



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, December 11, 2015

STAFF REPORTS BY DEPARTMENT



Weekly Report for December 4, 2015 –December 10, 2015

Administrative Services

Weekly Bids Advertised

City Manager's Office

Council Meeting Agenda Schedule

City Clerk's Office

RETT Reports for November 2015

Community Development

Zoning Report

Inspection Report

Health Department

Food Establishment Application Weekly Report

Law Department

Weekly Liquor License Applications Report

Legislative Reading

NWMC Weekly Briefing

PUBLIC NOTICES, AGENDAS & MINUTES

Monday, December 14, 2015

Administration and Public Works Committee

www.cityofevanston.org/apw

Library Board of Trustees Finance Committee

https://www.epl.org/index.php?option=com_content&view=article&id=129&Itemid=239

Planning and Development Committee

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

Tuesday, December 15, 2015

Board of Ethics-Cancelled

www.cityofevanston.org/boardofethics

Zoning Board of Appeals

www.cityofevanston.org/zoningboard

Preservation Committee

www.cityofevanston.org/preservationcommission

Housing & Community Development Act Committee

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

Evanston Arts Council

www.cityofevanston.org/artscouncil

Wednesday, December 16, 2015

Design and Project Review Committee

www.cityofevanston.org/dapr

Transportation/Parking Committee-Cancelled

www.cityofevanston.org/transportationcommittee

Library Board

www.cityofevanston.org/libraryboard

M/W/EBE Advisory Committee

www.cityofevanston.org/mwebecommittee

Thursday, December 17, 2015

Park & Recreation Board Meeting-Cancelled

www.cityofevanston.org/recreationboard

Friday, December 18, 2015

Housing & Homelessness Commission

www.cityofevanston.org/housingcommission



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of December 4, 2015 through December 10, 2015.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2618	2570
SERVICE REQUESTS	741	743
TOTAL CHATS	49	62
TOTAL TEXT	10	24

Top 5 Service Requests

Total

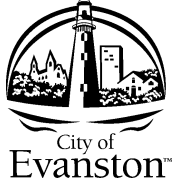
Most requested service requests (Source: PublicStuff - Open/Closed)

1. Holiday Baskets	150
2. Building Permit Inspection Request	128
3. Trash – Special Pick up	50
4. Broken Parking Meter	30
5. Yard Waste – Missed Pick up	23

Please see the following page for the Weekly Telephone Wrap up Data

Telephone Wrap-up Data At the end of each call the 311 staff selects the appropriate Category/Department for the call. The table reflects the activity for the past week.

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services -Parking	344
Administrative Services -Finance	54
Administrative Services -HR	22
Administrative Services - Other	253
City Manager's Office	20
ComDev / Economic Development	18
ComDev/ Bldg Inspections	266
ComDev / Housing Rehab	6
ComDev / Planning/Zoning	16
General Assistance	8
Fire Life Safety	34
PublicStuff Request	278
Health	80
Information	484
Law	13
Library	2
Mayor's Office	4
Other/311	181
Other – Social Services	20
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	6
Parks – Other	11
Parks/Recreation	35
Parks – Forestry	27
Parks- Recreation Programs	6
Police	138
Public Works / Fleet	3
Public Works / Street Sanitation	156
Public Works / Engineering	46
Tax Assessment Office	8
Utilities – Power	4
Utilities – Sewer	2
Utilities – Water	73
TOTAL	2618



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer
 Ashley King, Assistant Director of Finance Division
 Tammi Turner, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of December 7, 2015

Date: December 11, 2015

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

Bids/RFPs/RFQs advertised during the Week of December 7, 2015

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/ Library Board Date
RFP 16-04 Gibbs Morrison Site Improvements	Public Works Agency	The City of Evanston's Public Works Agency is seeking proposals from experienced firms to develop design solutions, prepare construction documents and perform construction administration for planned site improvements at the Gibbs Morrison Cultural Center, located at 1823 Church Street in Evanston, Illinois.	\$200,000	Jan 5	Feb 8

RFP 16-07 2016 Church Street and Maple Avenue Garage Repairs	Public Works Agency	The City of Evanston's Public Works Agency is seeking proposals from experienced firms to design a variety of repair solutions required at the Church Street and Maple Avenue Garages in Evanston, Illinois.	\$2,710,000	Jan 12	Feb 22
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Evanston City Council Agenda Schedule - 2016

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

2016 Meeting Dates: Jan 11, **Jan 19 (Tues)**, Jan 25, Feb 8, Feb 15, Feb 22, Mar 14, Mar 21, Mar 28, Apr 11, Apr 18, Apr 25
 May 9, May 16, May 23, June 13, June 20, June 27, July 11, July 18, July 25, **Aug 15**, Sept 12, Sept 19, Sept 26
 Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, (**Jan 9, 2017**)

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
PWA	1/11/2016	ERG Viaduct Artwork	P	CC	Stoneback	
PWA	1/11/2016	Fly Dumping	P	APW	Stoneback	At A&PW
Admin Services	1/11/2016	Janitorial Contract Renewal	B	APW	Storlie	
Admin Services	1/11/2016	Vehicle Purchases	B	APW	Storlie	
Admin Services	1/11/2016	Accela Software Renewal	B	APW	Storlie	
PWA	1/11/2016	Auto Vehicle Locators	B	APW	Stoneback	
PWA	1/11/2016	Sewer Structure Lining	B	APW	Stoneback	
PWA	1/11/2016	Emerson/Ridge/Green Bay & Green Bay- Construction Funding Agreement (With IDOT)	B	APW	Stoneback	
PWA	1/11/2016	Emerson/Ridge/Green Bay & Green BAY – Construction Engineering (with ESI)	B	APW	Stoneback	
PWA	1/11/2016	Union Pacific Agreement for E/R/G/ Viaduct	B	APW	Stoneback	
PWA	1/11/2016	Debris Hauling	B	APW	Stoneback	
PWA	1/11/2016	Change order with Info Send for utility (water) billing	B	APW	Stoneback	
PWA	1/11/2016	Church Street Boat Ramp Chg Order (time ext)	B	APW	Stoneback	
PWA	1/11/2016	48" Intake Eng Svcs Chg Order 2	B	APW	Stoneback	
PWA	1/11/2016	48" Intake Construction Change Order 4	B	APW	Stoneback	
CMO	1/11/2016	Church Street ComEd Parking Lot Lease	R	APW	Bobkiewicz	
Fire	1/11/2016	NIPSTA Delegates	R	APW	Klaiber	
Law	1/11/2016	Liquor Ords (2)	O	APW	Farrar	
PRCS	1/11/2016	Naming Ecology Ctr Classroom: Elizabeth A. Patterson	B	PD	Dorneker	
CD	1/11/2016	860 Hinman Ave: Convert rooming house units to 102 dwelling units	O	PD	Muenzer	Introduction
CD	1/11/2016	2115 Dewey Avenue – Variances to construct a 2nd-story office addition	O	PD	Muenzer	Introduction
CD	1/11/2016	Sidewalk Cafes Administrative Revisions	O	PD?	Muenzer	Introduction
PRCS	1/11/2016	Noyes Tenant Agreements	B	HS	Dorneker	
CMO	1/19/2016	Residential Property Issues: crime free property; nuisance property; landlord licensing	P	CC	Bobkiewicz	Tuesday, Council Meeting only: 7 pm
PRCS	1/19/2016	Robert Crown Report	P	CC	Lyons/Dorneker	
Admin Serv	1/25/2016	Investment Strategies: Institutions	B	APW	Lyons	
PWA	1/25/2016	Replacement of Residential Trash Carts	O	APW	Stoneback	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Law/Admin Services	1/25/2016	Hotel-Motel Tax on B&Bs	O	APW	Lyons/Farrar	
PRCS	1/25/2016	Naming Ecology Ctr Classroom: Elizabeth A. Patterson	B	PD	Dorneker	
CD	1/25/2016	1501 Central Street – Special Use for 2 scoreboards at Northwestern University in the U2 District	O	PD	Muenzer	Introduction
CD	2/8/2016	1610 Fowler Avenue – Variance to establish one open parking space in the rear yard	O	PD	Muenzer	Introduction
PWA	3/14/2016	Fountain Square Consulting Services	B	APW	Stoneback	
Council & Committee Meetings						
Wed, Dec 16	6:30 PM	M/W/EBE Advisory Committee				
Fri, Dec 18	7:00 AM	Housing & Homelessness Commission				
Mon, Jan 4	6:00 PM	Rules				
Mon, Jan 4	7:30 PM	Human Services				
Thurs, Jan 7	7:00 PM	Housing & Homelessness Commission				
Mon, Jan 11	6:00 PM	A&PW, P&D, City Council				
DEFERRED						
Dept	Date	Item	Action	Committee	Staff	
CMO		Harley Clarke	SPB	CC	Bobkiewicz	CC Tabled 10.26.15
CMO		Fines for bikes on sidewalks	O	APW	Bobkiewicz	
Utilities		Computerized Maintenance Management System	B	APW	Stoneback	
CMO		D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv		Increase Parking Garage Monthly Permit Fee	B	APW	Voss	
Admin Serv		Amendment to PEHP Resolution	R	APW	Lyons	
Law		Ord 27-O-12 Cell Phone Ban	O	HS	Grover/Farrar	
CD		Rental Licensing	O	PD		
Law		Title 9 City Code Amendments	O	CC	Farrar	(Introduced 1.27.14)
Law		Pedicabs	O	APW	Farrar	Tabled 3.9.15 (revisit 2016)
Admin Serv		Credit Card Analysis	D	APW	Lyons	
Admin Services		NU Parking agreement - Church St Garage	R	APW	Lyons/Storlie	

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Law		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg



Memorandum

To: Honorable Mayor and Members of the City Council

From: Damir Latinovic, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: December 11, 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 847/448-8675 or dlatinovic@cityofevanston.org if you have any questions or need additional information.

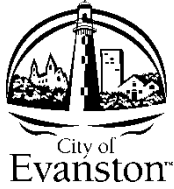
Zoning Weekly Update
Cases Received and Pending, December 4 - December 10, 2015

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
2	1235 Hartrey Avenue	Building Permit	Replace existing radio & cabling systems (A T & T)	12/10/15	compliant
3	630 Michigan Avenue	Building Permit	Construct 1-story addition @ SFR.	12/07/15	compliant
3	201 Main Street	Building Permit	Construct 2-car det. Garage, rebuild front porch @ SFR.	12/07/15	compliant
3	604 Judson Avenue	Zoning Analysis	Demo existing, construct 3-car detached garage @ SFR.	12/07/15	compliant
4	601 Davis Street	Zoning Analysis	Construct new 27 story, 217 DU building with 20,000 sq ft ground-floor retail	12/09/15	pending add'l info from the applicant
4	921 Ridge Avenue	Building Permit	Int./ext. remodeling to SFR.	12/07/15	compliant
4	915 Greenleaf St.	Building Permit	Replace existing rear porch @ multi-family residence.	12/09/15	compliant
4	1103 Oak Avenue	Zoning Analysis	Demolish existing, construct 2-car detached garage @ SFR.	12/10/15	non-compliant
5	2200 Green Bay Road	Zoning Analysis	Façade modifications	12/11/15	DAPR 12/16/15
5	2125 Church Street	Building Permit	Interior remodeling to SFR.	12/07/15	compliant
7	2309 Grey Avenue	Building Permit	Demolish existing, construct new 2-story single-family residence.	10/21/15	pending add'l info from the applicant
7	2255 Campus Drive	Building Permit	Construction of building caissons (NU Athletic Facility)	11/12/15	compliant
7	1949 Campus Drive	Building Permit	Construct 2-story addition (Wirtz Performing Arts Ctr, NU)	12/03/15	DAPR 1/6/16
7	1706 Central Street	Building Permit	Int. remodeling for "white box".	12/07/15	compliant
9	609 South Blvd.	Building Permit	Convert commercial building into multi-family residence (16 du's)	11/19/15	DAPR 1/6/16
9	705 Reba Place	Building Permit	Misc. int./ext. remodeling for SFR.	12/07/15	compliant

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	831 Emerson Street	Planned Development, Special Use and Rezoning	New mixed use 14-story building with 287 DUs, 3000-sq. ft. commercial space and 145 parking spaces	10/29/15	PC 1/13/16
1	1625 Chicago Avenue	Substitution of Special Use	Type 2 Restaurant for La Cocinita - previously Greek Fire Grill	11/20/15	Determination after 12/11/15
2	1210 Darrow Avenue	Zoning Complaint	Illegal truck parked in rear yd (F Plates)	10/08/15	2nd viol. Letter mailed. Inspection pending
2	1223-1227 Dodge Avenue	Zoning Complaint	Illegal Trade Contractor (Landscaping) business	08/17/15	2nd viol. letter mailed. Insp. pending
2	1610 Fowler Avenue	Major Variance	Establish one open parking space in the rear yard with a .5' side yard setback	11/20/15	DAPR 12/16/15 & ZBA 01/05/16
2	1812 Greenwood Street	Minor Variance	Side yard setback to construct dormer additon	12/03/15	determination after 12/21/15
3	614 Dempster Street	Special Use	Commercial Indoor Recreation - North Shore Athletics	10/21/15	P&D 12/14/15
3	860 Hinman Avenue	Major Variance	# of DUs and parking spaces for conversion of rooming units to dwelling units in an existing multifamily residential building	11/02/15	P&D 01/11/16
4	1815 Cleveland Street	Zoning Complaint	Illegal auto-repair business in R2 District.	06/18/15	Re-inspection revealed no violation. To keep monitorina
4	915 Greenleaf Street	Zoning Complaint	Elim. of required parking to rent spaces	10/08/15	Viol. letter to be sent the week of 12/7/15
5	1118 Foster Street	Zoning Complaint	Illegal rooming house	10/15/15	Viol. Letter mailed. Re-insp. pending
5	1924 Grey Avenue	Zoning Complaint	Illegal landscaping business	10/08/15	Re-insp. revealed no violation. To keep monitoring
5	2002 Darrow Avenue	Zoning Complaint	Auto-repair establishment in res. district	06/25/15	Insp. revealed no violation
5	2115 Dewey Avenue	Major Variance	Side yard setbacks for a second story office addition and open parking	11/06/15	ZBA 12/15/15 & P&D 01/11/16
6	2422 Hastings Avenue	Major Variance	Impervious surface for a brick paver patio	12/04/15	DAPR 12/16/15 & ZBA 01/05/16
6	2304 Park Place	Minor Variance	Building lot coverage / Impervious surface ratio to construct addition to garage	12/02/15	determination after 12/21/15
7	1501 Central Street	Special Use	New LED scoreboards at Rocky Miller Park & Sharon Drysdale Field (NU)	11/20/15	ZBA 12/15/15
7	1303 Rosalie Street	Major Variance	Rear yard setback for a 2-story addition at a mixed-use building	10/30/15	ZBA 12/15/15



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: December 11, 2015

Enclosed is the weekly summary report of field inspections under special monitoring. The report, organized by ward, includes the property address, the type of inspection, inspector notes, date received and current status.

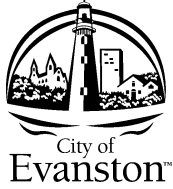
Please contact me at 847-448-8030 or ggerdes@cityofevanston.org if you have any questions or need additional information.

Inspector Weekly Update
Cases Received, December 11, 2015

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	1515 Chicago Avenue (Hyatt House)	New Hotel	All sleeping rooms and most common areas have been inspected and approved. Masonry work is nearly complete at the exterior and job is conditioned for winter. Exterior pavement and finishes at the west property line is underway. Job site is well kept and safe. Fences stand plumb and secured. Storm structures are clean.	12/10/2015
1	1619 Chicago Avenue (The Merion)	Residential Addition	Fences and sidewalks are in good condition, catch basins and streets are clean. Exterior work on west side of building is underway as well as interior mechanical work.	12/7/2015
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Sidewalks and fences are in good condition. Soil erosion reports are current. Contractor has been notified of drainage issue onto sidewalk on the Colfax side.	12/7/2015
3	835 Chicago Avenue (9-story mixed-used)	Foundation	Streets, fences and sidewalks are in good condition. Catch basins are clean. Work on third story steel columns and beams is underway.	12/7/2015
4	1026 Davis Street (Taco Diablo/LuLu's)	Restaurant/Retail	Half of the ground level slab has been poured. Installation of the perimeter wall framing and insulation on the 2nd floor continues. HVAC work continues on the 2nd floor as well. The job site is being kept in order.	12/8/2015
4	1029 - 1035 Davis Street	One Story Commercial	Driveway has been paved with asphalt. Drywall installation continues along with the installation of fire suppression piping and electric above the ceiling grid and at the exterior walls. Job site is well maintained.	12/8/2015
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Electrical work continues to move forward on 3rd floor. The stair treads and risers are being prepared for the installation of the hardwood covering and drywall. Ventilation hoods are being installed in the food preparation areas. Installation of fire suppression system continues. Job site is well kept and clean.	12/8/2015
7	1620 Central	New 47 Unit Apartment Building	Foundation wall forms are being set up and concrete is being poured. Construction fencing issues and mud complaints have been resolved. Project manager was advised to perform daily fence inspections. Job site is kept in order and excavation work continues to move forward.	12/8/2015
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Job is very active in the south towers as subtrades continue to work towards rough completion. Most glazings are installed in the south tower and temporary heat is furnished for winter months. The north tower is enclosed temporarily with tarps. Scaffolding is being installed for mechanical, electrical and plumbing work. The fences and silt fences are in good condition and job site is safe and well organized.	12/10/2015
7	560 Lincoln (NU Residence Hall)	New Dormitory	Site is graded to a flat state and is not holding or shedding water. Surrounding public right of ways are clear.	12/8/2015

8	222 Hartrey Avenue (Autobarn)	Interior/Exterior Remodel	Fences and sidewalks are in good condition. Spoils from exterior excavation are stored at south lot. Installation of vehicle ramp is underway.	12/7/2015
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Memorandum

To: Honorable Mayor and Members of the City Council

From: Carl Caneva, Assistant Director Health and Human Services Department

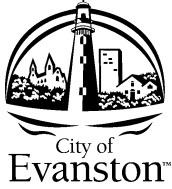
Subject: Food Establishment Application Weekly Report

Date: December 11, 2015

The table below is the weekly report of all applications for Food Establishments received during the week of December 6, 2015.

Please contact me at 847/859.7831 or ccaneva@cityofevanston.org if you have any questions or need additional information.

Establishment Name	Address	Ward	Application Received on	Type	Proposed Opening Date
Dollar Tree	1928 Dempster St	2	12/9/2015	Retail Food Establishment	Not yet announced



Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: December 11, 2015

Enclosed is the weekly report of liquor applications received and pending. The report, organized by ward, includes the business address, the type and description of license requested, date received and current status.

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

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

WARD	BUSINESS NAME	BUSINESS ADDRESS	LIQUOR CLASS	CLASS DESCRIPTION	PROPOSED HOURS for LIQUOR SALES	DATE REC'D	STATUS¹
1	La Cocinita	1625 Chicago	D	Restaurant (Alcohol)	Noon-10pm (Sun); 11am-11pm (M-TH); 11am – Midnight (Fri-Sat)	11/13/15	Pending City Council Introduction
4	Peppercorns Kitchen	620 Davis Street	D	Restaurant (Alcohol)	11am – 1 am (Sun-Thu); 12 pm – 1 am (Fri-Sat)	10/22/15	Pending City Council Introduction

¹ Applicants are first noticed to the Liquor Licensing Review Board before proceeding to City Council