

# Memorandum

To: Mayor Tisdahl and Members of the City Council  
From: Wally Bobkiewicz, City Manager  
Subject: City Manager's Weekly Update  
Date: Friday, October 10, 2014

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for October 3, 2014 – October 9, 2014

### **Administrative Services**

Bids Advertised Week of October 6, 2014  
August 2014 Financial Report

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

Master Council Meeting Agenda Schedule

### **Community Development**

Zoning Report  
Weekly Building Inspection Report

### **Fire and Life Safety Department**

September 2014 Monthly Report

### **Law Department**

Weekly Liquor License Application Report

### **Legislative Reading**

NWMC Weekly Briefing

## **PUBLIC NOTICES, AGENDAS & MINUTES**

### **October 13, 2014**

Board of Animal Control

[www.cityofevanston.org/animalcontrolboard](http://www.cityofevanston.org/animalcontrolboard)

Board of Local Improvements - cancelled

Administration and Public Works Committee

[www.cityofevanston.org/apw](http://www.cityofevanston.org/apw)  
Planning & Development Committee  
[www.cityofevanston.org/pd](http://www.cityofevanston.org/pd)  
City Council  
[www.cityofevanston.org/citycouncil](http://www.cityofevanston.org/citycouncil)

**October 14, 2014**

Public Art Committee  
[www.cityofevanston.org/publicartcommittee](http://www.cityofevanston.org/publicartcommittee)

**October 15, 2014**

Site Plan Appearance and Review Committee  
[www.cityofevanston.org/siteplancommittee](http://www.cityofevanston.org/siteplancommittee)  
City-School Liaison Committee  
[www.cityofevanston.org/city-school-liaison-committee](http://www.cityofevanston.org/city-school-liaison-committee)  
Library Board – rescheduled  
Library Board of Trustees Facilities Committee  
[www.cityofevanston.org/libraryboard](http://www.cityofevanston.org/libraryboard)  
M/W/EBE Advisory Committee  
[www.cityofevanston.org/mwebecommittee](http://www.cityofevanston.org/mwebecommittee)  
Zoning Committee of the Plan Commission  
[www.cityofevanston.org/zoningcommitteeplancommission](http://www.cityofevanston.org/zoningcommitteeplancommission)

**October 16, 2014**

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 October 3, 2014 through October 9, 2014.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2575</b>	<b>2687</b>
<b>SERVICE REQUESTS</b>	<b>619</b>	<b>607</b>
<b>TOTAL CHATS</b>	<b>56</b>	<b>49</b>
<b>TOTAL TEXT</b>	<b>2</b>	<b>9</b>

## **Top 5 Service Requests**

**Total**

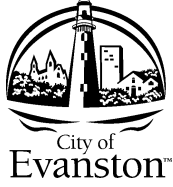
*Most requested service requests (Source: PublicStuff - Open/Closed)*

1. Building Permit Inspection Request	140
2. Trash – Special Pick up	34
3. Broken Parking Meter	30
4. Rodents - Rats	17
5. Dead Animal on Public Property	16

**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	253
Administrative Services -Finance	56
Administrative Services -HR	90
Administrative Services - Other	149
Call Transfer	142
City Manager's Office	63
ComDev / Economic Development	15
ComDev/ Bldg Inspections	214
ComDev / Housing Rehab	2
ComDev / Planning/Zoning	11
Directions	20
Evanston Township	8
Fire Life Safety	28
PublicStuff Request	130
Health	85
Information	676
Law	3
Library	4
Mayor's Office	4
Other	121
Other – Social Services	2
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	3
Parks – Other	4
Parks/Recreation	15
Parks – Forestry	29
Parks- Recreation Programs	18
Police	116
Public Works / Fleet	3
Public Works / Street Sanitation	150
Public Works / Engineering	55
Utilities – Power	9
Utilities – Sewer	3
Utilities – Water	94
<b>TOTAL</b>	<b>2575</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 October 6, 2014

Date: October 10, 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 October 6, 2014**

<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 14-62 Water Treatment Chemicals	Utilities	Work on this project includes the purchase of chemicals to be used in the drinking water treatment process.	\$566,000	Nov 11	Nov 24



# 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: August 2014 Monthly Financial Report

Date: October 10, 2014

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

Fund Name	Fund #	YTD	YTD	YTD	8/31/2014	8/31/2014
		8/31/2014	8/31/2014	8/31/2014	Unreserved	Cash
		Revenue	Expenses	Net	Fund Balance	Balance*
General	100	\$ 64,682,985	\$ 58,450,337	\$ 6,232,648	\$ 22,595,599	\$ 12,266,622
General Assistance Fund	175	853,281	410,312	442,969	442,969	442,969
Neighborhood Stabilization	195	1,383,653	884,723	498,930	498,930	467,125
Motor Fuel	200	1,581,065	1,031,448	549,617	1,862,185	2,346,977
Emergency 911	205	656,045	863,174	(207,129)	1,013,750	795,912
SSA#4	210	303,889	160,000	143,889	(5,446)	(36,312)
CDBG	215	948,525	837,422	111,103	123,902	(50,820)
CDBG Loan	220	111,051	121,630	(10,578)	2,343,693	104,252
Economic Development	225	1,371,588	1,215,012	156,576	3,663,777	3,132,971
Neighborhood Improvement	235	-	-	-	149,915	149,915
Home	240	526,826	533,719	(6,893)	3,935,635	3,280
Affordable Housing	250	130,605	39,720	90,886	2,541,964	829,271
Washington National TIF	300	4,903,315	2,223,032	2,680,284	7,717,725	7,310,324
SSA#5	305	421,540	31,025	390,515	865,400	804,093
SW II TIF (Howard Hartrey)	310	881,826	1,117,297	(235,471)	3,121,577	3,105,944
Southwest TIF	315	607,668	19,667	588,001	932,718	921,075
Debt Service	320	12,079,951	2,571,956	9,507,996	12,883,687	11,364,090
Howard Ridge TIF	330	470,089	489,102	(19,014)	369,603	357,951
West Evanston TIF	335	100,552	44,682	55,870	593,509	593,509
Dempster-Dodge TIF	340	-	-	-	-	-
Capital Improvement	415	9,749,311	2,396,115	7,353,196	13,653,195	14,237,523
Special Assessment	420	625,859	118,071	507,788	2,580,203	2,576,207
Parking	505	6,268,328	4,054,984	2,213,344	15,816,163	15,163,909
Water	510-513	13,516,852	9,308,293	4,208,559	12,798,650	11,007,164
Sewer	515	9,395,064	8,122,990	1,272,074	5,847,070	3,593,747
Solid Waste	520	3,220,066	2,834,251	385,815	(897,745)	(1,326,515)
Fleet	600	2,116,681	2,011,098	105,584	216,150	(371,786)
Equipment Replacement	601	2,074,934	361,763	1,713,171	2,302,154	2,302,154
Insurance	605	12,030,495	11,374,428	656,067	(3,071,595)	1,716,670
Library	185	5,391,208	3,626,438	1,764,769	2,747,533	2,121,675
Library Debt Fund	186	776,867	53,724	723,143	723,143	667,875
<b>Total**</b>		<b>\$ 156,403,252</b>	<b>\$ 115,252,687</b>	<b>\$ 41,150,566</b>	<b>\$ 117,642,870</b>	<b>\$ 96,597,535</b>

\*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 August 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 August 31, 2014, the General Fund is reporting a surplus of \$6,232,648 due to several factors:

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

Through August 31, 2014, the Special Service Area (SSA) #4 Fund is showing a negative cash balance of \$36,312, which is a \$100,000 improvement from July's negative balance.

Through August 31, 2014, the Community Development Block Grant (CDBG) Fund is showing a fund balance of \$123,902 with a negative cash balance of \$50,820. The City expects HUD reimbursements to eliminate this negative balance in the next month.

Through August 31, 2014, the Economic Development Fund is showing a fund balance of \$3,663,777 and a cash balance of \$3,123,971. These balances include approximately \$1 million of revenue associated with the Gigabit Challenge.

Through August 31, 2014, the Solid Waste Fund is showing a negative fund balance of \$897,745 and a negative cash balance of \$1,326,751.

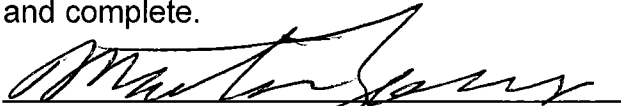
Though operating at a surplus for the year, through August 31, 2014 the Fleet Fund is showing a negative cash balance of \$371,786.

Through August 31, 2014, the Insurance Fund is showing a negative fund balance of \$3,071,595. 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 \$601,314, 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. The Insurance Fund's cash balance of \$1,716,670 includes a transfer from the IPBC Health Insurance Pool of \$500,000.

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 August 31, 2014 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.

  
Martin Lyons, Treasurer



**Report of Budget-to-Actual Revenues and Expenditures**  
**As of August 31, 2014**  
(Target is 66,67% 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	\$ 11,797,946	96.1%	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Sales Tax	15,790,000	9,938,587	62.9%	-	-		-	-		-	-		-	-	
State Income Tax	7,076,170	4,981,522	70.4%	-	-		-	-		-	-		-	-	
Utility Tax	8,220,000	5,633,257	68.5%	-	-		-	-		-	-		-	-	
Real Estate Transfer Tax	2,875,000	1,764,254	61.4%	-	-		-	-		-	-		-	-	
Liquor Tax	2,375,000	1,835,701	77.3%	-	-		-	-		-	-		-	-	
Other Taxes	5,940,053	3,769,029	63.5%	-	-		-	-		-	-		-	-	
Licenses, Permits, Fees	12,622,280	9,840,625	78.0%	-	-		-	-		-	-		-	-	
Charges for Services	7,936,754	5,397,471	68.0%	6,434,293	4,318,130	67.1%	13,913,400	10,274,264	73.8%	12,922,700	9,027,869	69.9%	3,889,033	2,511,108	64.6%
Intergovernmental Revenues	721,272	836,521	116.0%	-	-		-	-		-	-		25,000	4,981	19.9%
Interfund Transfers	7,742,893	5,246,142	67.8%	2,925,296	1,950,197	66.7%	-	-		-	-		1,055,967	703,978	66.7%
Other Non-Tax Revenue	5,614,490	3,641,931	64.9%	2,034,004	-	0.0%	6,413,816	3,242,588	50.6%	2,191,000	367,194	16.8%	-	-	
<b>Total Revenues</b>	<b>\$ 89,185,298</b>	<b>\$ 64,682,985</b>	<b>72.5%</b>	<b>\$ 11,393,593</b>	<b>\$ 6,268,328</b>	<b>55.0%</b>	<b>\$ 20,327,216</b>	<b>\$ 13,516,852</b>	<b>66.5%</b>	<b>\$ 15,113,700</b>	<b>\$ 9,395,064</b>	<b>62.2%</b>	<b>\$ 4,970,000</b>	<b>\$ 3,220,066</b>	<b>64.8%</b>
<b>Expenditures</b>															
Legislative	\$ 677,621	\$ 456,812	67.4%	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
City Administration	1,941,115	1,095,628	56.4%	-	-		-	-		-	-		-	-	
Law Department	1,045,232	669,253	64.0%	-	-		-	-		-	-		-	-	
Administrative Services Department	8,826,606	4,822,845	54.6%	-	-		-	-		-	-		-	-	
Community Development	2,652,887	1,692,857	63.8%	-	-		-	-		-	-		-	-	
Police Department	26,876,444	18,192,714	67.7%	-	-		-	-		-	-		-	-	
Fire & Life Safety Services	14,072,488	9,532,785	67.7%	-	-		-	-		-	-		-	-	
Health Department	3,009,286	1,915,352	63.6%	-	-		-	-		-	-		-	-	
Public Works - Operating	17,884,613	11,954,251	66.8%	10,714,333	4,054,984	37.8%	-	-		-	-		5,309,082	2,834,251	53.4%
Public Works - Capital Outlay	-	-		5,180,000	-	0.0%	-	-		-	-		-	-	
Parks, Recreation & Comm. Services	10,483,281	8,117,840	77.4%	-	-		-	-		-	-		-	-	
Capital Improvement Transfer	936,500	-	0.0%	-	-		-	-		-	-		-	-	
Transfer to Debt Service Fund	609,000	-	0.0%	-	-		-	-		-	-		-	-	
Utilities - Operating	-	-		-	-		13,451,635	7,608,235	56.6%	13,006,620	7,073,192	54.4%	-	-	
Utilities - Capital Outlay	-	-		-	-		10,538,100	1,700,058	16.1%	3,272,500	1,049,798	32.1%	-	-	
<b>Total Expenditures</b>	<b>\$ 89,015,073</b>	<b>\$ 58,450,337</b>	<b>65.7%</b>	<b>\$ 15,894,333</b>	<b>\$ 4,054,984</b>	<b>25.5%</b>	<b>\$ 23,989,735</b>	<b>\$ 9,308,293</b>	<b>38.8%</b>	<b>\$ 16,279,120</b>	<b>\$ 8,122,990</b>	<b>49.9%</b>	<b>\$ 5,309,082</b>	<b>\$ 2,834,251</b>	<b>53.4%</b>

## 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

BUD=Budget OC=Other EXS=Executive Session SPC=Special City Council Meeting CC=Council Only

DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Mayor	10/20/2014	Perennials 20 yr anniversary	PR	CC	Francellno	Third Monday
CMO	10/20/2014	PTI Awards	A	CC	Bobkiewicz	
PRCS	10/20/2014	PRCS "Smartphone App" presentation	P	CC	McRae	
CMO	10/20/2014	BYOB Shopping Bag Campaign	P	CC	Bobkiewicz/Hurley	
Admin Services	10/20/2014	City Council Budget Workshop	SPB/P	CC	Bobkiewicz/Lyons	Presentations
Admin Services	10/25/2014	Special City Council Meeting: Public Budget Hearing; Public Hearing Tax Levies		CC	Lyons	Saturday, 9am
Admin Services	10/25/2014	2014 Tax Levies (COE, SSA4, EPL)	O	CC	Lyons	Introduction
Utilities	10/27/2014	Computerized Maintenance Management System	B	APW	Stoneback	
Public Works	10/27/2014	Final Vehicle Purchase	B	APW	Robinson	
Public Works	10/27/2014	Renewal of Elevator Service Agreement with ThyssenKrupp	B	APW	Robinson	
Public Works	10/27/2014	Mason Park & ETHS Biking Improvements	B	APW	Robinson	
Public Works	10/27/2014	Change Order 1: Sheridan Road Engineering	B	APW	Robinson	
Public Works	10/27/2014	Change Order 2: Water Main Design Sheridan Road	B	APW	Robinson	
CMO	10/27/2014	Contract for SSA Consulting Services for Chicago Ave Business Districts	B	APW	Bobkiewicz	
Library	10/27/2014	Lease for 2022 Central St.	B	APW	Danczak-Lyons	
CMO	10/27/2014	Divvy Grant Acceptance	R	APW	Bobkiewicz	
CMO/Law	10/27/2014	Authorize Sale/Lease Harley Clarke	O	APW	Bobkiewicz/Farrar	Introduction
CMO	10/27/2014	Dillo Day Noise	O	APW	Farrar	Introduction
CMO	10/27/2014	Animal Shelter 501-c-3	D	APW	Bobkiewicz	
CMO	10/27/2014	Liquor Tax Discussion	D	APW	Bobkiewicz	
CMO	10/27/2014	Implementation of West Side Plan	P	PD	Bobkiewicz	(first item on agenda)
CD	10/27/2014	1814 Central, Type 2 Restaurant, Beth's Little Bake Shop	O	PD	Muenzer	Introduction
CD	10/27/2014	812 Church, Type 2 Restaurant, 800 Degrees Neapolitan Pizza	O	PD	Muenzer	Introduction
CD	10/27/2014	600 Davis, Type 2 Restaurant, Patisserie Coralie	O	PD	Muenzer	Introduction
CMO	11/3/2014	Joint Meeting Human Serv, MHB & HCDC: Human Services Funding	D	HS	Storlie	Replacing Regular Human Services Meeting

Admin Services 10/10/2014 1:40 PM

Council Budget Discussion

CC

Lyons

1 of 3

## Evanston City Council Agenda Schedule - 2014

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Admin Services	11/10/2014	Employee Health Premium Adjustment	B	APW	Lyons	
Health	11/10/2014	Implementation of Clothing Box Licensing	D	APW	Thomas-Smith	
CD	11/10/2014	Safebuilt Contract	B	APW	Muenzer	
Admin Services	11/10/2014	Surplus Distribution SW TIF	O	APW	Lyons	Introduction
Law	11/10/2014	Transportation Network Providers (Uber et al)	O	APW	Farrar	Introduction (Held in Committee 9.22.14)
CD	11/10/2014	2015-2019 Consolidated Plan	R	HCDC	Muenzer	
CD	11/10/2014	2015 Action Plan	R	HCDC	Muenzer	
CD	11/10/2014	Reallocation of unspent CDBG funds	R	HCDC	Muenzer	
CMO	11/10/2014	First Night Funding	B	EDC	Bobkiewicz	
Admin Services	11/17/2014	Council Budget Discussion		CC	Lyons	Third Monday
Admin Services	11/24/2014	Budget Adoption	R	APW	Lyons	
Admin Services	12/8/2014	Post Bond Issuance Compliance	B	APW	Lyons	
CMO	12/8/2014	Lease for New Police Outpost @ 741 Howard	B	A&PW	Bobkiewicz	
Admin Services	12/8/2014	2014 Tax Abatements	R	APW	Lyons	
Admin Services	12/8/2014	2014 Tax Levies	O	APW	Lyons	Action
CD	12/8/2014	1571 Maple Ave Mixed Use Planned Dev	O	PD	Muenzer	Introduction
CD	12/8/2014	Inclusionary Housing	O	PD	Muenzer	Action (Intro on 7/28/14; referred to subcomitte)
CD	12/8/2014	Site Development Allowances in oCSC District	O	PD	Muenzer	Introduction
CD	12/8/2014	Text Amendment for Active Uses in oCSC District	O	PD	Muenzer	Introduction
CD	12/8/2014	Ordinance Text Amendment: B-Districts/Office & Financial Institutions	O	PD	Muenzer	Introduction
Public Works	2015	Uniform Purchase Contract	B	APW	Robinson	
<b>Council &amp; Committee Meetings</b>						
Wed, Oct 15	5:30 PM	City-School Liaison Committee				
Wed, Oct 15	6:30 PM	M/W/EBE Advisory Committee				
Mon, Oct 20	7:00 PM	City Council meeting				
Tues, Oct 21	7:30 PM	Housing & Community Dev Act Ctte				





# Memorandum

To: Honorable Mayor and Members of the City Council  
From: Lorrie Pearson, Planning and Zoning Administrator  
Subject: Weekly Zoning Report  
Date: October 10, 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 847/448-8674 or [lpearson@cityofevanston.org](mailto:lpearson@cityofevanston.org) if you have any questions or need additional information.

**Zoning Weekly Update**  
**Cases Received and Pending, October 4 - 9, 2014**

**Zoning Reviews**

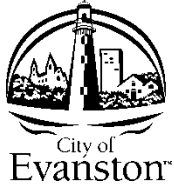
<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	1613 Sherman Avenue	Building Permit	Interior remodel for Type 2 restaurant (Doc Popcorn)	08/28/14	pending City Council
1	616 Noyes Street	Zoning Analysis	Demo/replace patio and stair; construct ramp (Northwestern)	10/08/14	pending staff review
2	1320 Ashland Avenue	Building Permit	Construct detached garage at MFR	10/08/14	pending staff review
2	1320 Ashland Avenue	Building Permit	Addition of deck at rear and south side at MFR	10/09/14	pending staff review
2	1409 Dodge Avenue	Building Permit	Convert mechanic shop into 2 townhomes	09/25/14	pending SPAARC 10/22
2	1815 Ridge Avenue	Zoning Analysis	Construct 9-story, 155 DU/mixed use building (Planned Development)	08/19/14	pending add'l info from app.
2	1825 Greenwood Street	Building Permit	Construct two (2) 2nd story additions, misc. interior/exterior remodeling.	09/18/14	pending SPAARC 10/15
2	2104 Washington Street	Building Permit	Demo rear screen porch and family room addition at SFR	10/08/14	pending staff review
3	707 Chicago Avenue	Zoning Analysis	Determination of use - artist studio without a dwelling in a live/work space	10/03/14	pending staff review
4	1017 Davis Street	Building Permit	Interior remodeling commercial indoor rec.	08/19/14	pending City Council
4	1029-1035 Davis Street	Building Permit	Construct 1-story addition over existing foundation and partial basement	10/02/14	pending staff review
4	1507 -11 Maple Avenue	Building Permit	Replace existing porch at MFR	10/09/14	pending staff review
5	1941 Wesley Avenue	Building Permit	New duplex construction at MFR	10/01/14	pending staff review
6	2133 Crawford Avenue	Building Permit	Install asphalt driveway over existing gravel at SFR	10/08/14	pending staff review
6	2320 Lawndale Avenue	Building Permit	Remodel sunporch at SFR	10/09/14	pending staff review
6	2407 Thayer Street	Building Permit	Detached garage at SFR	10/09/14	pending staff review
6	3321 Hayes Street	Building Permit	Construct detached garage at SFR	10/08/14	pending staff review
7	1416 Rosalie Street	Building Permit	Construct (rear) deck at SFR	10/09/14	pending staff review
7	1845-2313 Sheridan Road	Zoning Analysis	Proposed subdivision (Northwestern)	09/17/14	pending add'l info from app.
7	1932 Central Street	Building Permit	Front façade renovations (Blue Stone Restaurant)	08/20/14	pending SPAARC
7	2207 Pioneer Road	Building Permit	Replace existing private sidewalks, patio, 7 parking pad at SFR	10/01/14	pending staff review
7	2329 Brown Avenue	Building Permit	Construct detached garage at SFR	10/08/14	pending staff review
7	2514 Sheridan Road	Building Permit	remove/replace detached garage; attic remodel at SFR	09/11/14	pending add'l info from app.

7	2751 Ashland Avenue (formerly 1600 Isabella)	Building Permit	Int./ext. additions to NU Baseball Field	08/19/14	pending SPAARC
8	128-130 Chicago Avenue	Building Permit	Interior/exterior remodeling for change of use (retail service use: U-Haul)	06/26/14	pending SPAARC
8	317 Darrow Avenue	Building Permit	Excavate/construct detached garage with concrete slab and electric at SFR	10/08/14	pending staff review
9	1404-1406 Washington Street	Building Permit	Regrade and repave side entry walkway at MFR	10/09/14	pending staff review
9	1432 Cleveland Street	Zoning Analysis	Install new patio in rear yard	10/08/14	pending staff review
	none	Zoning Analysis	Determination of use - medical office for addiction counseling and care	10/07/14	pending staff review

### Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	1603 Orrington Avenue	Zoning Complaint	illegal parking lot use (Chase Bank lot)	09/12/14	Violation Letter mailed 9/12/14
1	1613 Sherman Avenue	Special Use	Type 2 Restaurant - Doc Popcorn	07/30/14	<b>P&amp;D 10/13/14</b>
1	812 Church Street	Special Use	Type 2 Restaurant - 800 Degrees Neapolitan Pizza	08/27/14	<b>P&amp;D 10/27/14</b>
2	1016 Florence Avenue	Minor Variance	setback to construct 2-car detached garage	09/17/14	determination after 10/8/2014
2	1100 Dewey Avenue	Minor Variance	street side yd setbck to construct 2-car detached garage	09/17/14	determination after 10/10/14
2	1513 Greenleaf Street	Special Use	Single Family Dwelling in the B1 District	10/08/14	<b>ZBA 11/04/14 &amp; SPAARC 10/15/14</b>
2	1804 Washington Street	Zoning Complaint	Automobile Repair estab. in residential district	09/16/14	Violation Letter mailed 9/30/14
3	1231 Hinman Avenue	Major Variance	Building lot coverage, impervious, and side setback for addition to SFR	09/12/14	<b>ZBA 10/21/14</b>
4	1596 Sherman Avenue	Substitution of Special Use	Type 2 Restaurant - Freshii (previously Argo Tea)	10/09/14	pending staff review
4	600 Davis Street	Special Use	Type 2 Restaurant - Patisserie Coralie	09/11/14	<b>P&amp;D 10/27/14</b>
4	604 Davis Street	Special Use	Commercial Indoor Recreation (dance studio)	10/09/14	<b>ZBA 11/04/14 &amp; pending SPAARC</b>
5	1814 Hartrey Avenue	Zoning Complaint	Illegal dwelling unit	09/18/14	Violation Letter mailed 10/01/14
5	1817 Leland Avenue	Minor Variance	Building lot coverage/impervious surface ratio to construct garage	09/18/14	determination after 10/10/14
5	2045 Brown Avenue	Major Variance	47' building height for a dome at religious institution	09/18/14	<b>ZBA 11/18/14</b>
6	3146 Harrison Avenue	Major Variance	Building lot coverage, impervious, side setbacks for 1 story addition to SFR	09/08/14	<b>ZBA 10/21/14</b>
7	1814 Central Street	Special Use	Type 2 Restaurant - Beth's Little Bake Shop	08/29/14	<b>P&amp;D 10/27/14</b>
7	2027 Noyes Street	Minor Variance	Street side yard setback, building lot & impervious coverage - garage	08/28/14	determination after 10/05/14
7	2727 Woodbine Avenue	Minor Variance	Distance between structures for a 2-car detached garage	09/11/14	determination after 10/16/14
7	715 Milburn Street	Major Variance	Rear setback and distance between structures for a detached garage	09/09/14	<b>ZBA 10/21/14</b>
8	156 Asbury Avenue	Appeal	6' h fence in the front yard (4' approved as minor variance)	10/07/14	<b>ZBA 11/04/14</b>
8	1909-1911 Howard Street	Special Use	Child Daycare facility	06/23/14	<b>P&amp;D 10/13/14</b>





# Memorandum

To: Honorable Mayor and Members of the City Council

From: Mark Muenzer, Director of Community Development  
Maleka Sumar, Management Analyst

Subject: Weekly Inspection Report

Date: October 10, 2014

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 847-448-8022 or [mmuenzer@cityofevanston.org](mailto:mmuenzer@cityofevanston.org) if you have any questions or need additional information.

**Inspector Weekly Update**  
**Cases Received and Pending, October 4-10, 2014**

**Field Reports**

<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Inspector notes</b>	<b>Received</b>	<b>Status</b>
1	1515 Chicago Avenue	Monitoring	Site in good condition. Spoil pile is controlled. Excavation has begun. Fences secure.	10/9/2014	Reinspection required
1	1611 Chicago Avenue	Complaint	Dust containment and air filtration is in place. Construction is contained.	10/7/2014	Complies
1	2370 Orrington Avenue	Monitoring	Site in good condition. Soil erosion reports current.	10/6/2014	Complies
2	1890 Maple Avenue	Complaint	Site in good condition. Catch baskets need to be emptied.	10/9/2014	Complies
3	414-424 South Boulevard	Monitoring	Auto repair activity in morning	10/7/2014	Reinspection required
3	505 Hinman	Monitoring	No Activity	10/7/2014	Reinspection required
4	1560 Oak Avenue	Monitoring	Site interior/exterior in good condition. Rough inspections underway. Rough plumbing, mechanical, framing, and electrical nearly done.	10/7/2014	Complies
4	917 Greenleaf Street	Complaint	Trash in rear yard, leaning fences need to be further secured. Sidewalk temporarily repaired	10/9/2014	Reinspection required
8	1216-1226 Harvard Terrace	Monitoring	No Activity	10/7/2014	Complies

# EVANSTON FIRE & LIFE-SAFETY SERVICES



## MONTHLY REPORT SEPTEMBER 2014

**General information:**

Total number of calls . . . . :	Fire - 319	EMS - 523	Exposures - 0	Unknown - 0	All - 842
Average calls per day . . . . :	Fire - 10.63	EMS - 17.43	All - 28.06		
Total number of arson calls . . :	0				
Estimated dollar loss . . . . :	Fire - 155,063	Other - 150,000	All - 305,063	Arson - 0	
Estimated value . . . . . :	Fire - 763,402	Other - 450,000	All - 1,213,402	Arson - 0	
Percentage saved . . . . . :	Fire - 79.68%	Other - 66.66%	All - 74.85%	Arson - .00%	
Total injuries . . . . . :	Fire service - 1	Civilian fire - 0	EMS - 0	Arson - 0	
Total fatalities . . . . . :	Fire service - 0	Civilian fire - 0		Arson - 0	
Total apparatus responses . . :	Emergency - 1,715	Non-emergency - 179	All - 1,894		
Average responses per day . . :	Emergency - 57.16	Non-emergency - 5.96	All - 63.13		
Average apparatus per call . . :	Fire - 2.63	EMS - 2.01	All - 2.24		
Average turnout time . . . . . :	Emergency - 0:00:46	Non-emergency - 0:01:08	All - 0:00:49		
Average response time . . . . . :	Emergency - 0:03:07	Non-emergency - 0:06:35	All - 0:03:39		
Average contain time . . . . . :	Emergency - 0:00:00	Non-emergency - 0:00:00	All - 0:00:00		
Average total time . . . . . :	Emergency - 0:36:01	Non-emergency - 0:25:09	All - 0:34:18		
Total man hours . . . . . :	Fire - 484	EMS - 1,120	All - 1,604		
Average personnel per call . . :	Fire - 6.94	EMS - 5.00	All - 5.74		
Total aid given calls . . . . :	4				
Total aid received calls . . . . :	7				

**Total calls by incident group:**

	Count	Average response time	Aid given	Exposures
100-173 Fire	10	0:02:06	0	0
200-251 Overpressure rupture, explosion, overheat - no fire	1	0:03:08	1	0
300-381 Rescue and emergency medical service incidents	523	0:02:55	2	0
400-482 Hazardous conditions (no fire)	31	0:03:37	0	0
500-571 Service call	124	0:07:00	1	0
600-672 Good intent call	16	0:03:17	1	0
700-751 and 7009 False alarm and false call	137	0:03:33	0	0

**Total calls by incident type:**

	Count	Aid given	Aid received	Exposures
111 Building fire	2	0	0	0
113 Cooking fire, confined to container	4	0	0	0
118 Trash or rubbish fire, contained	1	0	0	0
131 Passenger vehicle fire	2	0	0	0
151 151side rubbish, trash or waste fire	1	0	0	0
210 Overpressure rupture from steam, other	1	0	0	0
311 Medical assist, assist EMS crew	1	0	0	0
321 EMS call, excluding vehicle accident with injury	500	2	7	0
322 Motor Vehicle Accident	13	0	0	0
323 Motor vehicle/pedestrian accident (MV Ped)	2	0	0	0
331 Lock-in (if lock out, use 511 )	3	0	0	0
353 Removal of victim(s) from stalled elevator	4	0	0	0
411 Gasoline or other flammable liquid spill	1	0	0	0
412 Gas leak (natural gas or LPG)	3	0	0	0
422 Chemical spill or leak	1	0	0	0
424 Carbon monoxide incident	7	0	0	0
440 Electrical wiring/equipment problem, other	4	0	0	0
441 Heat from short circuit (wiring), defective/worn	2	0	0	0
442 Overheated motor	1	0	0	0
443 Breakdown of light ballast	1	0	0	0
444 Power line down	9	0	0	0
445 Arcing, shorted electrical equipment	2	0	0	0

Total calls by incident type:		Count	Aid given	Aid received	Exposures
500	Service Call, other	57	0	0	0
511	Lock-out	13	0	0	0
531	Smoke or odor removal	1	0	0	0
550	Public service assistance, other	3	0	0	0
551	Assist police or other governmental agency	8	1	0	0
553	Public service	6	0	0	0
554	Assist invalid	29	0	0	0
555	Defective elevator, no occupants	7	0	0	0
600	Good intent call, other	3	0	0	0
611	Dispatched & canceled en route	2	1	0	0
651	Smoke scare, odor of smoke	9	0	0	0
652	Steam, vapor, fog or dust thought to be smoke	1	0	0	0
653	Smoke from barbecue, tar kettle	1	0	0	0
710	Malicious, mischievous false call, other	1	0	0	0
714	Central station, malicious false alarm	2	0	0	0
730	System malfunction, other	2	0	0	0
731	Sprinkler activation due to malfunction	2	0	0	0
733	Smoke detector activation due to malfunction	18	0	0	0
734	Heat detector activation due to malfunction	2	0	0	0
735	Alarm system sounded due to malfunction	12	0	0	0
736	CO detector activation due to malfunction	8	0	0	0
740	Unintentional transmission of alarm, other	5	0	0	0
743	Smoke detector activation, no fire - unintentional	41	0	0	0
744	Detector activation, no fire - unintentional	4	0	0	0
745	Alarm system activation, no fire - unintentional	39	0	0	0
746	Carbon monoxide detector activation, no CO	1	0	0	0

Fire incidents with dollar loss:			Dollar loss	Dollar value
2014-0006538-000	9/03/14	151side rubbish, trash or waste fire 1933 GREY AVE, EVANSTON, IL, 60201	201	201
2014-0006653-000	9/06/14	Passenger vehicle fire 1621 LAKE ST, EVANSTON, IL, 60201	2,001	20,001
2014-0006749-000	9/10/14	Passenger vehicle fire INTR CHICAGO & MAIN ST	1,000	30,000
2014-0006852-000	9/14/14	Cooking fire, confined to container 2106 JACKSON AVE, EVANSTON, IL, 60201	11	260,000
2014-0006905-000	9/16/14	Building fire 1113 MC DANIEL AVE, EVANSTON, IL, 60202	150,000	450,000
2014-0006952-000	9/17/14	Trash or rubbish fire, contained INTR EMERSON & JACKSON AVE	100	150
2014-0007078-000	9/22/14	Building fire 1711 RIDGE AVE, EVANSTON, IL, 60201	1,050	1,050
2014-0007222-000	9/27/14	Cooking fire, confined to container 1718 CRAIN ST, EVANSTON, IL, 60202	700	2,000
<b>Totals:</b>			8 incidents	155,063

Other incidents with dollar loss:			Dollar loss	Dollar value
2014-0006918-000	9/16/14	Assist police or other governmental agency 1113 MC DANIEL AVE, EVANSTON, IL, 60201	150,000	450,000
<b>Totals:</b>			1 incidents	150,000

**Incidents receiving aid:**

**Incidents receiving aid:**

2014-0006591-000 9/05/14 EMS call, excluding vehicle accident with injury  
INTR ASBURY & MADISON ST

2014-0006760-000 9/10/14 EMS call, excluding vehicle accident with injury  
1501 HOWARD ST, EVANSTON, IL, 60202

2014-0006907-000 9/16/14 EMS call, excluding vehicle accident with injury  
2416 GREENLEAF ST, EVANSTON, IL, 60201

2014-0006996-000 9/19/14 EMS call, excluding vehicle accident with injury  
807 DODGE AVE, EVANSTON, IL, 60202

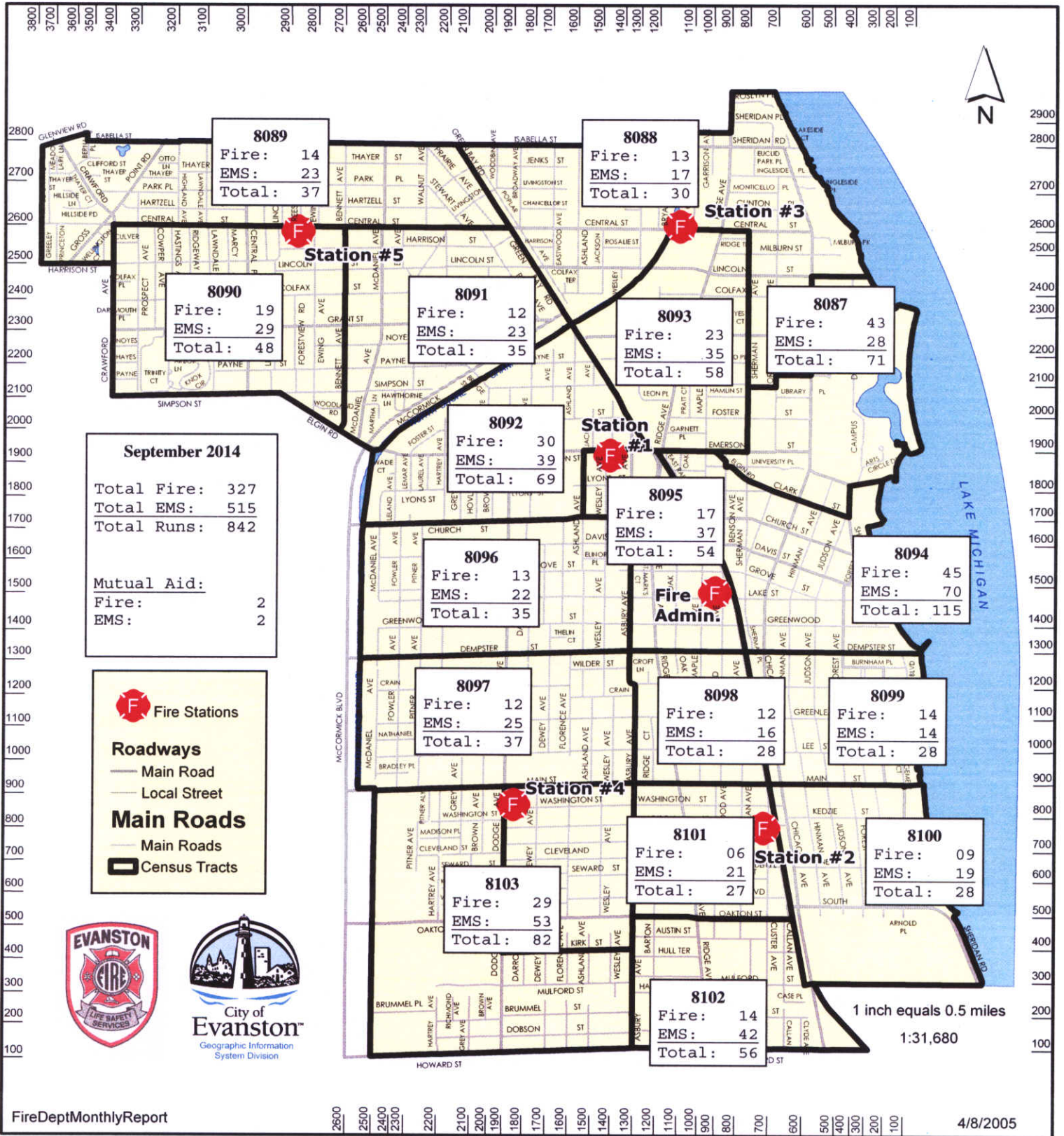
2014-0007096-000 9/23/14 EMS call, excluding vehicle accident with injury  
318 SOUTH BLVD, EVANSTON, IL, 60202

2014-0007097-000 9/23/14 EMS call, excluding vehicle accident with injury  
1265 HARTREY AVE, EVANSTON, IL, 60202

2014-0007154-000 9/25/14 EMS call, excluding vehicle accident with injury  
961 DOBSON ST, EVANSTON, IL, 60202

**Total:** 7 incidents

# Evanston Fire and Life Safety Services Responses by Census Tract September 2014



FireDeptMonthlyReport

4/8/2005

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# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: October 10, 2014

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>
4	Bangers & Lace	810 Grove Street	C-1	Restaurant (alcoholic liquor)	11am-2am (Sun-Wed.); 11am-3 am (Thu-Sat)	08/22/14	Pending City Council Approval
6	CVS (Central Street)	3333 Central Street	F	Grocery Store (alcoholic liquor)	8am – 10pm (Mon-Sun)	08/26/14	Pending City Council Approval
7	Lush Wine and Spirits	2022 Central Street	I	Restaurant/packaged goods store	8am – 12 am (Mon-Sun)	10/09/14	Pending City Council Approval
8	Shell Gas Station	2494 Oakton Street	O	Gas Station (beer only)	8am – 12 am (Mon-Sun)	08/28/14	Pending City Council Approval

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



# DIRECTOR'S WEEKLY BRIEFING

By NWMC Executive Director Mark L. Fowler



**WEEK ENDING OCTOBER 10, 2014**

## ***NWMC Board Talks Legislative Accountability, Approves Audit***

Thank you to the twenty-eight NWMC members who attended Wednesday night's board meeting. Chicago Deputy Mayor Steve Koch attended the meeting and outlined the city's pension issues and outreach to examine cooperative reform efforts with the state's municipalities. The board approved the NWMC Legislative Accountability Plan, which outlines strategies to better harness the collective strengths of the organization and individual members in order to produce favorable legislative outcomes. The plan was drafted over the summer under the leadership of *NWMC Legislative Committee Co-Chair and Des Plaines Mayor Matt Bogusz* as well as members of the committee and NWMC leadership.

In other board action, the membership approved the FY2013-2014 NWMC Audit and presented the 2014 NWMC Golf Outing trophy, the Ahrens Cup, to *Northfield Village President Fred Gougler*. Finally, the board approved sending a letter to the NWMC congressional delegation in support of the revised Marketplace and Internet Tax Fairness Act. *Staff contacts: Mark Fowler, Larry Bury*

## ***Implementation of the Homeowner Flood Insurance Affordability Act and the Biggert-Waters Flood Insurance Reform Act***

In March, Congress passed and the President signed the Homeowner Flood Insurance Affordability Act, which amended the Biggert Waters Flood Insurance Reform Act. The legislation rolled back some of the more unpopular provisions of the Biggert-Waters Act. Key provisions of the legislation would have required the NFIP to raise rates to reflect true flood risk thereby eliminating some subsidized programs.

The Homeowner Flood Insurance Affordability Act slows some flood insurance rate increases and offers relief to some policyholders who experienced steep flood insurance premium increases in 2013 and early 2014. Additionally, the law applies an annual surcharge for all policyholders in the amount of \$25 per year for renters and owners of primary residences and \$250 per year for owners of non-primary residences and non-residential buildings. The National Flood Insurance Program (NFIP) will implement the surcharge in 2015. For more information on how the federal legislation is affecting residential flood insurance policies, please visit <http://www.fema.gov/media-library/resources-documents/collections/414>. *Staff contact: Chris Staron*

## ***Look for ComEd's 2014 Municipal Survey***

*From the desk of ComEd External Affairs Manager – Northern Region Jeff Batara:*

Each year, ComEd surveys more than 400 municipalities and all 50 of Chicago's wards to help us refine or initiate new processes and procedures to improve our service to you and your constituents. The findings are widely distributed within ComEd and a number of changes have been implemented as a result of your feedback. Some of the more recent changes include the addition of new channels for your residents to access information about outages. These include the [ComEd mobile app](#), a real-time [outage map](#) on ComEd.com and increasing the number of phone lines in the Call Center to mitigate busy signals, particularly during storms.

Please watch for an email from our research vendor, WBA Research, with the subject line "ComEd External Affairs Research." The email will include a secure link to the online survey that you can complete at your convenience. Please note that the email address that you should look for (and "rescue" if it ends up

in your spam filter) is ComEd and WBA External Affairs Research [e.g., [invite@survey.wbanda.com](mailto:invite@survey.wbanda.com)].  
*Staff contact: Mark Fowler*

### ***Mayors Caucus Issues Immigrant Integration Toolkit***

*From the desk of Metropolitan Mayors Caucus Director of Housing Initiatives Allison Milld Clements:*

Over the past year, the Metropolitan Mayors Caucus has worked in partnership with the Chicago Metropolitan Agency for Planning (CMAP) and the Latino Policy Forum to explore how municipalities across the metropolitan region can better equip themselves to address the needs of and build on the strengths of their immigrant communities. Through CMAP's Local Technical Assistance (LTA) Program, the Caucus helped to develop the [Immigrant Integration Toolkit](#). The toolkit explains some of the most common challenges associated with integration and provides a variety of strategies, local examples, and resources that municipalities can use. The document examines demographics, civic engagement, public safety, health services, workforce and economic development, language access, and housing. Immigrant population data and additional resources for local officials can be found in the toolkit's appendices. The Caucus' Diversity Issues Task Force played a key leadership role in making the toolkit possible.

The Immigrant Integration Toolkit was released last week and can be viewed on the Caucus' new [website](#). The Caucus' Diversity Issues Task Force is working in partnership with CMAP and the Forum to implement an outreach strategy that ensures local leaders who are interested in fostering better relationships with local immigrants are aware of this toolkit. Future steps may include training workshops for municipal leaders, staff, and others who want to learn more about positive, intentional ways to integrating newcomers into the fabric of their communities. If you would be interested in learning more about such opportunities or would like to serve as a member on the Caucus' Diversity Issues Task Force please contact me at [amilld@mayorscaucus.org](mailto:amilld@mayorscaucus.org). *Staff contact: Mark Fowler*

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

*NWMC Legislative Committee* will meet Wednesday, October 15 at 8:30 a.m. at the NWMC offices in *Des Plaines*.

*NWMC Local Government Communicators* will meet Wednesday, October 15, at 11:30 a.m. at the *Northbrook Village Hall, 1225 Cedar Lane*.

*NWMC Bicycle & Pedestrian Committee* will meet Tuesday, October 21 at 10:30 a.m. at the NWMC offices in *Des Plaines*.

*NWMC Transportation Committee* will meet Thursday, October 23 at 8:30 a.m. at the NWMC offices in *Des Plaines*.