000		152,250	25.0%		-		-		-	-		-		-		-		-		-		-		-
Utilities - Operating		-		-			-		-		13,451,635		2,702,251	20.1%		13,006,620		3,130,316	24.1%		-		-		-	
Utilities - Capital Outlay		-		-			-		-		10,538,100		462,954	4.4%		3,272,500		48,188	1.5%		-		-		-	
Total Expenditures	\$	89,015,073	\$	19,891,628	22.3%	\$	15,894,333	\$	1,247,744	7.9%	\$	23,989,735	\$	3,165,205	13.2%	\$	16,279,120	\$	3,178,504	19.5%	\$	5,309,082	\$	1,007,376	19.0%	

Evanston City Council Agenda Schedule - 2014

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

2014 Meeting Dates: Jan 13, Jan 21 (Tues), Jan 27, Feb 10, Feb 17, Feb 24, Mar 10, Mar 17, Mar 24, Apr 8 (Tues), Apr 28

May 12, May 19, May 27 (Tues), June 9, June 16, June 23, July 14, July 21, July 28, Aug 11, Sept 8, Sept 15, Sept 22

Oct 13, Oct 20, Oct 27, Nov 10, Nov 17, Nov 24, Dec 8

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

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Admin Services	5/5/2014	Exec Session after Rules	B	CC	Lyons	Personnel
Police	5/12/2014	National Police Week (May11-17)	PR	CC	Mayor	National Police Officers Memorial Day: May 15
CD	5/12/2014	National Preservation Month	PR	CC	Mayor	
Admin Services	5/12/2014	CAFR Award	A	CC	Lyons	
Admin Services	5/12/2014	Appointment of Deputy Treasurer	P	CC	Lyons	
Police	5/12/2014	Renewal of CADS Agreement with SunGard Public Sector for E9-1-1	B	APW	Eddington	
Public Works	5/12/2014	Salt Dome	B	APW	Robinson	
Public Works	5/12/2014	Material Testing Contract	B	APW	Robinson	
Public Works	5/12/2014	Harley Davidson Lease	B	APW	Robinson	
Public Works	5/12/2014	Otis Elevators Renewal	B	APW	Robinson	
Public Works	5/12/2014	Parks Grant	B	APW	Robinson	
Utilities	5/12/2014	MWRD Sewer Agreement	B	APW	Stoneback	
Admin Services	5/12/2014	AFSCME Contract	B	APW	Lyons	
Admin Services	5/12/2014	FOP Contract	B	APW	Lyons	
City Manager	5/12/2014	911 Resolution	R	APW	Bobkiewicz	
Police	5/12/2014	25-R-14 IGA Law Enforcement Mutual Aid Agreement & Alarm System	R	APW	Eddington	
Police	5/12/2014	26-R-14 Emergency equipment MOU with the Cook County Dept of Homeland Security and Emergency Management	R	APW	Eddington	
Admin Services	5/12/2014	TIF surplus or agreement	R	CC	Lyons	
Law	5/12/2014	Ord 42-O-14, Amending Class P-1 Liquor License & Ord 49-O-14, Increasing the Number of Class P-1 Liquor Licenses for Common Culture Beer	O	APW	Farrar	Introduction; Held in committee 4.8.14
Law	5/12/2014	Ord 23-O-14, Regulating Collection Boxes	O	APW	Farrar	Introduction
Public Works	5/12/2014	Ord 29-O-14 Sale of Vehicle	O	CC	Robinson	Action: Introduced 2.24.14
CD	5/12/2014	2114 Jackson Ave: special use for Commercial Indoor Recreation	O	PD	Muenzer	Introduction
CD	5/12/2014	Zoning Ordinance Text Amendment – Micro-breweries	O	PD	Muenzer	Introduction
CD	5/12/2014	Zoning Ordinance Text Amendment – Aquaponics	O	PD	Muenzer	Introduction
CD	5/12/2014	Ord 32-O-14: 835 Chicago Ave	O	CC	Muenzer	Action: Introduced 3.24.14
CMO	5/12/2014	Town Bills (Apr 2014)	B	HS	Bobkiewicz	
Health	5/12/2014	Code Amendments for Property Maintenance	O	HS	Thomas-Smith	Introduction

5/2/2014 1:26 PM

Evanston City Council Agenda Schedule - 2014

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CD	5/12/2014	Grant for Homeless Management Information Systems (HMIS)	B	HS	Muenzer	
PRCS	5/12/2014	Evanston Children Choir: Noyes Agreement	R	HS	McRae	
CMO	5/12/2014	Res 16-R-14 Funding for E911	R	Rules	Bobkiewicz	
CMO	5/12/2014	Res 34-R-14 Extension of IL State Income Tax Rate	R	Rules	Bobkiewicz	
CMO	5/12/2014	Howard Street Police Substation	B	EDC	Bobkiewicz	
CMO	5/12/2014	Custer Fair	B	EDC	Bobkiewicz	
Public Works	5/19/2014	National Public Works Week (May 18-24) - Snow Recognition	PR	CC	Robinson	Third Monday
Public Works	5/19/2014	Governing Magazine Award: 100 Best Fleets in North America	A	CC	Robinson	
Public Works	5/19/2014	Tree City USA Award	A	CC	Robinson	
Public Works	5/19/2014	I "heart" Evanston Trees II Fundraising	A	CC	Robinson	
City Manager	5/19/2014	ECAP Revised	P	CC	Bobkiewicz	
PRCS	5/19/2014	Cradle to Career Discussion/Presentation	P	CC	McRae	Discussion
Admins Services	5/19/2014	Continuation: CIP	D	CC	Lyons	
Admins Services	5/19/2014	M/W/EBE Committee	P	CC	Lyons	
CD	5/27/2014	2014 Preservation & Design Awards	A	CC	Muenzer	Tuesday
Admin Services	5/27/2014	Discussion of City Financial Policies and Procedures	P	CC	Lyons	
Admin Services	5/27/2014	IPBC Presentation	P	CC	Lyons	
Admin Services	5/27/2014	FY2014 1st Quarter Financial Report	P	CC	Lyons	
Public Works	5/27/2014	Street Resurfacing - CIP	B	APW	Robinson	
CD	5/27/2014	711 Emerson parking Variance	O	PD	Muenzer	Introduction
CMO	5/27/2014	Res 12-R-14: Autobarn Sales Tax Sharing	R	EDC	Bobkiewicz	Held at Council Apr 8
Admin Services	6/2/2014	Exec Session after Rules	B	CC	Lyons/Gustafson	Workers Comp
Utilities	6/9/2014	Sewer System Modeling Services	B	APW	Stoneback	
Utilities	6/9/2014	Fire Hydrant Painting	B	APW	Stoneback	
Utilities	6/9/2014	Water Meter Purchase	B	APW	Stoneback	
Public Works	6/9/2014	50/50 Sidewalk Contract	B	APW	Robinson	
Public Works	6/9/2014	SNAP Lighting	B	APW	Robinson	
Public Works	6/9/2014	Vehicle Purchase	B	APW	Robinson	
Public Works	6/9/2014	BAS Contract - 8 City buildings	B	APW	Robinson	
PRCS	6/9/2014	Piven	B	HS	McRae	

Evanston City Council Agenda Schedule - 2014

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CD	tba	Neighborhood Gardens Spc Use	O	PD		
Public Works	tba	Ecology Center Greenhouse	B	APW	Robinson	
Law	3/24/2014	Title 9 City Code Amendments	O		Farrar	(Introduced 1.27.14)



Memorandum

To: Honorable Mayor and Aldermen

From: Melissa Klotz, Interim Zoning Administrator, Planning & Zoning Division

Subject: Weekly Zoning Report

Date: May 2, 2014

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 847/448-8153 or mklotz@cityofevanston.org if you have any questions or need additional information.

Zoning Weekly Update

Cases Received and Pending, April 25 - May 1, 2014

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1611 Chicago Avenue	Building Permit	Rebuild two marquee structures at North Shore Hotel.	03/20/14	pending SPAARC
1	1611-1619 Chicago Avenue	Building Permit	8 story addition to North Shore Residence (Planned Development)	03/06/14	pending SPAARC
1	1856 Sherman Avenue	Building Permit	Re-surface, re-stripe existing parking lot (Sherman Ave. Gardens).	04/23/14	pending staff review
2	1217 Dewey Avenue	Building Permit	Construct 2nd story addition with deck at SFR.	05/01/14	compliant
2	1580 Dewey Avenue	Building Permit	Construct 2-story addition at SFR.	04/29/14	compliant
2	1840 Oak Avenue	Zoning Analysis	Reduce required off-street parking requirement for existing office building	05/02/14	pending staff review
2	2323 Lake Street	Building Permit	Construct 2nd story addition at SFR.	05/01/14	compliant
2	914 Brown Avenue	Building Permit	Construct 2-car detached garage at SFR.	04/30/14	compliant
3	1040 Michigan Avenue	Building Permit	Construct 1-story addition at SFR	05/01/14	compliant
3	1427 Hinman Avenue	Building Permit	Install roof-top solar heating panels at SFR.	05/01/14	compliant
3	1433 Hinman Avenue	Building Permit	Install roof-top solar heating panels at SFR.	05/01/14	compliant
3	419 Greenwood Street	Building Permit	Construct 1-car detached garage addition	05/01/14	compliant
4	1239 Oak Avenue	Building Permit	Interior remodeling at SFR.	04/29/14	compliant
4	1571 Maple Avenue	Zoning Analysis	Construct 12-story, 106 DU, mixed use building (Planned Development)	04/24/14	pending staff review
4	931 Sherman Avenue	Building Permit	Install roof-top solar heating panels at SFR.	05/01/14	compliant
5	1000 Foster Street	Zoning Analysis	Demolish existing and construct 3-story mixed-use commercial & 2 DUs.	03/21/14	pending additional info from applicant
5	1019 Simpson Street	Zoning Analysis	Demolish SFR and construct 4 DU structure with temporary coach house	04/07/14	pending staff review
6	2336 Cowper Avenue	Building Permit	Construct 2-car detached garage at SFR.	04/30/14	non-compliant
6	2533 Lawndale Avenue	Building Permit	Construct 2-car detached garage at SFR.	04/29/14	compliant
6	2603 Hartzell Street	Building Permit	Construct 2-story addition at SFR.	05/01/14	compliant
6	2710 Isabella Street	Building Permit	Construct 2-story addition at SFR.	05/01/14	compliant
6	2723 Thayer Street	Building Permit	Construct 2-story SFR with 2-car detached garage.	04/24/14	pending staff review
6	2814 Harrison Street	Building Permit	Install roof-top solar heating panels at SFR.	05/01/14	compliant

6	2921 Simpson Street	Building Permit	Construct 2 1/2 story SFR on vacant lot.	05/02/14	pending staff review
6	3017 Hartzell Street	Building Permit	Interior remodeling, construct rear porch addition at SFR.	05/01/14	compliant
7	2216 Payne Street	Building Permit	Construct 2-story SFR with 2-car detached garage (revisions).	04/29/14	compliant
7	735 Central Street	Building Permit	Construct 2-car detached garage at SFR.	04/29/14	compliant
8	2209 Howard Street	Building Permit	Re-surface, re-stripe existing parking lot (Target)	04/29/14	SPAARC 5/14/14
8	2400 Oakton Street	Zoning Analysis	Construct indoor commercial recreation sports dome (revisions).	04/24/14	pending staff review
8	320 Sherman Avenue	Zoning Analysis	Construct 2-story SFR on vacant lot.	05/02/14	pending staff review
8	324 Sherman Avenue	Zoning Analysis	Construct 2-story SFR on vacant lot.	05/02/14	pending staff review
8	733 Mulford Street	Building Permit	Construct handicap lift in rear yard at SFR.	04/23/14	pending staff review
8	735 Mulford Street	Zoning Analysis	Construct 2-story SFR on vacant lot.	05/02/14	pending staff review
9	1126 Main Street	Building Permit	Install roof-top solar heating panels at SFR.	05/01/14	compliant
9	1424 Seward Street	Building Permit	Interior remodeling at SFR.	04/30/14	compliant
	20 properties	Building Permit	Fences	04/25/14 - 05/01/14	

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
2	1627 Greenwood Street	Minor Variance	Install 4'h wood fence in street side yard (corner lot)	4/24/2014	pending staff review
2	1825 Greenwood Street/ 1409 Dodge Avenue	Map Amendment	Rezone from I2 to R4 to convert to 3 dwelling units	03/12/14	ZC 05/21/14
2	2113 Maple Avenue	Minor Variance	Interior side yard setback to construct 2nd story addition.	5/2/2014	pending staff review
3	100 Dempster Street	Minor Variance	front yard and rear yard setback to construct two 1-story additions.	4/17/2014	determination after 05/12/14
3	1040 Michigan Avenue	Minor Variance	Interior side yard setback to construct 1-story addition at SFR	03/25/14	determination after 04/11/14
3	635 Chicago Avenue #7	Special Use	Type 2 Restaurant (YoFresh Yogurt Café)	04/01/14	ZBA 05/06/14
3	699 Sheridan Road	Minor Variance	Setback to install a/c condensing unit	04/10/14	determination after 04/26/14
3	835 Chicago Avenue	Planned Development	9 story mixed use retail, office and residential tower	12/30/13	P&D 05/12/14
3	910 Hinman Avenue	Major Variance	Building lot coverage, impervious surface, and open parking for 7 DUs	04/07/14	ZBA 05/20/14
4	1314 Wilder Street	Minor Variance	Front yard setback to construct second story addition.	04/03/14	pending staff review
5	1712 Chancellor Street	Minor Variance	Building lot coverage & impervious surface to construct 1-story addition.	5/2/2014	pending staff review
5	1910 Wesley Avenue	Major Variance	Impervious surface ratio and front yard setback for 1-car attached garage	03/28/14	ZBA 05/06/14
5	2114 Jackson Avenue	Special Use	Commercial Indoor Recreation (Precision Multisport)	03/26/14	ZBA 05/06/14 & P&D 05/12/14
7	1402 Fowler Avenue	Minor Variance	Install 4'h wood fence in street side yard of corner lot	5/2/2014	pending staff review
7	1906 Grant Street	Minor Variance	Building lot coverage to construct a 2-car detached garage	04/03/14	determination after 04/23/14
7	2149 Pioneer Road	Minor Variance	interior side yard setback to construct second story addition.	4/3/2014	determination after 04/16/14
7	2759 Garrison Avenue	Minor Variance	interior side yard setback to construct second story addition.	4/14/2014	determination after 04/26/14
9	802 Florence Avenue	Major Variance	Minimum lot size, rear yard setbacks and required parking for lot subdivision	04/02/14	ZBA 05/06/14
9	903 Monroe Street	Minor Variance	Install 4'h wood fence in street side yard	04/10/14	determination after 04/27/14



Memorandum

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

From: Mark Muenzer, Director of Community Development
Jeff Murphy, Manager, Building and Inspection Services Division

Subject: April, 2014 Community Development Department Report

Date: May 2, 2014

Please find attached the Community Development Department report for the month of April. It is organized to include both divisions of the department and reports those activities, meetings and actions that have occurred in April, 2014 as well as activities and meetings that are scheduled at this date for May, 2014. 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 us.

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 – MAY, 2014 UPCOMING MEETINGS/ACTIVITIES

<p>Zoning Board of Appeals</p>	<p>May 6, 2014, 7:00 PM: 2114 Jackson Avenue: Special use permit for Commercial Indoor Recreation, <i>Precision Multisport</i>, in the MXE District. 1910 Wesley Avenue: Variances for a 12’ front yard setback and 71% impervious surface coverage where a maximum 60% is allowed for an attached one-car garage. 635 Chicago Avenue: Special use permit for a Type 2 Restaurant, <i>YoFresh Yogurt Café</i>, in the C1a District. 802 Florence Avenue: Variances to subdivide one lot of record that is legal-nonconforming with three dwelling units into two lots of record. Lot 1 variances: 4,000 square foot lot size where the minimum lot size for single family residence lots is 5,000 square feet; 19.3’ rear yard setback for the existing single family home; 3.5’ north interior side yard setback for detached garage where 5’ is required. Lot 2 variances: 4,900 square foot lot size where the minimum lot size for two-family residence lots is 7,000 square feet; 15’ rear yard setback for the existing two-family residence; zero parking spaces where 3 parking spaces are required.</p> <p>May 20, 2014, 7:00 PM: 910 Hinman Avenue: Variances to construct a 4-story, 7-dwelling unit multifamily residence with 62.2% building lot coverage where a maximum 45% is allowed, 78% impervious surface coverage where a maximum 60% is allowed, four open parking spaces that are not within 30’ of the rear property line where open parking must be within 30’ of the rear property line.</p>
<p>Plan Commission</p>	<p>May 14, 2014 7:00 PM Main Street Transit Oriented Development (TOD) Study-Recommendation for adoption. In February, 2013, the City entered into an agreement with Parsons Brinckerhoff to create a new vision for the Main St. Metra and CTA Stations and to enhance the multi-modal mobility and connectivity between the Main Street train stations, the Main Street Business District and the surrounding neighborhoods. The study is funded 75% through an RTA grant and a 25% City contribution. Staff and the consultant presented the final report of Main St. TOD Study for adoption on April 9, 2014 Plan Commission hearing. The case was continued to provide Plan Commission members additional time to review the final report and provide any comments and input to the chairman and staff.</p>
<p>Comp Plan Committee of the Plan Commission</p>	<p>May 13, 2014 7:30 AM: The Comprehensive Plan Committee is scheduled to meet to continue the discussion on the Comprehensive General Plan update.</p>
<p>Zoning Committee of the Plan Commission</p>	<p>May 21, 2014 7:00 PM. Zoning Ordinance Map Amendment – Rezoning of 1409 Dodge Ave and 1825 Greenwood St from I2 to R4 – The property owner is requesting a Zoning Ordinance Map amendment to rezone the property from I2 – General Industrial to R4 – General Residential. The lot currently includes two addresses and is improved with a single family home commonly known as 1825 Greenwood St (front lot) and a vacant one-story former automobile repair shop commonly known as 1409 Dodge Ave (rear lot). The applicant is proposing to renovate the existing single family home and the convert the one-story automobile repair shop (including adding a second floor) into a two-family dwelling structure. If the proposed rezoning is approved, the proposal will be scheduled for the Zoning Board of Appeals likely in July as the proposal requires several variations to accommodate the proposed renovations to the front and rear buildings.</p> <p>Zoning Ordinance Text Amendment – Notice Requirements – Staff is proposing a Zoning Ordinance Text Amendment to clarify public notice requirements (Section 6-3 of the Municipal Code) for all zoning applications.</p> <p>Zoning Ordinance Text Amendment – Permitted and Special Uses in B1-Business and B2-Business districts – Staff is proposing a Zoning Ordinance Text Amendment to amend the list of permitted and special uses in the B1 and B2 zoning districts. Specifically, staff is proposing to prohibit office uses on the ground floors in the two business districts. The intent of the amendment is to encourage more retail and service uses on the ground floors within B1 and B2 districts to improve the pedestrian character of the districts. The office uses would continue to be allowed as permitted uses on the levels above ground floor.</p>

<p>Housing & Community Development Act Committee</p>	<p>May 20, 2014, 7:30 PM: Agenda has not been finalized, but will include discussion of how to allocate additional 2014 CDBG funding that is over the amount used in the CDBG allocations made on an estimated grant in fall of 2013.</p> <p>HUD informed staff that the 2014 Action Plan did not need to be formally amended based on the policy memo released in December 2013, but could be updated to reflect actual 2014 grant amounts and resubmitted for approval. This was done on April 4, 2014. Staff has responded to questions from HUD and is awaiting approval of the Action Plan. Presentation of the Analysis of Impediments to Fair Housing Choice will be scheduled at a committee meeting in June or July or at a special meeting, dependent on scheduling.</p>
<p>Housing & Homelessness Commission</p>	<p>May 16, 2014, 7:00 AM: Meeting agenda has not been determined at this time, but will likely include the recommendations to modify the Inclusionary Housing Ordinance and updates from working groups.</p>
<p>Sign Board</p>	<p>May 8, 2014 – No variation requests have been received at this time. The Agenda is open until May 1, 2014</p>
<p>Preservation Commission</p>	<p>May 6, 2014 is the deadline for submitting applications for the next Preservation Commission meeting on May 20, 2014.</p>

Planning and Zoning – APRIL, 2014 MEETINGS/ACTIVITIES

<p>Zoning Board of Appeals</p>	<p>April 1, 2014, 7:00 PM: 711 Emerson Street: Variance for two open parking spaces that are not within the rearmost 30' of the property. The case was recommended for denial by the ZBA. The applicant has since submitted revisions that are compliant with the Zoning Ordinance. The revisions are awaiting Preservation Review. 726 Clark Street: Special Use for a Type 2 Restaurant, <i>Kung Fu Tea</i>. The case was recommended for approval, and introduced at City Council on April 28th. 1701 Simpson Street: Special Use for a Type 2 Restaurant, <i>Frio Gelato</i>. The case was recommended for approval, and approved for introduction and action at City Council on April 28th. 1901 Dempster Street: Special Use for a Type 2 Restaurant and Drive-Thru for <i>Starbucks</i>. The case was recommended for approval, and approved for introduction and action at City Council on April 8th.</p> <p>April 15, 2014, 7:00 PM: 1580 Dewey Avenue: Variance for a 28 square foot two-story addition to a legally nonconforming two-flat with a 3' interior side yard setback where 5' is required. The variance was granted. 2533 Lawndale Avenue: Variance for a 2-car detached garage with an impervious surface coverage of 65% where a maximum 45% is permitted (with an existing legally-nonconforming 63% impervious surface coverage). The variance was granted. 1523 Payne Street: Variance for a second-story addition to an existing office and warehouse building with a .1' street side yard setback where 10' is required and a 1.6' rear yard setback where 5' is required. The variances were granted. 1718 Cleveland Street: Variance for one open parking space in the street side yard that is not within the rearmost 30' of the property, and a 6' high solid wood fence in the street side yard where fences are not permitted. The case received a unanimous recommendation for denial at SPAARC so the applicant submitted revisions. The revisions are compliant with regards to the parking space. The applicant plans to proceed with a fence variance.</p>
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Plan Commission	<p>April 9, 2014 7: 00 PM Zoning Ordinance Text Amendment - Micro Breweries – Staff is proposing to establish a new zoning definition and land use regulations for micro-breweries consistent with the City’s Liquor Code. The proposal received a positive recommendation from the Zoning Committee of the Plan Commission at its February 19, 2014 meeting. The Plan Commission made a positive recommendation (by vote of 6:0) to approve the proposed text amendment. The project will be presented to the P&D Committee on May 12, 2014.</p> <p>Zoning Ordinance Text Amendment – Aquaponics - Staff is proposing to establish a new zoning definition & land use regulations for aquaponics establishments. Aquaponics is the symbiotic propagation of plants & fish in an indoor or outdoor re-circulating environment that results in the harvest of said plants or fish. The proposal received a positive recommendation from the Zoning Committee of the Plan Commission and the Plan Commission in Spring & Summer of 2012. Due to the priority of other projects & lack of any proposals for aquaponics establishments in the City, the proposed text amendment was never presented to the City Council. Because the review and the official recommendation by the Plan Commission took place approximately 20 months ago, staff presented the same proposal again to the Plan Commission. The Plan Commission made a positive recommendation (by vote of 6:0) to approve the proposed text amendment as proposed. The project will be presented to the P&D Committee on May 12, 2014.</p> <p>Main Street Transit Oriented Development (TOD) Study - Recommendation for adoption. In February, 2013, the City entered into an agreement with Parsons Brinkckerhoff to create a new vision for the Main St. Metra and CTA Stations and to enhance the multi-modal mobility between the Main Street train stations, the Main Street Business District and the surrounding neighborhoods. The study is funded 75% through an RTA grant and a 25% City contribution. Staff and the consultant presented the Main St. TOD Study for adoption. The Plan Commission discussed the Study and continued the case (by vote of 5:0). The Commission members were asked to provide comments and their input on the Final Report to the Chairman and staff. Depending on the amount of comments received and any associated revisions needed, the revised/updated Final Report will be presented to the Plan Commission in May or June.</p>
Comp Plan Committee of the Plan Commission	There were no Comprehensive Plan Committee meetings scheduled in April.
Zoning Committee of the Plan Commission	April 16, 2014 7:00 PM. – Meeting was cancelled due to lack of agenda items. The Zoning Ordinance Map Amendment – Research Park (RP) rezoning case previously scheduled for April 16, 2014 has been postponed.
Housing & Community Devel Act Committee	April 22, 2014, 7:30 PM: Meeting was cancelled due to lack of agenda items.
Housing & Homelessness Commission	April 25, 2014, 7:00 AM: Agenda items included an overview of fund balances for the HOME fund and Affordable Housing Fund and application for Homeless Management Information System (HMIS) from the Affordable Housing Fund. Chair Kevin Kane and Alderman Tendam discussed the modification of the Inclusionary Housing Ordinance. Recommendations to finalized at the May meeting.
Sign Board	April 17, 2014 A blade sign was approved for Autobarn 1033 Chicago Ave& a freestanding sign was approved for St. Mark’s Church/Ridge.

Preservation Commission	<p>The Preservation Commission review the following projects at its April 15, 2014 meeting:</p> <p>728 Lincoln Street – Lot 3 (NEHD) – North Shore Builders I, LLC, owner/Tony Meyers, applicant. <u>Revised</u> front elevation for new single family home with garage, coach house and fence [Construction] Result: The Preservation Commission passed a motion to table for administrative review of the front elevation with a scaled down dormer. Vote: 7 ayes, 0 nays</p> <p>732 Lincoln Street – Lot 1 (NEHD) – North Shore Builders I, LLC, owner/Tony Meyers, applicant. <u>Revised</u> garage elevations for new single family house with garage, coach house and fence [Construction] Result: The Preservation Commission passed a motion to table for administrative review of the garage elevations to proportionally match the height of brick and stucco finish on exterior elevations Vote: 7 ayes, 0 nays</p> <p>2370 Orrington Avenue – Lot 10 (NEHD) - North Shore Builders I, LLC, owner/Tony Meyers, applicant. <u>Revised</u> rear east elevation for new single family house with attached garage and fence [Construction] Result: The Preservation Commission passed a motion approving the Certificate of Appropriateness approved. Vote: 7 ayes, 0 nays</p> <p>1730 Chicago Avenue (L/WCTUHD) – WCTU, owner / Glen Madeja, applicant. Install sign in front of property (front yard) describing Frances Willard and WCTU Historic District [Advisory review]. Result: Glen Madeja, representing the WCTU presented the proposed sign(s). The Preservation Commission approved a motion recommending approval of the proposed sign. Vote: 7 ayes, 0 nays.</p> <p>100 Dempster Street (LSHD) – Joan Guitart & Gerta Janss, owners / Ellen Galland, applicant. Construct 1-story addition to front façade; construct 1-1/2 rear addition. The front addition requires a twenty-seven feet (27') setback from the front property line. Proposed = 21.75'. The rear addition requires a thirty foot (30') setback from the rear property line. Proposed = 26.6' [Alteration/Zoning Variation recommendation] Result: Ellen Galland, architect, presented the project. The Preservation Commission approved a motion to approve a Certificate of Appropriateness for alteration for the exterior alterations as described above and a motion recommending approval of the proposed zoning variations as described above. Vote: 7 ayes, 0 nays respectively.</p> <p>1116 Michigan Avenue (L/LSHD) – Anat Geva & Josh Strauss, owners / Anthony Hurtig, applicant. Demolish existing detached garage and construct new detached 2-car garage. Replace existing rear porch, deck and stoop. Repair existing front stoop. Remove portion of existing lattice fence immediately east of existing garage [Alteration/ Construction/Demolition] Result: Tony Hurtig, architect, presented the project. The Preservation Commission passed a motion granting a COA for exterior alterations. Vote: 7 ayes, 0 nays. The Commission passed a motion to table the decision on the new garage to allow the architect to revise the design of the proposed new garage. Vote: 7 ayes, 0 nays.</p> <p>1314 Wilder Street (L/RHD) – Franz Geiger, owner / Daniel Tornheim, applicant. Elevations: West - replace vinyl siding with cedar siding, install new railing and balustrade and replace shingled siding in kind. North - replace vinyl siding with cedar siding; new front door and screen; new window shutters, remove two 2nd floor windows, relocate to center and reduce opening and install new window; add two attic dormers. The proposed dormers require a 27' setback from the front property line. Proposed=20.9' [Alteration/Zoning Variation recommendation]. Result: Franz Geiger, owner, and Dan Tornheim, architect presented the project. The Commission passed a motion to table for administrative review for the requested revised design of front elevation. The motion passed. Vote: 7 ayes, 0 nays.</p> <p>2360 Orrington Avenue – Lot 11 (NEHD) - North Shore Builders I, LLC, owner/Tony Meyers, applicant. New single family house with attached garage and fence [Construction] Result: Tony Meyers of North Shore Builders and Jesus Serrato, architect, presented the project. The Preservation Commission passed a motion approving the COA for the construction of the new house with the condition to remove the front shutters and revisions to the rear elevation. Vote: 7 ayes, 0 nays.</p>
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<p>Preservation Projects Approved by Staff</p>	<p>Staff reviewed/approved in April 2014 the following Certificate of Appropriateness applications:</p> <p>1317 Judson Avenue (L/LSHD) - Construction of second floor addition above first floor family room, to provide larger master bathroom. Second floor exterior balcony addition above existing first floor deck. Existing second floor exterior deck will be replaced by the proposed master bathroom.</p> <p>1229 Judson (LSHD) - Install a walkway and patio in rear yard.</p> <p>1136 Lake Shore Blvd (L/LSHD) - Replace settled brick paver walk with new brick pavers, framed in concrete banding. Remove existing brick cladding and re-finish front stoop and steps in aged concrete. Remove and salvage existing Bluestone pavers at grade and reinstall a raised terrace enclosed in 5' free standing wall, similar to existing 5' high wall.</p> <p>1005 Sheridan Road (L/LSHD) - Remove existing, install new paver patio and sidewalk in rear yard.</p> <p>632-640 Hinman Avenue (L) - Remove three layers of shingles down to the wood decking (replace decking as needed in kind). Install Tamko 30-year laminated architectural shingles.</p> <p>1220 Crain Street (L/RHD) - Existing glass block window to be removed on the east elevation (2nd floor). Install new wood window, awning style, stained to match other existing windows to fill the opening. Wood trim and stucco to remain.</p> <p>1037 Ridge Avenue (RHD) - Remove existing 2-story wood porch at rear. Construct 2-story porch with steel columns, frame, handrails, and wood decks.</p> <p>720 Michigan Avenue (L/LSHD) - In 1990s addition: Replace 5 existing Pella wood double hung windows. Same opening sizes. Replace round top arch window (north side) with four (4) fixed casement wood windows. Replace double casement out swing with double hung window pair (wood).</p> <p>1740 Ridge Avenue (L) - Installation of 9 AC units and 9 furnaces on roof of buildings.</p> <p>1136 Lakeshore Blvd (L/LSHD) - Remove & replace deteriorating front entry stoop, steps & front walk, material to match existing brick and antique concrete. Rear terrace: relocate brick wall for direct access from kitchen and raise the existing bluestone to create a raised terrace. All existing materials to be re-used and supplemented with new to match existing.</p> <p>1145 Sheridan Road - Remove existing asphalt shingles on roof and install new Certainteed Landmark Pro shingles.</p> <p>742 Michigan Avenue (LSHD) - Construction of a brick walking path 3 ft wide in rear from the garage to the house.</p> <p>1456 Ridge (L/LSHD) - Installation of 2.5 ton condensing unit on west side of coach house.</p> <p>2338 Bryant Avenue (L) - Replace five wood windows with new wood windows to match existing.</p> <p>204 Lake Street (L/LSHD) - Remove existing wood picket fence and install new picket fence using Boral Polymer composite material. New fence will match the existing post & picket fence in height, style and with the same dimensions.</p> <p>810 Colfax Street (NEHD) - Replace existing cedar wood fence in kind (dog ear style) 6'H x 49'L located at the rear of the lot and parallel to the alley (set back approximately 8' from the rear property line).</p> <p>425 Grove Street (L) - Remove existing replacement Pella windows and original bathroom windows and replace with Marvin Ultimate aluminum clad-wood with Bronze exterior. Trim to match color of aluminum trim. Divided lights to match existing light pattern SDLs with spacer bars. New windows are the same windows as approved by City Council and already installed in other units since the approval.</p> <p>135 Burnham Place (LSHD) - Tear off existing roof, and install ice and water shield, felt and 30-year architectural shingles. Flash chimney, replace vents and soil pipe covers. Rear porch flat roof to have modified bitumen.</p> <p>651 Forest (LSHD) - Install 6' high dog-ear picket fence (2 small sections to match existing).</p> <p>629 Garrett Place (NEHD) - Remove existing concrete sidewalks (public way), walkway on the east side yard (front) and on the rear west side yard and concrete patio at rear of house. Pour new concrete on same areas.</p> <p>147 Dempster Street (L/LSHD) - Remove approximately a 20'x50' area (east side) of existing slate and will re-roof with new slate to match the existing.</p> <p>1732 Chicago Avenue (WCTUHD) - Install new railing to existing concrete stairs on front porch.</p> <p>1012 Hinman Avenue (LSHD) - Tear off existing 3-tab shingles from garage roof. Install new 3-tab shingles to match existing shingles on house roof.</p> <p>1044 Judson (LSHD) - Remove old galvanized half round gutters. Replace with fascia and new aluminum open square gutters.</p> <p>732 Judson (LSHD) - Installing one AC unit in side yard screened from street with evergreen bushes.</p>
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Planning and Zoning – APPROVED & ACTIVE PLANNED DEVELOPMENTS

1717 Ridge (former Sienna vacant site)	The property was recently sold and is approximately 90% leased.
AMLI Development - 737 Chicago Avenue	The site of this mixed use Planned Development with 214 residential rental units is open and 68% leased.
1700 Central Street	The site of this mixed use Planned Development with 80 residential rental units is open and 75% leased.
1890 Maple/1881 Oak	The development of 258 residential rental units is under construction with a full building permit.
North Shore Residence - 1611 Chicago Ave	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition is under review and construction is to begin in May.

NSP2

NSP2 Properties	<p>615 Case #3 closed on March 28 and 1421 Emerson closed on April 25. 1217 Mulford Unit 1, 739 Dobson #1, 619 Case #1, 2020 Brown and 445 Sherman #203 are under contract. One property, 713 Mulford, is listed without an offer. Due to low inventory, registration for the homebuyer program was closed in April and a list of additional interested parties is being maintained until all properties are sold. Homebuyer counseling will continue for people who are pre-approved for purchase until remaining homes are sold, expected to be by the end of summer 2014.</p> <p>The wait lists for Emerson Square and LiveEvanston scattered site rentals are currently closed. Wait lists for scattered site units may be opened in the months ahead for some unit sizes, depending on lease renewals. Vacancies are not expected at Emerson Square until later in the year based on first lease up in summer-fall 2013.</p>
Rehabilitation/Clearance Work	2113 Dewey was used by the Fire Department for training prior to the start of demolition and site cleanup of environmental contaminants. During this process, a previously unknown underground storage tank was located; IEPA has been consulted regarding its removal as part of the voluntary site clean-up. Disposition of the cleared site will be determined before program closeout.
Emerson Square	All buildings are complete and units rented and occupied. The punch list for the park and other infrastructure for final work before the street and park are dedicated to the City.
Land Banked Properties	HUD approved land banking of properties where the housing acquired was demolished due to deteriorated condition because there are insufficient funds to redevelop them at this time. Disposition of one property, 1941 Jackson Ave, through a Development & Affordable Housing Agreement with ETHS & Community Partners for Affordable Housing was approved by Council at the September 23, 2013 meeting. ETHS students are building a house for the site in ETHS' Geometry In Construction class. Staff is working with ETHS to plan the move of the structure to the property, currently targeted for June. The completed house will be sold to an income eligible household by CPAH. Any properties whose disposition has not been determined prior to grant closeout will be land banked for up to 10 years.

BUILDING & INSPECTION SERVICES – Permit Application Status as of MARCH 31, 2013

Ward	Property Address	Project Description	Received	Status
1	101 Ridge	Remodel interior and storefront of existing store/ gas station	12/17/13	Issued
2	1829 Dempster	Renovate exterior and interior of existing Burger King	10/23/13	Issued
2	1120 Dodge	Remodeling into Goldfish Swim School	11/13/13	Reviewed
2	2025 Dempster	Remodel into soccer practice facility	12/26/13	Issued
3	425 Dempster	Addition to the Montessori school	01/17/14	Reviewed
3	1231 Chicago	Cleaning and tailoring store	01/17/14	Issued
4	1560 Oak Avenue	Interior and exterior remodeling to the <i>Museum of Time & Glass</i>	08/21/13	Approved
4	820 Davis	Remodel 2nd floor offices	05/22/13	Approved
4	1009 Davis	Remodel into restaurant	11/25/13	Issued
4	1501 Sherman	Remodel 1st and 2nd floors of existing hotel	12/27/13	Reviewed
4	1007 Davis	Create new restaurant	01/02/14	Approved
7	1022 Central	Convert store into "Hospitality Suite" for hospital visitors	12/02/13	Issued
7	1841 Sheridan	Build-out of non-parking portion of new building for Visitor Center	12/23/13	Approved
7	2311 Campus	NWU North Parking Garage build-out of non-parking area for Comm. Center	01/17/14	Approved
8	100 Asbury	Make small addition to IHOP seating area	12/3/13	Approved

BUILDING & INSPECTION SERVICES - Housing Rehabilitation

Ward	Address	Housing Rehab Event
8	1428 Dobson	Exterior work in progress, interior completed – 1 Unit
2	1623 McDaniel	Rehab application under review - 1 Unit
8	132 – 136 Ridge	Multi-Family Rehab - Reviewing Bids - 6 Units and completing the environmental review
8	957 – 959 Dobson	Multi-Family Rehab – Reviewing Bids - 6 Units and completing the environmental review
8	961 – 963 Dobson	Multi-Family Rehab – Reviewing Bids - 6 Units and completing the environmental review
8	1831 – 23 Brummel	Patricia Lloyd Townhomes – HUD Environmental Report – 5 Units
2	1802 Greenleaf	Rehab application under review – 1 unit
5	1720 Grey	Rehab application under review – 1unit

BUILDING & INSPECTION SERVICES - New Business Application Status

Ward	Property Address	Business Name	Received	Status
1	1712 Sherman Ave.	Bookman's Alley – New Ownership	11/15/2013	Proposed electrical changes being discussed with landlord.
2	1808 Dempster St.	Marie's Flowers	04/24/2014	Received application for new business.
2	1910 Greenwood St.	BTRACING	03/07/2014	General business license issued 4/25/14.
3	1231 Chicago Ave.	Soapie's	04/24/2014	General business license issued 4/25/14.
3	900 Chicago Ave.	Northshore Kitchen and Bath	11/20/2013	Permit 14ELEC-0099 issued on 4/14/14 for miscellaneous electrical repairs.
3	1303 Chicago Ave.	Studio Armadi, LLC	11/20/2013	Permit 14CCCD-0039 issued on 4/14/14 to install RPZ.
7	1808 Central Ave.	Perennials – New Location	04/01/2014	General business license issued 4/29/14.
9	2533 Oakton St.	Evanston Organics	04/18/2014	General business license issued 4/18/14.



DATE: May 2, 2014

TO: Wally Bobkiewicz, City Manager

FROM: Mark Muenzer, Director of Community Development
Jeffrey Murphy, Division Manager, Building and Inspection Services

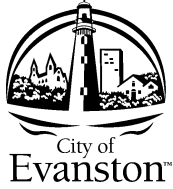
SUBJECT: Building Permit & Construction Value Financial Report for April 2014

BUILDING PERMIT FEES

TOTAL PERMIT FEES COLLECTED FOR THE MONTH OF APRIL 2014	\$	679,258
TOTAL PERMIT FEES COLLECTED FISCAL YEAR TO DATE APRIL 2014	\$	2,360,813
TOTAL PERMIT FEES COLLECTED FOR THE MONTH OF APRIL 2013	\$	751,360
TOTAL PERMIT FEES COLLECTED FISCAL YEAR TO DATE APRIL 2013	\$	1,900,907

CONSTRUCTION VALUES

TOTAL NEW CONDOMINIUM CONVERSION CONSTRUCTION VALUE	\$	-
TOTAL NEW SINGLE FAMILY CONSTRUCTION VALUE	\$	2,806,000
TOTAL NEW COMMERCIAL CONSTRUCTION VALUE	\$	94,080
TOTAL EXISTING RESIDENTIAL CONSTRUCTION VALUE	\$	2,011,267
TOTAL EXISTING COMMERCIAL CONSTRUCTION VALUE	\$	-
TOTAL EXTERIOR REMODEL CONSTRUCTION VALUE	\$	4,026,440
TOTAL INTERIOR ONLY REMODEL CONSTRUCTION VALUE	\$	11,982,034
TOTAL NEW/EXISTING GARAGE CONSTRUCTION VALUE	\$	41,700
TOTAL DECK AND PORCH CONSTRUCTION VALUE	\$	198,800
TOTAL ROOFING ONLY CONSTRUCTION VALUE	\$	4,714,169
TOTAL NEW/EXISTING MISC. CONSTRUCTION VALUE	\$	8,071,950
TOTAL CONSTRUCTION VALUE FOR APRIL 2014	\$	33,946,440
TOTAL CONSTRUCTION VALUE FISCAL YEAR TO DATE APRIL 2014	\$	177,329,908
TOTAL CONSTRUCTION VALUE FOR APRIL 2013	\$	45,359,431
TOTAL CONSTRUCTION VALUE FISCAL YEAR TO DATE APRIL 2013	\$	110,397,614



Memorandum

To: Wally Bobkiewicz, City Manager
Honorable Mayor Tisdahl,
City Clerk and City Council Members

From: Evonda Thomas-Smith, Health Director
Carl Caneva, Assistant Health Director

Subject: West Nile Virus

Date: April 30, 2014

History of West Nile Virus in Evanston

Late, in the summer of 2001 the City of Evanston began to receive calls from residents finding dead birds on their property. West Nile Virus had already become established in New York during the summer of 1999. Birds, Humans, Horses, and an array of other animals tested positive for West Nile Virus during the years to come as the virus spread across the continental United States. In 2002, the State of Illinois led the nation in cases of West Nile Virus fever/encephalitis (884) and fatalities (64). It was at this time, federal and state funds were made available to recognized Local Health Departments to assist in the education, surveillance, and prevention of the virus. The Illinois Department of Public Health reported 117 human cases of West Nile virus statewide in 2013, with 11 deaths.

West Nile Virus 2013

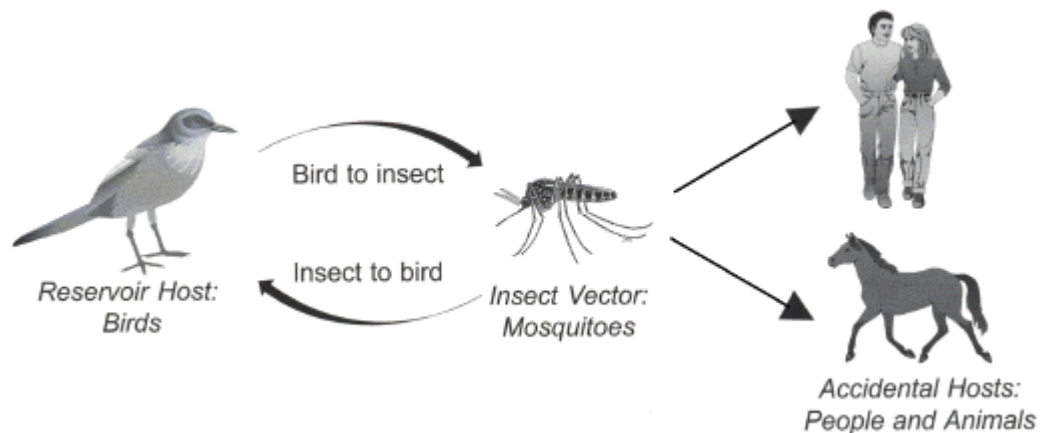
The onset on the West Nile virus season was less active in comparison to the 2012 West Nile virus season. Positive mosquito pools were first observed toward the end of August into mid-September, at which 70% of the mosquito pools tested were positive for West Nile virus. There were fewer human cases in 2013 as compared to the 2012 season. Of the IDPH reported 117 human cases and 11 deaths occurring in Illinois from West Nile virus, no human cases were reported in the City of Evanston.

Origins and Description of West Nile Virus

West Nile Virus is an arbovirus (transmitted via mosquito) to birds and mammals. It originated in Africa, near the Nile River and is now active throughout the continental United States. Although the virus's exact route of entry into the United States is unknown, the rapid transport of people, animals, and commodities is thought to

have assisted the spread of West Nile Virus. The virus does not show any signs of being eradicated. The mosquitoes transmitting West Nile have the ability to overwinter in sewers and storm drains. As temperatures rise in late spring and early summer, mosquitoes seek out warm stagnant water to lay their eggs. In order to lay eggs a female mosquito must first obtain a blood meal. Uninfected mosquitoes can become infected after feeding on infected birds as shown in Table 1. Those infected mosquitoes can then infect more birds and can also infect humans, horses, and other animals as the mosquito does not need to obtain the blood meal from a specific type of animal.

Figure 1. West Nile Virus Transmission Cycle



Transmission Statistics and Symptoms of West Nile Virus

About one in 150 people infected with West Nile Virus develop severe illness, including high fever, headache, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, vision loss, numbness and paralysis. These symptoms may last several weeks, and neurological effects may be permanent. Up to 20 percent of the people who become infected have symptoms such as fever, headache, and body aches, nausea, vomiting, and sometimes swollen lymph glands or a skin rash on the chest, stomach and back. Symptoms can last for as short as a few days, though even healthy people have become sick for several weeks. Approximately 80% of individuals infected with West Nile Virus will have no symptoms. Those above the age of 50 or who have already compromised immune systems are most at risk for developing the most severe symptoms. At this time, there is no vaccination for West Nile Virus in humans, only horses. It is also not known if there is any immunity to the virus once a person has become infected.

Funding

The City of Evanston has been awarded grants from Cook County and the Illinois Department of Public Health. These grants provide for all mosquito sampling equipment and submittal of birds and mosquitoes to state laboratories as necessary. An intern is tasked with testing mosquitoes, responding to inquiries about West Nile Virus, and providing public education focused on prevention.

City of Evanston Activities

Beginning in 2003 the City of Evanston began receiving funds from the State of Illinois and Cook County for West Nile Surveillance and Lavaciding. City Environmental Health Practitioners tested dead birds and mosquitoes for the presence of West Nile Virus practices that continue in 2013. Additionally, the City of Evanston provides education during a number of events occurring during the summer months including Custer Street Fair, the Farmers Market, Ethnic and Lakeshore Art Fairs, as well as visiting senior care homes to provide updates on West Nile Virus. The City of Evanston's Communicable Disease Surveillance Specialist will perform interviews of any residents that have tested positive for West Nile Virus in an attempt to determine the source of infection.

Spraying for Mosquitoes

In 1927 the City of Evanston voted in favor of the North Shore Mosquito Abatement District (NSMAD) spraying areas of the city in an effort to lessen the count of mosquitoes. The NSMAD will spray when they find significant clusters of dead birds, birds and mosquitoes testing positive, and/ or human cases. The City of Evanston is notified at least 24 hours in advance of spraying, more information can be found at www.nsmad.com or by calling (847) 446-9434.

Avoiding West Nile Virus

Mosquitoes that transmit West Nile Virus are out during the hours of dusk and dawn. If residents are out at these times they are encouraged to wear long pants and shirts with long sleeves, or apply mosquito repellent according to the label on the repellent. Current approved repellent includes those with a concentration of at least 30% DEET, or products containing picaridin or lemon oil of eucalyptus. Residents are also advised to remove stagnant water cites on their own properties, mosquitoes can breed in a container the size of a small paper Dixie cup. Dog bowls, unmaintained gutters, bird baths, kiddie pools, abandoned pools, children's toys all serve as excellent breeding containers for West Nile Virus.

Residents can call 311 with questions or information pertaining to dead birds, stagnant water or West Nile Virus.



DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



WEEK ENDING MAY 2, 2014

NWMC Officials Attend IML Lobby Day

Thank you to all of the NWMC members who traveled to Springfield this week as part of Wednesday's Illinois Municipal League Lobby Day. Representing the Conference at the capitol were: *Barrington Village President Karen Darch; Carpentersville Mayor Ed Ritter; Evanston Mayor Elizabeth Tisdahl and Manager Wally Bobkiewicz; Hanover Park Mayor Rod Craig and Clerk Eira Corral; Hoffman Estates Mayor Bill McLeod and Trustee Gary Stanton; Lincolnwood Mayor Jerry Turry; Mount Prospect Trustee Michael Zadel; and, Schaumburg President Al Larson and Manager Brian Townsend.* Also, thanks to *Hoffman Estates Village Manager Jim Norris* for traveling to Springfield to participate in Wednesday's public safety pension negotiations. Please see today's NWMC Legislative Update for a full rundown of all the action under the dome. *Staff contacts: Mark Fowler, Larry Bury*

Celebrate at the NWMC Annual Banquet

Invitations have been sent for the NWMC Annual Banquet, scheduled for Wednesday, June 25, at Green Acres Country Club in *Northbrook*. A reception will begin at 6:00 p.m., with the dinner to follow at 7:00 p.m. The highlight of the evening will be the installation of the NWMC officers for FY14-15. Please RSVP by Friday, June 13 to Marina Durso, 847-296-9200, ext. 122 or mdurso@nwmc-cog.org. *Staff contacts: Mark Fowler, Marina Durso, Karol Heneghan*

Still Time to Participate in the NWMC Surplus Vehicle & Equipment Auction

The next NWMC Surplus Vehicle and Equipment Auction is scheduled for Tuesday, May 20, 2:00 p.m. at Manheim Arena in *Bolingbrook*. To date, eight municipalities with forty-nine surplus vehicles and nineteen pieces of equipment are registered to participate including *Lincolnshire, Northbrook, Palatine, Prospect Heights, Skokie, Wilmette, Winnetka* and non-member *Wheaton*. A wide variety of vehicles will be sold, including a forestry aerial truck, dump trucks and fire service trucks. Less than a month remains to prepare vehicles and sales ordinances to participate in the auction, so please act soon to add to the success of this program.

Please visit <http://www.nwmc-cog.org/Products-and-Services/Surplus-Vehicle-and-Equipment-Auctions.aspx> to obtain more information about the auction, including all of the forms needed to participate in the auction. Please contact staff or Manheim Field Sales Representative Christine Hegg, 708-382-1766 or chris.hegg@manheim.com for additional information. *Staff contact: Ellen Dayan*

Ford Extends 2014 Expedition Factory Order Cut-Off Date

Ford Motor Company recently announced an extension of the 2014 Ford Expedition factory order cut-off date to Thursday, May 8. Ford expects to begin production on 2015 models in mid-August, although they have yet to announce pricing. The 2014 Suburban Purchasing Cooperative (SPC) Ford Expedition XL 4 Door 4x4 (Contract #117A) should be ordered directly through Landmark Ford of Springfield. For questions or additional information, please contact Lyle Snow, 800-798-9912, ext. 253, 217-553-2508 (mobile) or lylesnow@msn.com. *Staff contact: Ellen Dayan*

Sign Up for the May 21 Warehouse Direct Solutions Tour!

Warehouse Direct Workplace Solutions will host a tour of their new facility located at 2001 South Mount

Prospect Road in Des Plaines on Wednesday, May 21. Warehouse Direct Workplace Solutions is the Suburban Purchasing Cooperative (SPC) program vendor for both of the Office Supply and Janitorial Supply contracts. Municipal staff representing Purchasing, Administration, Public Works, Facilities, Police, Fire and IT Departments, as well as anyone who places orders for office supplies or janitorial supplies are encouraged to attend.

Tours will be held between 10:00 a.m. and 2:00 p.m., with lunch served at noon. Product specialists will be on hand to answer questions and review the services Warehouse Direct offers, including office and janitorial supplies, managed print services, coffee & break room supplies, furniture design and promotional products. Participants will learn how to earn e-commerce rebates and take advantage of bundling office supply orders with janitorial supply orders through Warehouse Direct to save paperwork, time and money. Please RSVP to Margaret Dawson, margaretdawson@warehousedirect.com or 847-631-7177. *Staff contact: Ellen Dayan*

Register for Call One Telecommunication Lunch & Learn Sessions

The Suburban Purchasing Cooperative (SPC) Telecommunications vendor Call One invites all SPC members and contract participants to attend a lunch and learn meeting on the SPC Telecommunications Program. The session for NWMC members is scheduled for Tuesday, May 13, 11:30 a.m. to 1:00 p.m. at the *Northfield Village Hall*, 361 Happ Road. This informative, 90 minute session will cover the following agenda:

- Reasons why analog services are experiencing increases of over 100% in the past couple years
- Options available to avoid these increases
- Overview of the 2014 SPC contract award
- State of the telecommunications industry
- Update on legacy services and new service offerings (POTS, PRI, SIP)
- Low baud replacement program (Alarms, Water/SCADA, Radio Towers)
- Call One product and services update
- Q&A

Village Managers, Assistant Village Managers, and/or IT Department Managers are encouraged to attend or send representatives. If you are unable to attend the May 13 presentation, 3 other sessions are scheduled as follows:

Tuesday, May 6
11:30 a.m. to 1:00 p.m.
DuPage Mayors & Managers Conference (DMMC)
1220 Oak Brook Road
Oak Brook

Wednesday, May 7
11:30 a.m. to 1:00 p.m.
South Suburban Mayors & Managers Association (SSMMA)
1904 W. 174th Street
East Hazel Crest

Wednesday May 14
11:30 a.m. to 1:00 p.m.
Will County Governmental League (WCGL)
3180 Theodore Street, Suite 101
Joliet, IL 60435

RSVP no later than one week before the session to Call One Association Relationship Developer Phillip Barnett, pbarnett@callone.com, 312-235-3870 (direct) or 847-814-7445 (cell). For additional information or questions, please contact staff or Call One Association Director Bob Kintz, rkintz@callone.com, 312-506-5003 (direct) or 630-465-1485 (cell). *Staff contact: Ellen Dayan*

Meetings and Events

NWMC Executive Board will meet on Wednesday, May 7, at 8:30 a.m. at the *NWMC offices*.

NWMC Finance Committee will meet on Wednesday, May 14, at Noon at the *NWMC offices*.

NWMC Board of Directors will meet on Wednesday, May 14, at 7:00 p.m. at the *Wheeling Village Hall, 2 Community Boulevard, Wheeling*. **Please note location change.**

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, May 20, at 10:30 a.m. at the *NWMC offices*.

NWMC Legislative Committee will meet Wednesday, May 21 at 8:30 a.m. at the *NWMC offices*.