

# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: Friday, January 9, 2015

## STAFF REPORTS BY DEPARTMENT



Weekly Report for December 19, 2014 – December 25, 2014  
Weekly Report for December 26, 2014 – January 1, 2015  
Weekly Report for January 2, 2015 – January 8, 2015

### **Administrative Services**

November 2014 Monthly Financial Report  
Bids Advertised the week of January 5, 2015

### **City Clerk's Office**

Monthly RETT Report for December 2014

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

Master Council Meeting Agenda Schedule

### **Community Development**

December 2014 Community Department Development Report  
Zoning Report  
Weekly Building Inspection Report

### **Law Department**

Weekly Liquor License Applications Report

### **Utilities Department**

Change Order No. 1 for 2014 CIPP Sewer Rehabilitation Contract B as an Emergency Purchase

**Legislative Reading**  
NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**January 12, 2015**

Board of Local Improvements  
[www.cityofevanston.org/boardofimprovements](http://www.cityofevanston.org/boardofimprovements)  
Administration & Public Works Committee  
[www.cityofevanston.org/apw](http://www.cityofevanston.org/apw)  
Planning and Development Committee  
[www.cityofevanston.org/pd](http://www.cityofevanston.org/pd)  
City Council  
[www.cityofevanston.org/citycouncil](http://www.cityofevanston.org/citycouncil)

**January 13, 2015**

Arts Council  
[www.cityofevanston.org/artscouncil](http://www.cityofevanston.org/artscouncil)  
EPL Board of Trustees Facilities Committee  
[www.cityofevanston.org/libraryboard](http://www.cityofevanston.org/libraryboard)

**January 14, 2015**

Library Board  
[www.cityofevanston.org/libraryboard](http://www.cityofevanston.org/libraryboard)  
Plan Commission  
[www.cityofevanston.org/plancommission](http://www.cityofevanston.org/plancommission)

**January 15, 2015**

Park and Recreation Board  
[www.cityofevanston.org/recreationboard](http://www.cityofevanston.org/recreationboard)



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of December 19, 2014 through December 25, 2014.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>1486</b>	<b>2686</b>
<b>SERVICE REQUESTS</b>	<b>312</b>	<b>603</b>
<b>TOTAL CHATS</b>	<b>50</b>	<b>92</b>
<b>TOTAL TEXT</b>	<b>9</b>	<b>13</b>

## Top 5 Service Requests

## Total

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

1. Broken Parking Meter	57
2. Building Permit Inspection Request	55
3. Trash – Special Pick-up	40
4. Fire Prevention - Inspection of a Commercial Property	9
5. Abandoned Vehicle	8

Note: There are two holidays included in this report, Christmas Eve 12/24/2014, and Christmas Day 12/25/2014.

**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.

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	227
Administrative Services -Finance	44
Administrative Services -HR	48
Administrative Services - Other	72
Call Transfer	74
City Manager's Office	32
ComDev / Economic Development	12
ComDev/ Bldg Inspections	97
ComDev / Housing Rehab	2
ComDev / Planning/Zoning	6
Directions	5
Evanston Township	9
Fire Life Safety	19
PublicStuff Request	162
Health	45
Information	196
Law	1
Library	4
Mayor's Office	8
Other	113
Other – Social Services	7
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	1
Parks – Other	0
Parks/Recreation	38
Parks – Forestry	7
Parks- Recreation Programs	20
Police	100
Public Works / Fleet	2
Public Works / Street Sanitation	85
Public Works / Engineering	14
Utilities – Power	3
Utilities – Sewer	1
Utilities – Water	31
<b>TOTAL</b>	<b>1486</b>



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of December 26, 2014 through January 1, 2015.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>1752</b>	<b>1486</b>
<b>SERVICE REQUESTS</b>	<b>341</b>	<b>312</b>
<b>TOTAL CHATS</b>	<b>53</b>	<b>50</b>
<b>TOTAL TEXT</b>	<b>6</b>	<b>9</b>

## Top 5 Service Requests

## Total

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

1. Building Permit Inspection Request	59
2. Broken Parking Meter	56
3. Trash – Special Pick-up	49
4. Recycling - Missed Pick up	20
5. Water Bill – New Account Request	14

Note: There is one holiday included in this report, New Year's Day, January 1, 2015.

**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.*

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	299
Administrative Services -Finance	72
Administrative Services -HR	57
Administrative Services - Other	101
Call Transfer	68
City Manager's Office	37
ComDev / Economic Development	10
ComDev/ Bldg Inspections	96
ComDev / Housing Rehab	6
ComDev / Planning/Zoning	6
Directions	12
Evanston Township	7
Fire Life Safety	22
PublicStuff Request	214
Health	64
Information	293
Law	2
Library	3
Mayor's Office	0
Other	140
Other – Social Services	0
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	0
Parks – Other	6
Parks/Recreation	13
Parks – Forestry	13
Parks- Recreation Programs	0
Police	78
Public Works / Fleet	1
Public Works / Street Sanitation	79
Public Works / Engineering	11
Utilities – Power	3
Utilities – Sewer	1
Utilities – Water	38
<b>TOTAL</b>	<b>1752</b>



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of January 2, 2015 through January 8, 2015.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2404</b>	<b>1752</b>
<b>SERVICE REQUESTS</b>	<b>506</b>	<b>341</b>
<b>TOTAL CHATS</b>	<b>79</b>	<b>53</b>
<b>TOTAL TEXT</b>	<b>11</b>	<b>6</b>

## **Top 5 Service Requests**

**Total**

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

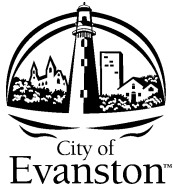
- |                                                       |    |
|-------------------------------------------------------|----|
| 1. Broken Parking Meter                               | 95 |
| 2. Building Permit Inspection Request                 | 93 |
| 3. Trash – Special Pick-up                            | 39 |
| 4. Building Permit Inspection Request for Contractors | 17 |
| 5. Recycling – Missed Pick-up                         | 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.*

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	414
Administrative Services -Finance	68
Administrative Services -HR	75
Administrative Services - Other	153
Call Transfer	145
City Manager's Office	64
ComDev / Economic Development	12
ComDev/ Bldg Inspections	142
ComDev / Housing Rehab	5
ComDev / Planning/Zoning	13
Directions	12
Evanston Township	4
Fire Life Safety	24
PublicStuff Request	251
Health	56
Information	479
Law	3
Library	3
Mayor's Office	1
Other	165
Other – Social Services	1
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	3
Parks – Other	5
Parks/Recreation	23
Parks – Forestry	12
Parks- Recreation Programs	3
Police	97
Public Works / Fleet	3
Public Works / Street Sanitation	102
Public Works / Engineering	15
Utilities – Power	1
Utilities – Sewer	2
Utilities – Water	47
<b>TOTAL</b>	<b>2404</b>





# Memorandum

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

From: Ashley Porta, Budget Manager  
 Andrew Villamin, Interim Accounting Manager

Subject: November 2014 Monthly Financial Report

Date: January 9, 2014

Please find attached the unaudited financial statements as of November 30, 2014. A summary by fund for total revenues, expenditures/expenses, fund balances, and cash balances is as follows:

Fund Name	Fund #	YTD	YTD	YTD	11/30/2014	11/30/2014
		11/30/2014	11/30/2014	11/30/2014	Unreserved	Cash
		Revenue	Expenses	Net	Fund Balance	Balance*
General	100	\$ 81,644,255	\$ 80,128,182	\$ 1,516,074	\$ 17,879,025	\$ 7,003,390
General Assistance Fund	175	900,858	659,668	241,190	241,190	241,190
Neighborhood Stabilization	195	1,383,762	1,119,572	264,190	264,190	264,701
Motor Fuel	200	2,003,008	1,623,701	379,307	1,691,875	2,176,667
Emergency 911	205	744,572	1,111,943	(367,371)	853,508	588,063
SSA#4	210	311,163	320,000	(8,837)	(158,172)	(189,039)
CDBG	215	1,312,324	1,068,499	243,825	256,624	81,902
CDBG Loan	220	206,876	198,750	8,126	2,362,397	122,957
Economic Development	225	1,911,744	1,743,101	168,642	3,675,844	3,113,619
Neighborhood Improvement	235	-	-	-	149,915	149,915
Home	240	692,759	709,079	(16,320)	3,926,208	(6,147)
Affordable Housing	250	188,357	68,273	120,084	2,571,162	858,469
Washington National TIF	300	4,976,236	3,088,664	1,887,572	6,925,013	6,517,613
SSA#5	305	429,166	31,025	398,141	873,026	811,719
SW II TIF (Howard Hartrey)	310	1,154,039	1,331,450	(177,411)	3,179,637	3,164,003
Southwest TIF	315	607,668	29,265	578,403	923,120	911,477
Debt Service	320	12,845,634	2,624,956	10,220,677	13,596,368	12,076,772
Howard Ridge TIF	330	498,313	822,590	(324,277)	64,340	52,687
West Evanston TIF	335	101,013	62,625	38,388	576,027	576,027
Dempster-Dodge TIF	340	-	-	-	-	-
Capital Improvement	415	10,446,426	6,321,625	4,124,801	10,424,800	11,009,128
Special Assessment	420	620,725	160,533	460,192	2,532,607	2,528,611
Parking	505	8,700,313	5,919,384	2,780,930	16,383,749	15,391,521
Water	510-513	17,163,080	15,519,518	1,643,562	10,233,653	9,751,321
Sewer	515	13,641,118	12,913,725	727,394	5,302,390	3,963,204
Solid Waste	520	4,610,732	4,144,984	465,748	(817,812)	(1,292,434)
Fleet	600	2,917,457	2,914,906	2,551	113,117	(475,957)
Equipment Replacement	601	2,456,489	1,764,051	692,437	1,281,420	1,281,419
Insurance	605	16,321,626	16,253,266	68,360	(3,659,303)	1,128,963
Library	185	5,773,329	5,114,615	658,714	1,659,979	960,357
Library Debt Fund	186	742,647	53,724	688,923	688,923	688,922
Total**		\$ 194,563,042	\$ 167,767,949	\$ 26,795,093	\$ 103,305,898	\$ 83,451,039

\*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 November 30, 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 November 30, 2014, the General Fund is reporting a surplus of \$1,516,074 due to several factors:

- Timing of payroll; the City will have 3 pay periods in December 2014 (December 4, 18 and 31)
- Receipt of the Kellogg building permit
- Receipt of second installment property taxes

Through November 30, 2014, the Special Service Area (SSA) #4 Fund is showing a negative cash balance of \$189,039.

Through November 30, 2014, the Community Development Block Grant (CDBG) Fund is showing a negative fund balance of \$158,172. This amount will be reimbursed from draw downs from HUD during November, 2014.

Through November 30, 2014, the Economic Development Fund is showing a fund balance of \$3,675,844 and a cash balance of \$3,113,619. These balances include approximately \$1 million of revenue associated with the Gigabit Challenge.

Through November 30, 2014, the Solid Waste Fund is showing a negative fund balance of \$817,812 and a negative cash balance of \$1,292,434.

Though operating at a surplus for the year, through November 30, 2014 the Fleet Fund is showing a negative cash balance of \$475,957.

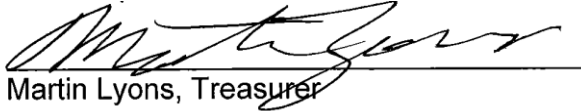
Through November 30, 2014, the Insurance Fund is showing a negative fund balance of \$3,659,303. This negative balance is primarily for claims/cases being expensed. These claims/cases have not been settled, and therefore there is no guarantee the City will actually experience this negative fund balance as estimated. The Insurance Fund's cash balance of \$1,128,963 includes a transfer from the IPBC Health Insurance Pool of \$500,000.

The detailed fund balance reports now include a monthly activity column per the request of an Evanston resident at a recent City Council meeting.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: [aporta@cityofevanston.org](mailto: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 November 30, 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 November 30, 2014  
(Target is 91.67% of FY 2014 Budget)

Revenues	General Fund			Parking Fund			Water Fund			Sewer Fund			Solid Waste Fund		
	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget	Budget	Actual	% of Budget
Property Tax	\$ 12,271,386	\$ 12,139,403	98.9%	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Sales Tax	15,790,000	14,049,596	89.0%	-	-		-	-		-	-		-	-	
State Income Tax	7,076,170	6,560,095	92.7%	-	-		-	-		-	-		-	-	
Utility Tax	8,220,000	7,215,790	87.8%	-	-		-	-		-	-		-	-	
Real Estate Transfer Tax	2,875,000	2,392,359	83.2%	-	-		-	-		-	-		-	-	
Liquor Tax	2,375,000	2,396,683	100.9%	-	-		-	-		-	-		-	-	
Other Taxes	5,940,053	5,289,889	89.1%	-	-		-	-		-	-		-	-	
Licenses, Permits, Fees	12,622,280	12,414,253	98.4%	-	-		-	-		-	-		-	-	
Charges for Services	7,936,754	6,647,109	83.8%	6,434,293	6,018,792	93.5%	13,913,400	13,693,757	98.4%	12,922,700	12,026,162	93.1%	3,889,033	3,622,606	93.1%
Intergovernmental Revenues	721,272	1,020,732	141.5%	-	-		-	14,181		-	-		25,000	20,852	83.4%
Interfund Transfers	7,742,893	6,957,670	89.9%	2,925,296	2,681,521	91.7%	-	-		-	-		1,055,967	967,275	91.6%
Other Non-Tax Revenue	5,614,490	4,560,677	81.2%	2,034,004	-	0.0%	6,413,816	3,455,142	53.9%	2,191,000	1,614,956	73.7%	-	-	
<b>Total Revenues</b>	<b>\$ 89,185,298</b>	<b>\$ 81,644,255</b>	<b>91.5%</b>	<b>\$ 11,393,593</b>	<b>\$ 8,700,313</b>	<b>76.4%</b>	<b>\$ 20,327,216</b>	<b>\$ 17,163,080</b>	<b>84.4%</b>	<b>\$ 15,113,700</b>	<b>\$ 13,641,118</b>	<b>90.3%</b>	<b>\$ 4,970,000</b>	<b>\$ 4,610,732</b>	<b>92.8%</b>
<b>Expenditures</b>															
Legislative	\$ 677,621	\$ 625,151	92.3%	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
City Administration	1,941,115	1,575,916	81.2%	-	-		-	-		-	-		-	-	
Law Department	1,045,232	922,253	88.2%	-	-		-	-		-	-		-	-	
Administrative Services Department	8,826,606	6,631,620	75.1%	-	-		-	-		-	-		-	-	
Community Development	2,652,887	2,267,681	85.5%	-	-		-	-		-	-		-	-	
Police Department	26,876,444	24,843,532	92.4%	-	-		-	-		-	-		-	-	
Fire & Life Safety Services	14,072,488	12,995,312	92.3%	-	-		-	-		-	-		-	-	
Health Department	3,009,286	2,679,716	89.0%	-	-		-	-		-	-		-	-	
Public Works - Operating	17,884,613	16,063,004	89.8%	10,714,333	5,919,384	55.2%	-	-		-	-		5,309,082	4,144,984	78.1%
Public Works - Capital Outlay	-	-		5,180,000	-	0.0%	-	-		-	-		-	-	
Parks, Recreation & Comm. Services	10,483,281	8,690,530	82.9%	-	-		-	-		-	-		-	-	
Capital Improvement Transfer	936,500	858,490	91.7%	-	-		-	-		-	-		-	-	
Transfer to Debt Service Fund	609,000	558,270	91.7%	-	-		-	-		-	-		-	-	
Utilities - Operating	-	-		-	-		13,451,635	6,835,874	50.8%	13,006,620	11,067,575	85.1%	-	-	
Utilities - Capital Outlay	-	-		-	-		10,538,100	8,683,644	82.4%	3,272,500	1,846,150	56.4%	-	-	
<b>Total Expenditures</b>	<b>\$ 89,015,073</b>	<b>\$ 78,711,474</b>	<b>88.4%</b>	<b>\$ 15,894,333</b>	<b>\$ 5,919,384</b>	<b>37.2%</b>	<b>\$ 23,989,735</b>	<b>\$ 15,519,518</b>	<b>64.7%</b>	<b>\$ 16,279,120</b>	<b>\$ 12,913,725</b>	<b>79.3%</b>	<b>\$ 5,309,082</b>	<b>\$ 4,144,984</b>	<b>78.1%</b>



# Memorandum

To: Wally Bobkiewicz, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of January 5, 2015

Date: January 9, 2015

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

## **Bids/RFPs/RFQs advertised during the Week of January 5, 2015**

<b>Bid/RFP/RFQ Number and Title</b>	<b>Requesting Dept.</b>	<b>Description of Project</b>	<b>Budgeted Amount</b>	<b>Bid/RFP/RFQ Opening Date</b>	<b>Anticipated Council Date</b>
Bid 15-05 Lease Agreement for Seven (7) Harley Davidson Motorcycles	Public Works	Work on this project includes providing a one (1) year lease for seven (7) Harley Davidson motorcycles. For use by the Evanston Police Department's Traffic Division.	\$25,000	Jan 20	Jan 26
RFQ 15-06 Ladd Arboretum Bike Path Construction Engineering Services	Public Works	Seeking information and a Statement of Qualifications to perform construction engineering services for reconstruction of a bike path at the Ladd Arboretum.	\$951,500	Jan 27	TBD

Bid 15-07 2015 Granular Materials	Utilities	Work on this contract includes providing bulk granular materials for the Utilities Department in Evanston.	\$60,000	Feb 3	Feb 23
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<b>MONTHLY RETT REPORT FOR DECEMBER 2014</b>						
<b>DATE:</b>	JANUARY 7, 2015					
<b>TO:</b>	Mayor and Aldermen					
<b>FROM:</b>	Rodney Greene, City Clerk					
<b>SUBJECT:</b>	RETT Report -- DECEMBER 2014					
<b>BUDGET 2014</b>	<b>\$2,875,000</b>					
<b>FY 2013</b>	<b>FY 2014</b>					
<b>Month</b>	<b>Amount</b>	<b>Transactions</b>	<b>Month</b>	<b>Amount</b>	<b>Transactions</b>	<b>Cumulative</b>
January	122,065	55	January	102,640	52	102,640
February	86,775	56	February	164,235	57	266,875
March	137,094	75	March	112,720	71	379,595
April	275,644	118	April	238,900	95	618,495
May	378,779	123	May	259,905	115	878,400
June	270,866	131	June	272,295	133	1,150,695
July	527,936	134	July	260,880	134	1,411,575
August	297,970	142	August	309,240	126	1,720,815
September	537,470	97	September	274,165	87	1,994,980
October	561,435	81	October	174,350	82	2,169,330
November	531,675	82	November	171,145	76	2,340,475
December	227,470	98	December	150,130	75	2,490,605
OCTOBER 2014 revenues were reduced to reflect this expenditure: \$0						
Monthly average needed to meet budget			\$ 239,583.00			
FY 2014 Monthly Average			\$ 207,551.00			
64 exemptions @ \$100 ea. = \$6,400; CUMULATIVE \$67,200.						
<b>There were three (4) \$ million sales in DECEMBER 2014</b>						
12/3/2014 -- 1719 Hinman, \$1,375,000.00 Tax \$6,875.00; Seller: Sharp; Buyer: Snyder						
12/4/2014 -- 726 Lincoln, \$1,367,773.01 Tax \$6,840.00; Seller: North Shore Builders; Buyer: Wallace						
12/8/2014 -- 1728-30 Sherman, \$2,600,000.00 Tax \$13,000.00; Seller: Dreamality Corp; Buyer: USA-Chicago Development, LLC						
12/18/2014 -- 1134 Michigan, \$1,050,000.00 Tax \$5,250.00; Seller: Joseph; Buyer: Hirsch/Arnett						
NSP2 sales = \$0.00; CUMULATIVE \$881,001						
NSP2 purchases = \$0; CUMULATIVE \$0						

## Evanston City Council Agenda Schedule - 2015

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

<b>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</b>			
<b>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</b>			
<b>Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)</b>			

B=Business of the City by Motion    R=Resolution    O=Ordinance  
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	1/20/2015	Exec Session: Personnel		CC	Bobkiewicz	Tuesday
Mayor	1/26/2015	Mayor's Announcement MSYEP	A	CC		
CMO	1/26/2015	Earth Hour Contest	A	CC	Bobkiewicz	
Utilities	1/26/2015	Update on treated water storage & Utilities Department CIP projects	P	CC	Stoneback	
PRCS	1/26/2015	Penny Park Update	P	CC	McRae	
Public Works	1/26/2015	Harley Davidson Leases	B	APW	Robinson	
Public Works	1/26/2015	Emerson/Ridge/GreenBay Project	P	APW	Robinson	
Public Works	1/26/2015	SWANCC Contract	B	APW	Robinson	
Public Works	1/26/2015	Otis Elevator Contract	B	APW	Robinson	
Admin Services	1/26/2015	Accela Renewal	B	APW	Lyons	
Admin Services/PRCS	1/26/2015	Robert Crown	R	APW	Lyons/McRae	
Admin Services	1/26/2015	GO Bond Reimbursement	R	APW	Lyons	
Admin Services	1/26/2015	Southwest TIF Distribution	O	APW	Lyons	Introduction
Admin Services	1/26/2015	RV - Trailer Parking	O	APW	Lyons	Introduction
Utilities	1/26/2015	Amending water supply contract with Northwest Water Commission.	O	APW	Stoneback	Introduction
Law	1/26/2015	Class P License: On-Site Consumption (FEW)	O	APW	Farrar	Introduction
CD	1/26/2015	Plumbing Code	O	APW	Muenzer	Introduction
CD	1/26/2015	Permit Fees	O	APW	Muenzer	Introduction
Law	1/26/2015	Pedal Cab Regulations	O	APW	Farrar	Introduction
CMO	1/26/2015	Sale 629-631 Howard St	O	APW	Bobkiewicz	Intro & Action
Law	1/26/2015	Hotel-Motel Tax for B&Bs	O	PD	Farrar	Introduction
CD	1/26/2015	1936 Maple, Clucker's Charcoal Chicken Type 2 Restaurant	O	PD	Muenzer	Introduction
CD	1/26/2015	521 Ridge, Variance for open parking in the front yard	O	PD	Muenzer	Introduction
CMO	1/26/2015	Chicken/Waffles Loan	R	EDC	Bobkiewicz	
	1/27/2015	Special Meeting: Human Services, CDBG, MHB		HS	Storlie	7:00 PM
Admin Serv	2/9/2015	Investment Strategies: Institutions	B	APW	Lyons	
Public Works	2/9/2015	Crack Sealing Contract	B	APW	Robinson	
Fire	2/9/2015	M.A.B.A.S (Mutual Aid Box Alarm Sys) Agreement	B	APW	Klaiber	
Law	2/9/2015	Increase Fines for Cycling on Sidewalks	O	APW	Farrar	Introduction
Law	2/9/2015	Liquor Code text amendment	O	APW	Farrar	Introduction
Law	2/9/2015	Lids for Commercial Refuse Containers	O	APW	Farrar	Introduction

1/9/2015 12:56 PM

1 of 3



## Evanston City Council Agenda Schedule - 2015

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

<b>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</b>			
<b>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</b>			
<b>Oct 12, Oct 19, Oct 26, Nov 9, Nov 16, Nov 23, Dec 14, (Jan 11, 2016)</b>			

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Law	2/9/2015	Firearms	O	APW	Farrar	Introduction
Law	2/9/2015	Leaf Blowers	O	APW	Farrar	Introduction
CD	2/9/2015	Open Communities Funding	B	PD	Muenzer	
CD	2/9/2015	1571 Maple Ave Mixed Use Planned Dev	O	PD	Muenzer	Introduction
CD	2/9/2015	2308 Main, Wholesale Establishment, Few Spirits	O	PD	Muenzer	Introduction
CMO	2/9/2015	PEG Funding	B	HS	Storlie	
Admin Services	2/9/2015	Transportation/Parking Ctte Revisions	O	Rules	Lyons	Introduction
CMO	2/9/2015	Update Letter of Credit: Valli	O?	EDC	Bobkiewicz	Introduction
Utilities	2/16/2015	NICOR Construction Update	P	CC	Stoneback	3rd Monday
CMO	2/16/2015	Introduction of "Open Evanston"	P	CC	Bobkiewicz	
Law/Fire	2/23/2015	Ord to permit claims by City for damaged Fire equipment	O	APW	Farrar/Klaiber	Introduction
Utilities	2/23/2015	Toilet Installation Program	B	APW	Stoneback	
Utilities	2/23/2015	2015 Granular Materials	B	APW	Stoneback	
Public Works	2/23/2015	UP Viaducts	D	APW	Robinson	
CD	2/23/2015	915 Foster, Foster Dance Studio Expansion	O	PD	Muenzer	Introduction
CMO	2/23/2015	Resolution for RFQ/P for 2222 Oakton Street	R	EDC	Bobkiewicz	
Public Works	3/9/2015	Uniform Purchase Contract	B	APW	Robinson	
Law	3/9/2015	Noise Ordinance	O	APW	Farrar	Introduction
CD	3/9/2015	Ordinance Text Amendment: Dempster-Main Overlay District	O	PD	Muenzer	Introduction
CD	3/9/2015	Reallocation of unspent CDBG funds	R	HCDC	Muenzer	
CD	3/9/2015	2015-2019 Consolidated Plan	R	HCDC	Muenzer	
CD	3/9/2015	2015 Action Plan	R	HCDC	Muenzer	
Utilities	3/16/2015	Wholesale Water Sales Update	P	CC	Stoneback	
Utilities	3/16/2015	Utilities Commission: Proposed Energy Efficiency Ord	D	APW	Stoneback	

### Council & Committee Meetings

Mon, Jan 20	7:00 PM	City Council meeting: Exec Session			
Wed, Jan 21	6:30 PM	M/W/EBE Advisory Committee			
Thur, Jan 22	5:30 PM	Emergency Telephone Board			
Fri, Jan 23 1/9/2015 12:56 PM	7:00 AM	Housing & Homelessness Commission			

## Evanston City Council Agenda Schedule - 2015

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

<b>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>						
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Mon, Jan 26	6:00 PM	A&PW, P&D, City Council meetings				
Tues, Jan 27	7:30 PM	Housing & Community Dev Act Ctte				
Wed, Jan 28	6:00 PM	Transportation/Parking Committee				
Wed, Jan 28	7:30 PM	Economic Development Committee				
<b>DEFERRED</b>						
Dept	Date	Item	Action	Committee	Staff	
Law	TBA	Noise Ordinance	D	APW	Farrar	
Utilities	TBA	Computerized Maintenance Management System	B	APW	Stoneback	
Law	TBA	Ord 126-O--14 CVS Liquor Lic	O	APW	Farrar	Held at APW 10.27.14
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)
Utilities	TBA	South Standpipe Painting	B	APW	Stoneback	
CMO	TBA	Pivot Point	R	EDC	Bobkiewicz	
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: December, 2014 Community Development Department Report

Date: January 8, 2015

Please find attached the Community Development Department report for the month of December. It is organized to include both divisions of the department and reports those activities, meetings and actions that have occurred in December, 2014 as well as activities and meetings that are scheduled at this date for January, 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
December 2014 Meetings/Activities	<b>December 2, 2014</b>
	Meeting cancelled due to a lack of items.
	<b>December 16, 2014</b>
	<p><b>1241 Chicago Avenue:</b> Special Use for a Type 2 Restaurant in the B1 District, <i>Jimmy John's Gourmet Sandwiches</i>. Unanimous recommendation for approval with conditions. Scheduled for P&amp;D January 12, 2015.</p>
	<p><b>633 Howard Street:</b> Special Use for a Type 2 Restaurant in the B3 District for a café and coffee roasting establishment. The case was withdrawn.</p>
January 2014 Meetings/Activities	<b>January 6, 2015</b>
	<p><b>2524 Cowper Avenue:</b> Variances for building lot coverage, front yard setback, and interior side yard setback for an addition. Approved unanimously.</p>
	<p><b>1936 Maple Avenue:</b> Special Use for a Type 2 Restaurant in the B1 District for <i>Clucker's Charcoal Chicken</i>. Unanimous recommendation for approval with conditions for hours of operation, employee parking, and Litter/Garbage Pickup Plan. Scheduled for P&amp;D January 26, 2015.</p>
	<p><b>521 Ridge Avenue:</b> Variances for one open parking space in the front yard. Recommendation for approval 5-2 with the condition that the second curb cut on Elmwood Avenue be removed. Scheduled for P&amp;D January 26, 2015.</p>
	<b>January 27, 2015</b>
	<p><b>1111 Noyes Street:</b> Variances for building lot coverage and interior side and rear yard setbacks for a detached garage.</p>
	<p><b>2409 Crawford Avenue:</b> Variance for interior side yard setback for an attached carport.</p>
	<p><b>915 Foster Street:</b> Special Use in the B1 District for Commercial Indoor Recreation (expansion) for <i>Foster Dance Studio</i>.</p>
	<p><b>2308 Main Street:</b> Special Use in the C1 for a Wholesale Establishment (expansion) for <i>Few Spirits</i>.</p>

PLANNING AND ZONING	Plan Commission
December 2014 Meetings/Activities	December 10, 2014
	<p><b>Zoning Ordinance Text Amendment – Parking Requirements for Increase in Residential Density</b> Staff requested approval of an amendment to the Zoning Ordinance that would require parking spaces be provided when a number of dwelling units is increased on a property (outside of the Downtown D and RP districts). The Plan Commission unanimously approved the proposed Text Amendment. The proposal is scheduled for introduction at P&amp;D on January 12, 2015.</p>
	<p><b>Administrative Rules and Procedures of the Plan Commission</b> The Commission postponed the review of proposed modification to the existing Administrative Rules and Procedures of the Plan Commission to January 14, 2015.</p>
	December 17, 2014
	<p><b>Planned Development – 1571 Maple Avenue (Continued from 10/08/14 and 11/05/14)</b> 12-story (133.3-foot high) multiple-family, 101 residential-unit building with 3,696 sq. ft. of commercial space, 13 open on-site parking spaces and 101 off-site parking spaces. The applicant seeks site development allowances for the number of dwelling units, building height, floor area ratio (FAR), number of on-site parking spaces, and building setbacks from the east, north, and northwest property lines. The Plan Commission continued the case to January 14, 2015.</p>
January 2015 Meetings/Activities	January 14, 2015
	<p><b>Planned Development – 1571 Maple Avenue (Continued from 10/08/14, 11/05/14 and 12/17/14)</b> 12-story (133.3-foot high) multiple-family, 101 residential-unit building with 3,696 sq. ft. of commercial space, 13 open on-site parking spaces and 101 off-site parking spaces. The applicant seeks site development allowances for the number of dwelling units, building height, floor area ratio (FAR), number of on-site parking spaces, and building setbacks from the east, north, and northwest property lines.</p>
	<p><b>Administrative Rules and Procedures of the Plan Commission (Continued from 12/10/14)</b> The Commission will consider modifications to the existing Administrative Rules and Procedures of the Plan Commission.</p>
PLANNING AND ZONING	Comprehensive Plan Committee of the Plan Commission
December 2014 Meetings/Activities	December, 2014
	There was no Comprehensive Plan Committee meeting scheduled in December.
January 2015 Meetings/Activities	January, 2015
	There are no Comprehensive Plan Committee meetings scheduled in 2015.
PLANNING AND ZONING	Zoning Committee of the Plan Commission
December 2014 Meetings/Activities	December 17, 2014
	Meeting cancelled.
January 2015 Meetings/Activities	January 21, 2015
	Meeting cancelled.

PLANNING AND ZONING	Preservation Commission
<b>December 2014 Meetings/Activities</b>	<b>December 16, 2014</b>
	<p><b>699 Sheridan Road (LSHD)</b> – Exterior alterations including window wells and stairs below grade. Replacing windows on the second story east elevation. Action: Approved subject to installing the AC units in a location not requiring a zoning variance. The Commission asked the applicant to submit an updated site plan showing the location of the AC units and an elevation drawing showing the AC units</p>
	<p><b>901 Edgemere Court (LSHD)</b> – Exterior alterations including new windows on the first story and second story. New dormers on the second story. Action: Tabled applicants asked to come back with revised elevations of the proposed alterations to the exterior of the building to show a consistent building style particularly on the east elevation.</p>
	<p><b>1228 Forest Avenue (L/LSHD)</b> - The proposed renovation includes replacing the exterior siding and trim, installing new attic dormers (on the second floor), an interior renovation, replacing the existing overhead garage door, replacing the non-original second floor windows and installing new windows in new locations on the second floor. Action: Approved with the resubmission of the cornice detail on the dormers.</p>
<b>January 2015 Meetings/Activities</b>	<b>January 20, 2015</b>
	<p><b>901 Edgemere Court (LSHD)</b> – Exterior alterations including new windows on the first story and second story. New dormers on the second story.</p>
	<p><b>585 Ingleside Place (L)</b> – Selective replacement of 2 windows and 1 door (with new French door) and addition of 1 window at the rear façade.</p>
	<p><b>725 Colfax Street (Lot 16)</b> – Construction of a single family house with detached garage/coach house and perimeter fence.</p>
<p><b>2360 Orrington Avenue (Lot 11)</b> - Construction of a single family house with attached garage and perimeter fence.</p>	

Staff Review – December 2014	
<b>Preservation Projects Approved by Staff</b>	<b>901-905 Forest Avenue (L)</b> – Construct stair enclosure, replace existing rear stair.
	<b>1140 Hinman Avenue (LSHD)</b> – Demolish existing garage, construct new 2-car detached garage.
	<b>935 Sheridan Road (LSHD)</b> – Tear of existing 3 tab shingles from house and detached garage roof. Replace with Architectural asphalt shingles.
	<b>703 Sheridan Road (LSHD)</b> - Replace patio door on east rear elevation.
	<b>204 Lake Street (L/LSHD)</b> - Replace single window on west rear elevation with a double window. Replace existing aluminum storm door with wood and glass storm door.
	<b>1240 Hinman Avenue (LSHD)</b> - Replace existing asphalt shingles on main roof with new 240# 3TAB asphalt shingle matching the existing shingles.
	<b>707 Colfax Street (NEHD)</b> - Construct single family residence, detached 2-car garage/coach house and 6' high wood fence at side and rear yards.
	<b>718-734 Noyes Street (L/NEHD)</b> - Restoration of failing steel stairs at the rear of the building. Replacing existing steel plate treads and landing with aluminum grating. Stringers, supports and handrails to remain painted steel.
	<b>1144 Michigan Avenue (L/LSHD)</b> - Remove existing wood deck between the house and the garage; remove double hung windows and door on the first floor (east elevation). Build a 1-story screen porch addition on top of the existing wood deck between the house and the existing garage.
	<b>727 Forest (LSHD)</b> - Install 2 solar panels water heating system facing south on flat roof.
	<b>542 Forest Avenue (LSHD)</b> - Install 2 solar thermal panels on south facing roof.
	<b>618 Sheridan Square (L)</b> - Install 2 solar panels water heating system facing south on flat roof.
	<b>1026 Forest Avenue (LSHD)</b> - Install 2 solar water heating system on south facing roof.
	<b>542 Forest Avenue (LSHD)</b> - Install 16 solar panels on the side facing roof.
	<b>1015 Forest Avenue (LSHD)</b> - Remove existing (24"x48") bathroom double hung wood window on second floor and reduce window opening from the sill upwards and install a (24"x24") awning wood window. Fill remaining opening below new awning window with wood siding to match the existing wood siding.
<b>736 Michigan Avenue (LSHD)</b> - 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'	
<b>2107 Wesley Avenue (L)</b> - Demolition of existing wood deck at rear of house. Construct new wood deck matching existing foot print.	

PLANNING AND ZONING	APPROVED & ACTIVE PLANNED DEVELOPMENTS
<b>1890 Maple/1881 Oak</b>	The development of 356 residential rental units is under construction with a full building permit.
<b>North Shore Residence/ The Merion 1611 Chicago Ave.</b>	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition has been issued; construction is ongoing.
<b>1515 Chicago Ave. Hyatt House Extended Stay Hotel</b>	The 8-story 114-room hotel with 33 on-site parking spaces was approved by the City Council on April 28, 2014. The permit for foundation work only was issued in late September 2014. Staff is reviewing the application and plans for a full building permit for the construction of the building.
<b>Church St. Village 1629-1691 Church</b>	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.
<b>2454 Oakton St. Sports Dome</b>	The indoor recreation facility (multi-sports dome) was approved by City Council on August 11, 2014.

HOUSING & GRANTS	Housing & Community Development Act Committee
<b>December 2014 Meetings/Activities</b>	<b>December 16, 2014</b>
	<p>The December 16 meeting of the Housing &amp; Community Development Act Committee was canceled, as there were no items that required action by the committee.</p> <p>President Obama signed an Omnibus funding bill for 2015 in mid-December, following its approval by Congress. CDBG entitlement is funded at \$3 billion, a reduction of \$30 million from 2014. The bill requires that HUD notify entitlement grantees of their formula allocations within 60 days of enactment of the bill, so approximately February 15, 2015.</p>
<b>January 2015 Meetings/Activities</b>	<b>January 27, 2015</b>
	<p>Members of the Housing &amp; Community Development Act Committee are invited to the Human Services Funding Summit meeting on January 27. This meeting will take the place of the committee's regularly scheduled January meeting that would have been on Jan 27.</p> <p>Staff is beginning close out the 2014 grant year. The 2014 Consolidated Annual Performance and Evaluation Report (CAPER) must be posted for public comment in early March, be approved by City Council on March 23 and be submitted to HUD by March 31.</p>
HOUSING & GRANTS	Housing and Homelessness Commission
<b>December 2014 Meetings/Activities</b>	<b>December 19, 2014</b>
	This meeting has been canceled due to a lack of agenda items.
<b>January 2015 Meetings/Activities</b>	<b>January 23, 2014</b>
	The agenda has not been finalized, but may include creation of new working groups.



HOUSING & GRANTS	NSP 2
<p><b>NSP2 Properties</b></p>	<p>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.</p> <p>The wait lists for Emerson Square and LiveEvanston scattered site rentals are currently closed. Wait lists will be opened periodically, following the tenant selection plan for individual unit sizes depending on lease renewals and numbers of prospects on the wait lists.</p>
<p><b>Rehabilitation/ Clearance Work</b></p>	<p>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</p>
<p><b>Land Banked Properties</b></p>	<p>Five residential properties that were acquired as foreclosures have been demolished due to their deteriorated condition; because there are insufficient funds to redevelop them at this time, four properties may be land banked for up to 10 years. One property, 1941 Jackson Ave, is being redeveloped through a Development &amp; Affordable Housing Agreement with ETHS &amp; Community Partners for Affordable Housing. The property will be donated to CPAH, who will apply to IHDA for donation tax credits; the proceeds will be used by ETHS for future Geometry In Construction house building projects. The completed 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.</p>

BUILDING & INSPECTION SERVICES		Housing Rehabilitation
Ward	Address	Status
5	1926 Asbury	Multi-Family Rehab Application emailed on 12/22/2014
5	1739 Brown	DEMO – 3 Bids have been submitted
6	3300 Hayes	Single-Family Rehab Application emailed on 12/23/2014
8	1428 Dobson	1 Unit – In Progress
8	1823 – 1831 Brummel	Patricia Lloyd Townhomes – 5 Units – In Progress
9	1502 ½ South Blvd	Payoff In Progress
BUILDING & INSPECTION SERVICES		Sign Review and Appeals Board
<p><b>December 2014 Meetings/Activities</b></p>		<p><b>December 11, 2014</b></p>
		<p>1 Item for consideration – 1325-35 Howard Street.: Approved with conditions</p>
<p><b>January 2015 Meetings/Activities</b></p>		<p><b>January 8, 2015</b></p>
		<p>1 Item for consideration – 430 Asbury Ave.: Little Beans Cafe</p>

BUILDING & INSPECTION SERVICES		Permit Application Status		
Ward	Property Address	Project Description	Received	Status
1	1710 Orrington	Orrington Hotel – Interior remodel, 1 <sup>st</sup> floor lobby & restaurant	9/29/14	Approved
1	1515 Chicago	Evanston Hyatt Hotel	10/21/14	Under Review
1	1715 Chicago	Evanston Place Apartments	10/27/14	Approved
1	2300 Noyes	100 apartment interior demo/rebuild – Housing Authority of Cook County	10/24/14	Approved
1	1900 Sherman	101 apartment interior demo/rebuild – Housing Authority of Cook County	10/24/14	Approved
1	1729 Sherman	Jimmy John's	11/16/14	Approved
1	812 Church	800 Degree Pizza	12/17/14	Under Review
1	1737 Sherman	Blaze Pizza – Post permit revisions	8/27/14	Under Review
2	2008 Dempster	Goldfish Swim School – Interior remodel, structural changes	10/17/14	Approved
2	1720-1740 Oak St.	Accessibility revision – Parking garage	10/31/14	Approved
2	1158 Dodge Ave.	Evanston Nails	11/26/14	Under Review
2	1910 Dempster	Valli Produce – Demolition permit	12/30/14	Under Review
3	910 Hinman	7 Unit residential building – Structure	8/4/14	Approved
4	1501 Sherman	Remodel 1st and 2nd floors of existing hotel	12/27/13	Approved
4	1029 Davis	New Building – 5 Retail spaces	9/30/14	Under Review
4	1026 Davis	New Building – Restaurants	10/13/14	Approved
4	604 Davis Unit #4	Interior remodel	10/1/14	Approved
4	711 Main St.	Interior remodel	12/19/14	Under Review
4	1596 Sherman	Freshii – Interior remodel	12/15/14	Under Review
5	2045 Brown	Bangladesh Islamic Mosque – Exterior and interior revisions	8/7/14	Under Review
5	911 Foster	Domino's – Interior remodel	10/27/14	Approved
7	2751 Ashland	Rocky Miller Stadium – New press box, bleacher and support structures.	8/5/14	Under Review
7	2650 Ridge	Evanston Hospital – Emergency room and office suite remodeling	10/7/14	Approved
7	2748 Green Bay Rd.	Whole Foods – Interior remodel	12/22/14	Under Review
7	1300 Central	Apartment building – Exterior stairs and balconies	12/3/14	Under Review
7	2145 Sheridan	Faculty lounge -- Interior remodel	11/26/14	Approved
7	1815 Central	Interior Remodel – Animal hospital	12/15/14	Under Review
8	128-132 Chicago	U-Haul Truck Rental – Interior and exterior remodeling	6/23/14	Under Review
8	2485 Howard	Jewel/Osco – Interior remodeling – revision to approved plans	10/13/14	Approved
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	1601 Sherman #510	Tawani Enterprises, Inc.	12/26/2014	In Planning & Zoning.
2	838 Dodge Ave.	CJ 21 Laundry World, Inc.	11/26/2014	Pending inspections.
2	848 Dodge Ave.	The UPS Store	12/26/2014	In Planning & Zoning.
2	930 Pitner Ave.	Profit Kings Media, LLC	12/08/2014	Pending inspections.
2	848 Dodge Ave.	Essoenn, Inc.	12/02/2014	Pending inspections.
3	1043A Chicago Ave.	57 <sup>th</sup> Street Bookcase & Cabinet	12/18/2014	Application received.
3	707 Chicago Ave.	Sidetracked Studio, LLC	9/26/2014	Pending inspections.
3	936 Chicago Ave.	Doc Able's Auto Clinic, Inc.	11/18/2014	General Business License issued 12/10/2014.
3	727 Chicago Ave.	Lovely Tu Tu, LLC	9/30/2014	General Business License issued 12/23/2014.
3	1303 Chicago Ave.	Studio Armadi, LLC	11/20/2013	Build-out underway. Permit #13INTR-0442.
4	1603 Orrington Ave.	MPG Operations, LLC	11/13/2014	General Business License issued 12/23/2014.
4	1102 Davis St.	Kaufman O'Neil Architecture, LLC	11/07/2014	Build-out underway. Permit #14INTR-0380.
5	2114 Jackson Ave.	Precision Multisport	05/20/2014	Build-out underway. Permit #14INTR-0386.
6	2787 Gross Point Rd.	Bob's Tree Farm Xmas Trees	10/06/2014	Certificate of Zoning Compliance issued 12/05/2014.
7	2104 Central St.	Sparkle Cleaners of Evanston	08/25/2014	Electrical permit #14ELEC-0279 issued to complete work.
8	1717 W. Howard St.	Polytechnic Education and Career Service	12/08/2014	Pending inspections.
N/A	Peddler's License	Saintamene Emilcar	12/17/2014	Peddler's License issued 12/17/2014.
N/A	Peddler's License	Betsy Benefield	12/15/2014	Peddler's License issued 12/15/2014.
N/A	Peddler's License	Amir Graham	12/05/2014	Peddler's License issued 12/05/2014.
N/A	Peddler's License	Christopher Schneider	12/05/2014	Peddler's License issued 12/05/2014.



DATE: January 5, 2015

TO: Wally Bobkiewicz, City Manager

FROM: Mark Muenzer, Director of Community Development  
Gary Gerdes, Building and Inspection Services Manager  
Maleka Sumar, Management Analyst

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

**BUILDING PERMIT FEES**

Total Permit Fees Collected for the Month of December 2014	\$ 714,117
Total Permit Fees Collected Fiscal Year 2014	\$ 8,938,108
Total Permit fees Collected for the Month of December 2013	\$ 349,443
Total Permit Fees Collected Fiscal Year 2013	\$ 5,248,868

**CONSTRUCTION VALUES**

<b>TOTAL CONSTRUCTION VALUE FOR DECEMBER 2014</b>	\$ 35,721,062
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2014</b>	\$ 557,445,516
<b>TOTAL CONSTRUCTION VALUE FOR DECEMBER 2013</b>	\$ 6,715,993
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2013</b>	\$ 262,464,798



# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Lorrie Pearson, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: January 9, 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](mailto:lpearson@cityofevanston.org) if you have any questions or need additional information.

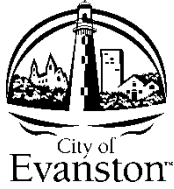
**Zoning Weekly Update**  
**Cases Received and Pending, January 2 - January 8, 2015**

**Zoning Reviews**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	115 Dempster Street	Building Permit	Construct garage at SFR (revisions)	01/08/15	compliant
1	1515 Chicago Avenue	Building Permit	Construction of extended stay hotel	11/05/14	pending DAPR
1	601-721 University Place	Zoning Analysis	Proposed subdivision in U1 District (Northwestern University)	12/29/14	pending additional info from applicant
1	729 Colfax Street	Zoning Analysis	Construct 2 1/2 story SFR with coach house (Kendall)	01/08/15	compliant
1	731 Colfax Street	Zoning Analysis	Construct 2 1/2 story SFR with coach house (Kendall)	01/08/15	compliant
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
3	1030 Lake Shore Blvd.	Building Permit	Construct 2nd story addition w/ deck at SFR	01/05/15	compliant
3	605 Hinman Avenue	Zoning Analysis	Enlarge roofed stairs/landing at MFR	01/06/15	non-compliant
5	1428 Noyes Street	Building Permit	Install roof-top solar panel heating system at SFR	01/05/15	compliant
5	2045 Brown Avenue	Building Permit	Misc. int./ext. remodel and erect dome structure at mosque	12/11/14	pending additional info from applicant
6	2306 Thayer Street	Zoning Analysis	Construct 2-story add'n, deck/patio, 2-car det. garage at SFR	01/08/15	compliant
6	2771 Crawford Avenue	Building Permit	Excavate as per plan and pour new foundation at SFR	12/11/14	pending Minor Variance
7	1717 Central Street	Building Permit	Int./ext/ alterations, construct addition (Evanston Arts Center)	01/07/15	pending DAPR
7	2225 Grant Street	Building Permit	Construct roofed porch at SFR	01/05/15	compliant
7	2748 Green Bay Road	Building Permit	Interior/exterior (site improvements) to Food Store (Whole Foods)	12/23/14	DAPR 1/14/15
7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Int./ext. additions to NU Baseball Field	08/19/14	pending DAPR
7	568 Ingleside Place	Zoning Analysis	Subdivision of single family lot to create 2 lots of record	12/01/14	pending Fire
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	805 Mulford Street	Zoning Analysis	Construct new 8-unit condo building with 12 underground parking spaces	01/07/15	pending staff review

**Miscellaneous Zoning Cases**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	1603 Orrington Avenue	Zoning Complaint	Illegal parking lot use (Chase Bank lot)	09/12/14	Violation letter mailed 10/30/14
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Drive-by insp. on-going
2	2308 Main Street	Special Use	Wholesale Goods Establishment - Few Spirits	10/21/14	<b>ZBA 01/27/15 &amp; DAPR 01/21/15</b>
3	1241 Chicago Avenue	Special Use	Type 2 Restaurant - Jimmy John's	11/20/14	<b>P&amp;D 01/12/15</b>
3	414 South Blvd.	Zoning Complaint	Illegal auto repair establishment in residential district	11/06/14	Violation letter mailed 11/06/14
3	605 Hinman Avenue	Major Variance	Building lot coverage, rear setback, side setback for stairs; 8' fence in rear	01/07/15	<b>ZBA 02/03/15 &amp; pending DAPR</b>
5	1814 Hartrey Avenue	Zoning Complaint	Illegal dwelling unit	09/18/14	Violation letter mailed 10/30/14
5	1936 Maple Avenue	Special Use	Type 2 Restaurant: Clucker's Charcoal Chicken	12/02/14	<b>P&amp;D 01/26/15</b>
5	915 Foster Avenue	Special Use	Expansion of existing dance studio into vacant space (Foster Dance Studio)	12/17/14	<b>ZBA 01/27/15 DAPR 01/14/15</b>
6	2400 Isabella Street	Minor Variance	Setback variance for 2nd story additon.	12/03/14	Determination after 12/22/14
6	2409 Crawford Avenue	Major Variance	Construct 1-car carport	12/15/14	<b>ZBA 01/27/15</b>
6	2411 Hastings Avenue	Major Variance	Building lot coverage for a 2-car detached garage	12/10/14	<b>ZBA 02/03/15 &amp; DAPR 01/20/15</b>
7	1111 Noyes Street	Major Variance	Rear yard setback for a 2-car detached garage	12/10/14	<b>ZBA 01/27/15 &amp; DAPR 01/14/15</b>
7	2001 Noyes Street	Minor Variance	Setback variations for 2nd story addition	12/03/14	Determination after 12/22/14
8	108 Florence Avenue	Zoning Complaint	Outdoor storage, trade contractor business in residential district	11/06/14	AA hearing 1/22/15
9	521 Ridge Avenue	Major Variance	Open parking in the front yard	12/05/14	<b>P&amp;D 01/26/15</b>



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: January 9, 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.

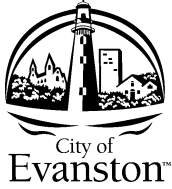
Please contact me at 847-448-8030 or [ggerdes@cityofevanston.org](mailto:ggerdes@cityofevanston.org) if you have any questions or need additional information.



**Inspector Weekly Update**  
**Cases Received, January 05-09, 2015**

**Field Reports**

<b>Ward</b>	<b>Property Address</b>	<b>Construction Type</b>	<b>Inspector notes</b>	<b>Received</b>
1	1515 Chicago Avenue (Hyatt House)	Foundation	Construction site is closed due to weather conditions. Fences are standing plumb. The public walkway is in good condition.	1/8/2015
1	1619 Chicago Avenue (The Merion)	Residential Addition	Construction site is in good condition. Sheet piling installation is continuing. Temporary walkway is in good order.	1/7/2015
1	728 Lincoln Street (Kendall Place)	New Residential Building (SFRs)	Construction site is in good condition. No dust or mud was present at the time of inspection. Soil erosion reports are current. Sidewalks are clear of debris.	1/5/2015
2	1890 Maple Avenue (E2 Apartments)	New Residential Building (MFR)	Construction site is in good condition. No dust or mud was present at the time of inspection. Sidewalks remain clear of debris.	1/5/2015
2	2008 Dempster Street (Goldfish Swim School)	Roof Work	Construction site is in good condition. Installation of construction fence has begun. The site has not received any further complaints.	1/5/2015
3	414-424 South Boulevard	Monitoring	No construction or auto repair activity has been observed.	1/5/2015
4	1031 Davis Street (Former Pineyard site)	New Commercial Building	The construction fence is secure and standing plumb. The wind screen has remained tight and secure. Gate is locked.	1/5/2015
8	1216-1226 Harvard Terrace	Monitoring	No construction activity has been observed.	1/7/2015



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: January 9, 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.

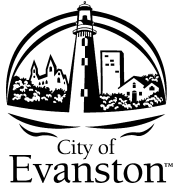
Please contact me at (847) 448-8160 or [twhittington@cityofevanston.org](mailto:twhittington@cityofevanston.org) if you have any questions or need additional information.

**Liquor Licensing Weekly Report  
Liquor Applications Received and Pending**

<b>WARD</b>	<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>LIQUOR CLASS</b>	<b>CLASS DESCRIPTION</b>	<b>PROPOSED HOURS for LIQUOR SALES</b>	<b>DATE REC'D</b>	<b>STATUS<sup>1</sup></b>
5	Fest & Imbibe Events	1601 Simpson Street #3	T	Catering, Beer/Wine	10am – 1:00am; Sun-Sat	01/08/15	Under Review by Liquor Dept.

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



# Memorandum

To: Wally Bobkiewicz, City Manager

From: David Stoneback, Utilities Director  
Kevin Lookis, Water Production Superintendent

Subject: Northwest Water Commission Quantity Rate True-Up

Date: December 10, 2014

The Bills List for the January 12<sup>th</sup> City Council Meeting will include a payment to the Northwest Water Commission in the amount of \$180,969.64. This payment is for the “true-up” of the quantity rate for service year (SY) 2013/2014 (October 1, 2013 – September 30, 2014).

In accordance with the renegotiated contract with the Commission, approved by Council in September 2008, a computation of costs is performed annually to determine the appropriate quantity rate for the previous service year and establish a preliminary quantity rate for the following service year. The formula for determining the quantity rate is total expenses in the Administration, Pumping and Filtration Divisions of the Water Fund for the previous fiscal year end divided by the total amount of water pumped in 1,000 gallon increments. For SY 2013/2014 the preliminary quantity rate was established at \$0.3946 per 1,000 gallons.

Typically, expenses rise by the rate of inflation and pumpage is relatively constant or slightly reduced. During FY 13/14, expenses in the Water Fund Divisions were reduced and pumpage was slightly higher than during the same period the previous year. The decrease in expenses for FY 13/14 was primarily a result of lower pricing for electricity, natural gas and water treatment chemicals. In addition, raw water quality in Lake Michigan has contained much lower solid content (turbidity) resulting in a reduction in the amount of coagulants (aluminum sulfate and polymer) and fluoride used in the treatment process. As a result of these factors the actual quantity rate for SY 2013/2014 was calculated to be \$0.3719 per 1,000 gallons. The attached sheet indicates the true-up amount for SY 2013/2014.

It should be noted that during 4 of the last 6 years, the true-up resulted in additional payments from the Commission to the City. During these periods, while expenses were relatively constant with the exception of chemicals and natural gas, the pumpage to the Commission was markedly lower each year. A summary of the true up values for the last six years is attached.

Northwest Water Commission Quantity Rate True Up History				
SERVICE YEAR	PUMPAGE	ORIGINAL AMOUNT BILLED	ADJUSTED AMOUNT BILLED	DIFFERENCE
2008/2009	8,476,082,000	\$2,345,331.89	\$2,730,315.53	\$384,983.64
2009/2010	8,481,164,000	\$2,731,952.55	\$2,959,078.12	\$227,125.57
2010/2011	8,288,115,000	\$2,891,723.32	\$2,658,827.29	-\$232,896.03
2011/2012	8,614,227,000	\$2,763,444.02	\$3,229,473.70	\$466,029.68
2012/2013	8,113,486,000	\$2,916,798.22	\$3,201,581.58	\$284,783.36
2013/2014	7,972,231,000	\$3,145,842.35	\$2,964,872.71	-\$180,969.64



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING JANUARY 9, 2015**

## HAPPY NEW YEAR!!

### ***Start the Year Off Right by Attending the January 14 NWMC Board Meeting***

We look forward to seeing you all at the first NWMC Board meeting for 2015, scheduled for Wednesday, January 14, 7:00 p.m. at Oakton Community College, Room 1604 in *Des Plaines*. Highlighting the agenda will be consideration of the 2015 NWMC Legislative Program, which will be unveiled at the January 24 NWMC Legislative Brunch (see related article below).

Also on the agenda are discussions on the promised trailer bill for the Minimum Manning legislation (which is now Public Act 98-1151), public safety pension reform and Governor-elect Rauner's transition policy committees. Finally, the board will consider a contract for legislative consulting services with Anderson Legislative Consulting. We look forward to seeing you all next week! *Staff contacts: Mark Fowler, Larry Bury*

### ***RSVP Today for the 2015 NWMC Legislative Brunch***

The RSVP deadline is next week, so please plan to join us at the 2015 NWMC Legislative Brunch, scheduled for Saturday, January 24, 10:00 a.m. to noon at the Hilton Chicago/Northbrook, 2855 N. Milwaukee Avenue in *Northbrook/Prospect Heights*. This annual event provides a unique opportunity to meet with our state and federal legislators in an informal setting and discuss solutions to the challenges facing our communities and taxpayers.

Please RSVP to Marina Durso, [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org) or 847-296-9200, ext. 122 by **Friday, January 16**. *Staff contacts: Mark Fowler, Larry Bury, Marina Durso*

### ***Governor-Elect Rauner Issues Transition Report***

Illinois Governor-elect Bruce Rauner has issued his much anticipated transition report entitled "Building a Better Illinois." The report, which can be found by visiting <http://makeillinoisgreat.com/wp-content/uploads/Building-a-Better-Illinois-Report-of-the-Transition-Co-chairs-to-the-Governor-elect.pdf>, "details the challenges that must be overcome, and sets forth recommendations to propel Illinois into the future", according to a press release sent this afternoon.

*Barrington Village President Karen Darch* co-chaired the "Intergovernmental Efficiencies and Local Government" subcommittee, which was charged with examining how the new administration can work with local governments to improve operations and reduce the burden on taxpayers as well as streamline interactions with state agencies. The work of this subcommittee is detailed beginning on page 67 and includes references to Northwest Municipal Conference writings on public safety pensions. The report also supports consolidation of public safety pension funds, which is a cornerstone of the NWMC 2015 Legislative Program. *Staff contacts: Mark Fowler, Larry Bury*

### ***NWMC Awards New Auction Contract to America's Auto Auction***

As reported over the holidays, the NWMC has reached an agreement to conduct live and Internet auctions of local government surplus vehicles and equipment with America's Auto Auction (America's AA) of Crestwood. The agreement is effective beginning on February 15 and America's AA has agreed to the same terms and conditions as contained in the contract with the Conference's former auction provider, Manheim.

The live NWMC Surplus Vehicle and Equipment auctions will be held on a quarterly basis at America's Auto Auction located at 14001 S. Karlov Avenue in Crestwood. We will notify you of the date of the spring auction as soon as it has been selected. In the meantime, this is the perfect time of year for you to begin making a list of excess inventory to dispose of and checking it twice.

America's AA's 50 acre, state-of-the-art facility provides full service auctions for their existing dealer network, the general public and online/simulcast bidders. For more information on America's AA's services, please visit their website, <http://www.americasautoauction.com/files/index.aspx>

America's AA General Sales Manager Fred Uhter will contact every NWMC Public Works Department to explain the program in detail. A few of the advantages to holding the NWMC Auctions at America's AA include:

- Transportation of vehicles to America's AA Crestwood facility at the same rates as last year
- America's AA will provide all drivers on auction day (except for some specialty vehicles); therefore, NWMC members will not have to pull employees off the job site to work the NWMC Auctions
- America's AA can arrange to transport vehicles through third party providers at a lower cost than having NWMC members pull employees off the job site
- America's AA offers a variety of optional services designed to maximize resale value including vehicle condition reports, reconditioning/repair services, dent removal, window replacement, washing, etc.
- Pre-sale inventory listings on America's AA website are viewed by thousands of potential purchasers.
- No NWMC public works facilities will be inconvenienced by hosting the event

The agreement also provides for year-round Internet auctions through America's AA online service. This allows NWMC members to remarket vehicles and equipment quickly and easily to America's AA extensive network of buyers. For more information, please contact staff or Fred Uhter, 773-294-7213 or [fred.uhter@americasautoauction.com](mailto:fred.uhter@americasautoauction.com). Staff contact: Ellen Dayan

### ***Mayors Caucus Unveils New Website Featuring Grant Opportunities***

The Metropolitan Mayors Caucus has launched a new website, [www.mayorscaucus.org](http://www.mayorscaucus.org). One of the new features is an Environmental Grants and Resources page, which lists funding opportunities and application deadlines for local governments. For further information on the environmental grants, please contact Mayors Caucus Director of Environmental Affairs Edith Makra, [emakra@mayorscaucus.org](mailto:emakra@mayorscaucus.org) or 312-201-4506. Staff contact: Mark Fowler

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

*NWMC Finance Committee* will meet on Wednesday, January 14, at noon at the NWMC offices in *Des Plaines*.

*NWMC Full Board Meeting* will be held on Wednesday, January 14, at 7:00 p.m. at Oakton Community College, Room 1604, in *Des Plaines*.

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

*NWMC Legislative Committee* will meet on Wednesday, January 21 at 8:30 a.m. at the NWMC offices in *Des Plaines*.

*NWMC Environmental Best Practices Committee* will meet on Wednesday, January 28 at 2:30 p.m. at the NWMC offices in *Des Plaines*.

*NWMC Transportation Committee* will meet on Thursday, January 29 at 8:30 a.m. at the NWMC offices in

*Des Plaines.*