



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, October 24, 2014

STAFF REPORTS BY DEPARTMENT



Weekly Report for October 17, 2014 – October 23, 2014

Administrative Services

Bids Advertised Week of October 13, 2014

City Manager's Office

Master Council Meeting Agenda Schedule

Community Development

Zoning Report

Weekly Building Inspection Report

Law Department

No Liquor License Applications to report

PUBLIC NOTICES, AGENDAS & MINUTES

October 27, 2014

Board of Animal Control

www.cityofevanston.org/animalcontrolboard

Administration & Public Works Committee

www.cityofevanston.org/apw

Planning & Development Committee

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

October 28, 2014

Housing and Homelessness Commission

www.cityofevanston.org/housingcommission

Human Relations Commission

www.cityofevanston.org/humanrelationscommission

October 29, 2014

Joint Review Board

Site Plan Appearance and Review Committee

www.cityofevanston.org/siteplancommittee

October 31, 2014

Rules Committee of the Plan Commission

www.cityofevanston.org/plancommission



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of October 17, 2014 through October 23, 2014.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2475	2602
SERVICE REQUESTS	603	591
TOTAL CHATS	25	38
TOTAL TEXT	11	8

Top 5 Service Requests

Total

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

1. Building Permit Inspection Request	112
2. Trash – Special Pick-up	50
3. Broken Parking Meter	39
4. Recycling – Missed Pick-up	17
Rodents	
Trash Cart – Missing/Replacement	
5. Abandoned Vehicle	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.

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services -Parking	227
Administrative Services -Finance	47
Administrative Services -HR	62
Administrative Services - Other	114
Call Transfer	143
City Manager's Office	60
ComDev / Economic Development	15
ComDev/ Bldg Inspections	184
ComDev / Housing Rehab	6
ComDev / Planning/Zoning	24
Directions	8
Evanston Township	13
Fire Life Safety	19
PublicStuff Request	165
Health	90
Information	795
Law	2
Library	4
Mayor's Office	2
Other	133
Other – Social Services	5
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	4
Parks – Other	13
Parks/Recreation	14
Parks – Forestry	10
Parks- Recreation Programs	23
Police	80
Public Works / Fleet	1
Public Works / Street Sanitation	94
Public Works / Engineering	31
Utilities – Power	6
Utilities – Sewer	5
Utilities – Water	76
TOTAL	2475



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 20, 2014

Date: October 24, 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 20, 2014

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
Bid 14-64 Storage Area Network Project Purchase	Admin Services	Work on this project includes the provisioning of hardware and accompanying software licenses to replace the City's legacy storage area network appliances, provide increased data storage capacity, iSCSI and IP packet transport over high bandwidth network switches, and increase capacity of the City's virtual host cluster.	\$250,000	Nov 11	Nov 17

Bid 14-40 SCBA Equipment	Utilities	This contract is for the purchase of SCBA equipment for use in emergency operations.	\$40,000	Oct 28	Nov 10
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Evanston City Council Agenda Schedule - 2014

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

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

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

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

B=Business of the City by Motion R=Resolution O=Ordinance

D=Discussion C=Communication P=Presentation A=Announcement PR=Proclamation SPB=Special Order Business

APW=Administration & Public Works PD=Planning & Development HS=Human Services EDC=Economic Development

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	11/3/2014	Joint Meeting Human Serv, MHB & HCDC: Human Services Funding	D	HS	Storlie	Replacing Regular Human Services Meeting
Admin Services	11/10/2014	Council Budget Discussion		CC	Lyons	
Admin Services	11/10/2014	2014 Free Holiday Parking	B	APW	Lyons	
Admin Services	11/10/2014	Employee Health Premium Adjustment	B	APW	Lyons	
Public Works	11/10/2014	Sheridan Road Change Orders (2)	B	APW	Robinson	
Public Works	11/10/2014	Final Vehicle Purchase	B	APW	Robinson	
Utilities	11/10/2014	Computerized Maintenance Mgmt System	B	APW	Stoneback	
Utilities	11/10/2014	SCBA Equipment	B	APW	Stoneback	
CD	11/10/2014	Safebuilt Contract	B	APW	Muenzer	
Library	11/10/2014	Lease for 2022 Central St.	B	APW	Danczak-Lyons	
Admin Services	11/10/2014	Snow Towing Contracts	B	APW	Lyons	
Admin Services	11/10/2014	IMRF Agent	R	APW	Lyons	
CMO	11/10/2014	Divvy Grant Acceptance	R	APW	Bobkiewicz	
Law	11/10/2014	Liquor Ordinances (2)	O	APW	Farrar	Introduction
Admin Services	11/10/2014	Surplus Distribution SW TIF	O	APW	Lyons	Introduction
CD	11/10/2014	Building Permit Fee Ordinance	O	APW	Muenzer	Introduction
Law	11/10/2014	Noise Ordinance	O	APW	Farrar	Introduction
Utilities	11/10/2014	Water Rate Increase	O	APW	Stoneback	Introduction
Public Works	11/10/2014	UP Viaducts	D	APW	Robinson	
Health	11/10/2014	Implementation of Clothing Box Licensing	D	APW	Thomas-Smith	
CMO	11/10/2014	Implementation of West Side Plan	P	PD	Bobkiewicz	(first item on agenda)
CMO	11/10/2014	Animal Board 501-c-3	B	HS	Bobkiewicz	
CD	11/10/2014	Citizen Participation Plan	R	HCDC	Muenzer	
CD	11/10/2014	NRSA 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
CMO	11/17/2014	Bring your own bag (BYOB) campaign	P	CC	Bobkiewicz	
Public Works	11/17/2014	Snow Preview	P	APW	Robinson	
Public Works	11/17/2014	Paint Evanston Plows Awards	P	APW	Robinson	
Admin Services	11/24/2014	Budget Adoption	R	APW	Lyons	
Admin Services	11/24/2014	2014 Tax Levies Adoption	O	APW	Lyons	Action
CD	11/24/2014	604 Davis, Commercial Indoor Recreation in D2, The Barre Code	R	PD	Muenzer	

10/24/2014 12:57 PM

1 of 3

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CD	11/24/2014	911 Foster, Type 2 Restaurant, Domino's Pizza	R	PD	Muenzer	
CD	11/24/2014	1513 Greenleaf, Single Family Residence in B1	R	PD	Muenzer	
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	
Law	12/8/2014	Ord 113-O-14: 22 ounce containers for P-1 Lic	O	APW	Farrar	Introduction (Held in Committee 10.13.14)
Law	12/8/2014	Transportation Network Providers (Uber et al)	O	APW	Farrar	Introduction (Held in Committee 9.22.14)
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 subcomtte)
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
CD	12/8/2014	2308 Main, Wholesale Establishment, Few Spirits	O	PD	Muenzer	Introduction
Public Works	2015	Uniform Purchase Contract	B	APW	Robinson	
CMO/Law	2015	Authorize Sale/Lease Harley Clarke	O	APW	Bobkiewicz/Farrar	Introduction
Law	1/1/2015	Pedal Cab Regulations	O	APW	Farrar	Introduction
Council & Committee Meetings						
Mon, Oct 27	6:00 PM	A&PW, P&D, City Council meetings				
Mon, Nov 3	6:00 PM	Human Services Funding Summit				
Mon, Nov 10	6:00 PM	A&PW, P&D, City Council meetings				
Mon, Nov 17	7:00 PM	City Council meeting				
Tues, Nov 18	7:30 PM	Housing & Community Dev Act Ctte				
Wed, Nov 19	6:00 PM	Transportation/Parking Committee				
Wed, Nov 19	6:30 PM	M/W/EBE Advisory Committee				
Wed, Nov 19	7:30 PM	Economic Development Committee				

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Fri, Nov 21	7:00 AM	Housing & Homelessness Commission				
Mon, Nov 24	6:00 PM	A&PW, P&D, City Council meetings				
Dept	Date	Item	Action	Committee	Staff	
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)
CD	TBA	Daycare on Howard St	O	PD	Muenzer	
CD	tba	2015-2019 Consolidated Plan	R	HCDC	Muenzer	
CD	tba	2015 Action Plan	R	HCDC	Muenzer	



Memorandum

To: Honorable Mayor and Members of the City Council
From: Lorrie Pearson, Planning and Zoning Administrator
Subject: Weekly Zoning Report
Date: October 24, 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 if you have any questions or need additional information.

Zoning Weekly Update

Cases Received and Pending, October 17-23, 2014

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1613 Sherman Avenue	Building Permit	Interior remodel for Type 2 restaurant (Doc Popcorn)	08/28/14	pending City Council
1	630 Library Place	Zoning Analysis	Install new patio, hot tub, and covered parking space at SFR	10/16/14	pending staff review
2	1720-1740 Oak Avenue	Building Permit	New ADA accessible corridors at MFR	10/23/14	pending staff review
2	1735 Asbury Avenue	Building Permit	Int./Ext. remodeling at SFR.	10/21/14	compliant
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	2008 Dempster Street	Building Permit	Int./Ext. remodel for new swim school (Go Fish Swim School)	10/23/14	pending staff review
2	912 Pitner Avenue	Building Permit	Int./Ext. remodeling to Trade Contractor office.	10/22/14	compliant
3	1034 Sheridan Road	Zoning Analysis	Int. Renovation/Ext. restoration. Renovate screen porch and enclose rear porch at SFR	10/23/14	pending staff review
3	1144 Michigan Avenue	Building Permit	Construct 1-story screened porch addition.	10/22/14	compliant
3	423 Greenleaf Street	Building Permit	Construct roofed front porch at SFR.	10/23/14	compliant
3	707 Chicago Avenue	Zoning Analysis	Determination of use - artist studio without a dwelling in a live/work space	10/03/14	pending Law review
4	1017 Davis Street	Building Permit	Interior remodeling commercial indoor rec.	08/19/14	pending staff review
4	1026 Davis Street	Building Permit	Construct 2-story building for type 1 restaurant (Taco Diablo)	10/16/14	SPAARC 11/5/14
4	1029-1035 Davis Street	Building Permit	Construct 1-story addition over existing foundation and partial basement	10/02/14	SPAARC 11/5/14
4	1560 Oak Avenue	Building Permit	Miscellaneous ext. sidewalk revisions	10/23/14	pending staff review
6	2409 Crawford Avenue	Building Permit	Construct car port at SFR	10/23/14	pending staff review
6	2810 Thayer Street	Building Permit	Renovate dormer, repair/replace roof at SFR.	10/21/14	compliant
6	3301 Noyes Street	Building Permit	Fill in old, below ground driveway and wall off old garage at SFR	10/23/14	pending staff review
6	3301 Noyes Street	Zoning Analysis	Remodel attached garage into livable space and add parking pad in rear yard	10/22/14	pending staff review
6	3321 Hayes Street	Building Permit	Interior remodeling to basement at SFR.	10/21/14	compliant
7	1932 Central Street	Building Permit	Front façade renovations (Blue Stone Restaurant)	08/20/14	pending SPAARC
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	2018 Dobson Street	Building Permit	Replace concrete landing/steps at SFR	10/22/14	compliant
9	521 Ridge Avenue	Zoning Analysis	Add front yard parking space and new curb cut at SFR	10/21/14	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	812 Church Street	Special Use	Type 2 Restaurant - 800 Degrees Neapolitan Pizza	08/27/14	P&D 10/27/14
2	1513 Greenleaf Street	Special Use	Single Family Dwelling in the B1 District	10/08/14	ZBA 11/04/14
2	1804 Washington Street	Zoning Complaint	Automobile Repair establishment in residential district	09/16/14	Violation Letter mailed 9/30/14
2	2308 Main Street	Special Use	Wholesale Goods Establishment - Few Spirits	10/21/14	ZBA 11/18/14 & SPAARC 10/29/14
4	1418 Greenleaf Street	Minor Variance	Impervious surface ratio to install paver patio	10/13/14	determination after 10/29/14
4	1596 Sherman Avenue	Substitution of Special Use	Type 2 Restaurant - Freshii (previously Argo Tea)	10/09/14	determination after 11/10/14
4	600 Davis Street	Special Use	Type 2 Restaurant - Patisserie Coralie	09/11/14	P&D 10/27/14
4	604 Davis Street	Special Use	Commercial Indoor Recreation (dance studio)	10/09/14	ZBA 11/04/14 & SPAARC 10/29/14
5	1814 Hartrey Avenue	Zoning Complaint	Illegal dwelling unit	09/18/14	Violation Letter mailed 10/01/14
5	2045 Brown Avenue	Major Variance	47' building height for a dome at religious institution	09/18/14	ZBA 11/18/14
5	911 Foster Street	Special Use	Type 2 Restaurant - Domino's Pizza	10/10/14	ZBA 11/04/14
6	2333 Hastings Avenue	Minor Variance	Yard obstruction, new front porch	09/16/14	determination after 10/29/14
6	3146 Harrison Avenue	Major Variance	Building lot coverage, impervious, side setbacks for 1 story addition to SFR	09/08/14	ZBA 11/18/14
7	1814 Central Street	Special Use	Type 2 Restaurant - Beth's Little Bake Shop	08/29/14	P&D 10/27/14
8	156 Asbury Avenue	Appeal	6' fence in the front yard (4' approved as minor variance)	10/07/14	ZBA 11/04/14
8	1909-1911 Howard Street	Special Use	Child Daycare facility	06/23/14	pending P&D
9	1211 Monroe Street	Minor Variance	building lot coverage to construct detached garage	10/13/14	determination after 10/29/14



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 24, 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 if you have any questions or need additional information.

Inspector Weekly Update
Cases Received and Pending, October 20-24, 2014

Field Reports

Ward	Property Address	Type	Inspector notes	Received	Status
1	1515 Chicago Avenue	Monitoring	Excavation going well. Raw materials being processed. There is no concrete/stone crushing happening on site. No dust being created at time of inspection. Fencing in place and in good condition.	10/24/2014	Reinspection required
1	1611 Chicago Avenue	Electrical Rough	Construction containment and separation from residents in place and approved on floors 2-6.	10/21/2014	Reinspection required
1	728 Lincoln Street	Monitoring	Site in good condition. Fences in place. Soil erosion reports current.	10/21/2014	Complies
2	1890 Maple Avenue	Complaint	Job in good standing. Replacement of 6' construction fence with 8' fence at southeast corner abutting public sidewalk, emptying of catch baskets, and installation of 8' fence panels along open excavation for future portions of sidewalk are required.	10/22/2014	Reinspection required
3	414-424 South Boulevard	Monitoring	No construction or auto repair activity.	10/20/2014	Reinspection required
4	1560 Oak Avenue	Monitoring	Site in good condition. Interior work is progressing. Overall condition is very good.	10/20/2014	Complies
4	917 Greenleaf Street	Complaint	Site is well-kept. Sidewalk repaired, trash controlled, fences secure, no site water runoff.	10/22/2014	Reinspection required
7	2221 Grant Street	Electrical Rough	Work is ongoing. Site is clean/orderly.	10/21/2014	Complies
8	1216-1226 Harvard Terrace	Monitoring	No Activity	10/20/2014	Complies