



Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, April 08, 2016

STAFF REPORTS BY DEPARTMENT



Weekly Report for April 01, 2016 –April 07, 2016

Administrative Services

Weekly Bids Advertised

City Clerk's Office

March 2016 RETT Report

City Manager's Office

Council Meeting Agenda Schedule

Community Development

Zoning Report

Inspection Report

Community Development Update

Economic Development

March 2016 Economic Development 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, April 11, 2016

Administration and Public Works Committee

www.cityofevanston.org/apw

Planning & Development Committee-Cancelled

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

Rules Committee

www.cityofevanston.org/rules

Tuesday, April 12, 2016

Board of Local Improvements

www.cityofevanston.org/boardofimprovements

Preservation Commission

www.cityofevanston.org/preservationcommission

Wednesday, April 13, 2016

Design and Project Review Committee

www.cityofevanston.org/dapr

Animal Welfare Board

<http://www.cityofevanston.org/events/2016/04/animal-welfare-board-6/>

Thursday, April 14, 2016

Mental Health Board

www.cityofevanston.org/mentalhealthboard

Environment Board

www.cityofevanston.org/environmentboard

Sign Review and Appeals Board

www.cityofevanston.org/signreviewboard



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of April 1, 2016 through April 7, 2016.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2535	2480
SERVICE REQUESTS	633	620
TOTAL CHATS	52	44
TOTAL TEXT	27	82

Top 5 Service Requests

Total

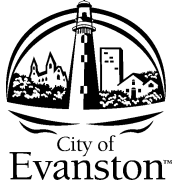
Most requested service requests (Source: PublicStuff - Open/Closed)

- | | |
|--|----|
| 1. Building Permit Inspections | 82 |
| 2. Trash – Special Pick-up | 69 |
| 3. Broken Parking Meters | 47 |
| 4. Child Seat Installation or Inspection | 20 |
| 5. Trash – Cart Repair | 18 |

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	255
Administrative Services -Finance	31
Administrative Services -HR	42
Administrative Services - Other	135
City Manager's Office	14
ComDev / Economic Development	8
ComDev/ Bldg Inspections	307
ComDev / Housing Rehab	1
ComDev / Planning/Zoning	26
General Assistance	5
Fire Life Safety	29
PublicStuff Request	243
Health	148
Information	441
Law	17
Library	4
Mayor's Office	11
Other/311	172
Other – Social Services	3
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	18
Parks – Other	22
Parks/Recreation	39
Parks – Forestry	33
Parks- Recreation Programs	18
Police	144
Public Works / Fleet	6
Public Works / Street Sanitation	179
Public Works / Engineering	48
Tax Assessment Office	11
Utilities – Power	1
Utilities – Sewer	2
Utilities – Water	122
TOTAL	2535



Memorandum

To: Wally Bobkiewicz, City Manager

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

Subject: Bids/RFPs/RFQs Advertised during the Week of April 4, 2016

Date: April 8, 2016

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 April 4, 2016

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council/Library Board Date
Bid 16-32 Howard Street Traffic Signal & Street Resurfacing	Public Works Agency	Work on this project includes the installation of two traffic signals and intersection improvements including ADA Compliance, pedestrian access, driveway improvements, concrete curb and sidewalk repairs, pavement patching, HMA street resurfacing, pavement markings and all materials, labor, equipment, and incidental work.	\$1,600,000	May 3	May 23

<p>Bid 16-30 2016 MFT Resurfacing of Various Streets</p>	<p>Public Works Agency</p>	<p>Work on this project includes the resurfacing of various streets with minor utility repairs, concrete curb and sidewalk replacement, streetscape elements and all incidental work including all materials, labor and equipment.</p>	<p>\$1,356,000</p>	<p>May 3</p>	<p>May 23</p>
<p>Bid 16-37 2016 50/50 Sidewalk Program</p>	<p>Public Works Agency</p>	<p>Work on this project includes all materials, labor, equipment, and services for removal, regrading, replacement, and/or installation of sidewalk, parkway, and curb at various locations in the City of Evanston.</p>	<p>\$150,000</p>	<p>May 3</p>	<p>May 23</p>

MONTHLY RETT REPORT FOR MARCH 2016						
DATE:	APRIL 7, 2016					
TO:	Mayor and Aldermen					
FROM:	Rodney Greene, City Clerk					
SUBJECT:	RETT Report -- MARCH 2016					
	BUDGET 2015	\$ 3,000,000.00				
	<u>FY 2015</u>		<u>FY 2016</u>			
Month	Amount	Transactions	Month	Amount	Transactions	Cumulative
January	120,280	52	January	119,515	54	119,515
February	95,260	51	February	83,770	41	203,285
March	376,405	88	March	222,504	101	425,789
April	294,365	127	April			
May	231,315	106	May			
June	410,790	150	June			
July	503,130	157	July			
August	243,690	130	August			
September	213,475	110	September			
October	172,580	91	October			
November	204,205	85	November			
December	548,760	98	December			
MARCH 2016 revenues were reduced to reflect this expenditure: \$0						
Monthly average needed to meet budget			\$ 250,000.00			
FY 2016 Monthly Average			\$ 141,930.00			
71 exemptions @ \$100 ea. = \$7,100.00; CUMULATIVE \$17,100.00.						
There were ELEVEN (11) \$ million sales in MARCH 2016						
03/02/2016 -- 1129 Leonard Pl, \$1,436,900.00 Tax: \$7,185.00; Seller: Leonard Place LLC; Buyer: Woodward						
03/03/2016 -- 917 Greenleaf #A, \$1,000,000.00 Tax: \$5,000.00; Seller: 907 Greenleaf LLC; Buyer: Johnson						
03/09/2016 -- 715 Colfax, \$1,516,214.47 Tax: \$7,580.00; Seller: North Shore Builders INC; Buyer: Alberico						
03/09/2016 -- 711 Colfax, \$1,350,000.00 Tax: \$6,750.00; Seller: North Shore Builders INC; Buyer: Rasin						
03/16/2016 -- 732 Lincoln St, \$1,563,641.79 Tax: 7,820.00; Seller: North Shore Builders INC; Buyer: Gray						
03/16/2016 -- 2370 Orrington Ave, \$1,472,571.40 Tax: \$7,365.00; Seller: North Shore Builders INC; Buyer: Goodgold						
03/16/2016 -- 725 Colfax, \$1,299,229.80 Tax: \$6,500.00; Seller: North Shore Builders INC; Buyer: Eberle						
03/16/2016 -- 2380 Orrington Ave, \$1,404,877.00 Tax: \$7,025.00; Seller: North Shore Builders Inc; Buyer: Wasielewski						
03/18/2016 -- 1220 Ridge Ave, \$1,425,000.00 Tax: \$7,125.00; Seller: Saunders; Buyer: Smith						
03/25/2016 -- 917 Edgemere Ct, \$1,800,000.00 Tax: \$9,000.00; Seller: Slayton; Buyers: Sabow						
03/29/2016 -- 1125 Leonard, \$1,425,000.00 Tax: \$7,125.00; Seller: Leonard Place LLC; Buyer: Horstman						
NSP2 sales = \$0.00; CUMULATIVE \$0.00						
NSP2 purchases = \$0; CUMULATIVE \$0						

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
CD	4/18/2016	North Downtown Planning	Discussion	PD	Muenzer	Special Meeting 7pm
PRCA	4/18/2016	Robert Crown	Discussion	CC	Lyons	Following P&D
PWA	4/25/2016	2016 Drinking Water Week May 1-7	PR	APW	Stoneback	6:00 PM
Mayor	4/25/2016	20th Anniversary of Ayla's Originals	PR	CC	Francellno	
CMO	4/25/2016	Liberia Sister City	P	APW	Bobkiewicz	
CMO	4/25/2016	City regulation of taxis and shared ride services	Discussion	APW	Bobkiewicz	
Admin Services	4/25/2016	Website Contract	B	APW	Storlie	
Admin Services	4/25/2016	Elevator Service Agreement	B	APW	Storlie	
PWA	4/25/2016	Citywide construction Engr and Surveying Services	B	APW	Stoneback	
PWA	4/25/2016	Concrete purchase	B	APW	Stoneback	
PWA	4/25/2016	Penny Park	B	APW	Stoneback	
PWA	4/25/2016	Church Street Boat Ramp Phase 2 Engineering Services	B	APW	Stoneback	
PWA	4/25/2016	Cracked Ceiling Award	B	APW	Stoneback	
PWA	4/25/2016	Renewal of Lakeshore Condo	B	APW	Stoneback	
PWA	4/25/2016	Asphalt Purchase	B	APW	Stoneback	
PRCS	4/25/2016	Noyes Lease: Strawdog	B	APW	Hemingway	
PRCS	4/25/2016	Mudlark Theater	B	APW	Hemingway	
PRCS	4/25/2016	2016 Summer Food Program	B	APW	Hemingway	
PWA	4/26/2016	Central Stret Bridge Engr Svcs (2)	R/B	APW	Stoneback	
Admin Services	4/25/2016	NU-Church Street Garage Lease	R	APW	Storlie	
PWA	4/25/2016	Ord to Modify Condo Refuse Charge	O	APW	Stoneback	Introduction
PWA	4/25/2016	Special Pick-Up Fee	O	APW	Stoneback	Introduction
CD	4/25/2016	Ord 165-O-15: Impervious Surface Coverage Calculation	O	PD	Muenzer	Introduction: Held in Ctte 12.14.15
CD	4/25/2016	1815 Ridge/Oak	O	PD	Muenzer	Introduction
CD	4/25/2016	2020 Greenwood Street	O	PD	Muenzer	Introduction
Admin Services	5/9/2016	Public Service Recognition Week May 1-7	PR	CC	Storlie	
CD	5/9/2016	May is National Preservation Month	PR	CC	Muenzer	
Police	5/9/2016	National Police Week May 15-21	PR	CC	Eddington	
PWA	5/9/2016	National Public Works Week May 15-21	PR	CC	Stoneback	
CMO	5/9/2016	Benchmarking Ordinance Update	Discussion	CC	Bobkiewicz	
CD	5/9/2016	2767 Crawford Ave./Driveway	O	PD	Muenzer	Introduction
CMO	5/9/2016	Investment Strategies	P	CC	Lyons	

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CMO	5/9/2016	Equity & Inclusion	SPB	CC	Lyons	
Law	5/9/2016	Mobile Food Vendors	O	HS	Farrar	
CMO	5/16/2016	BCC	Discussion	Rules	Bobkiewicz	6:00 PM
Health	5/16/2016	Rental Registration Program	P	CC	Thomas-Smith	
CMO	5/16/2016	Aldermanic Referral: Neighborhood Fund	Discussion	CC	Lyons	7:00 PM
Law	5/16/2016	Neighborhood Integrity Ord revised	O	CC	Farrar	Held from Mar 14 CC meeting
CD	5/23/2016	1513 Greenleaf Street - Subdivision	O	PD	Muenzer	Introduction
CD	5/23/2016	1513 Greenleaf - Special Uses (2)	O	PD	Muenzer	Introduction
PRCS	5/23/2016	Handyman Contract	B	HS	Hemingway	
PRCS	5/23/2016	NU Parking on Golf Course	B	HS	Hemingway	
CMO	5/23/2016	Animal Stray Hold Policy	O	HS	Bobkiewicz	Introduction
PRCS	6/13/2016	Moran Center Rehabilitation Agreement	B	APW	Hemingway	
Council & Committee Meetings						
Mon, April 4	CANCELLED	Human Services Committee				
Thurs, Apr 7	7:00 PM	Housing & Homelessness Commission				
Mon, Apr 11	6:00 PM	A&PW, P&D, City Council meetings				
Wed, Apr 12	7:00 PM	Northwestern University/City Committee				
Mon, Apr 18	7:00 PM	City Council meeting				
Tues, Apr 19	7:00 PM	Housing & Community Development Act				
Wed, Apr 20	6:30 PM	M/W/EBE Advisory Committee				
Mon, Apr 25	6:00 PM	A&PW, P&D, City Council meetings				
Wed, Apr 27	6:00 PM	Transportation/Parking Committee				
Wed, Apr 27	7:00 PM	Economic Development Committee				
DEFERRED						
Dept	Date	Item	Action	Committee	Staff	
CD		Sidewalk Cafes Administrative Revisions	O	PD	Muenzer	Introduction
CMO		Harley Clarke	SPB	CC	Bobkiewicz	CC Tabled 10.26.15
4/8/2016 7:57 AM		Fines for bikes on sidewalks	O	APW	Bobkiewicz	2 of 3

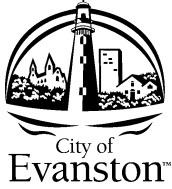
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
Utilities		Computerized Maintenance Management System	B	APW	Stoneback	
CMO		D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv		Increase Parking Garage Monthly Permit 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	
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	
Law		Panhandling/Soliciting; limit residential hours to 4 pm	O	APW	Farrar	Intro 7/27/15; Held at 8/17 mtg
PWA		AVL Purchase	B	APW	Stoneback	



Memorandum

To: Honorable Mayor and Members of the City Council

From: Damir Latinovic, Planning and Zoning Administrator

Subject: Weekly Zoning Report

Date: April 8, 2016

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, April 1 - April 7, 2016

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1620 Judson Avenue	Zoning Analysis	Demolish existing rear porch and deck and construct a new enclosed porch and deck at SFR	03/10/16	pending additional info from the applicant
1	625 Garrett Place	Building Permit	New HVAC system installtion at SFR	04/07/16	pending staff review
1	828 Colfax Street	Building Permit	New two-car detached garage	04/07/16	pending staff review
1	2233 Tech Drive	Building Permit	Additon to Mudd Library (NU)	04/05/16	pending DAPR and staff review
2	1526 Crain Street	Building Permit	New front landing and stairs	03/28/16	pending revisions
2	2232 Madison Place	Building Permit	New 2nd floor addition at SFR	03/25/16	pending additional info from the applicant
2	1420 Florence Avenue	Building Permit	New concrete pad in rear yard	04/07/16	pending staff review
2	1130 Dewey Avenue	Building Permit	Interior renovation and 2nd floor additon	04/01/16	pending minor variation
3	746 Forest Avenue	Building Permit	New 2-car detached garage at SFR	03/30/16	pending revisions
3	701 Forest Avenue	Building Permit	New deck and mudroom extension at SFR	04/04/16	compliant
3	535 Judson Avenue	Building Permit	New paver patio at SFR	04/07/16	pending staff review
3	1040 Hinman Avenue	Building Permit	New patio and flatwork in rear yard at SFR	04/07/16	pending staff review
3	737 Chicago Avenue	Building Permit	Interior Renovation to add a storage room (AMLI Building)	04/07/16	pending staff review
3	640 Judson Avenue	Building Permit	New 3-car detached garage with 2nd floor storage	04/06/16	pending staff review
3	815 Michigan Avenue	Building Permit	Additon to existing SFR	04/05/16	pending staff review
4	1571 Maple Avenue	Building Permit	Construct 12-story, 101 DU multifamily residence (Planned Development)	12/21/15	pending additional info from the applicant; DAPR approved 03/23/16
4	630 Davis Street	Building Permit	Proposed exterior modifications to Chandler Building	01/14/16	DAPR 04/20/16
4	1006 Ridge Avenue	Building Permit	Various interior and exterior renovation to existing SFR	03/08/16	pending additional info from the applicant
4	1560 Sherman Avenue	Building Permit	Interior buildout (Beacon Academy)	04/01/16	compliant
4	1603 Orrington Avenue	Building Permit	Interior renovation of 3rd floor office (NU)	04/05/16	compliant
5	909 Foster Street	Zoning Analysis	New 3-story mixed-use buidling with ground floor commercial and 2 dw. units above, in rear of existing 3-story bldg.	03/30/16	pending staff review
6	2422 Hastings Avenue	Building Permit	Construct rear yard paver patio	11/18/15	pending additional info from the applicant
6	2500 Hartzell Street	Building Permit	Interior remodel with one-story addition at SFR	03/07/16	pending additional info from the applicant

6	2716 Hartzell Street	Building Permit	New detached garage @ SFR	03/24/16	pending staff review
6	2515 Thayer Street	Building Permit	New detached garage @ SFR	03/18/16	non-compliant; pending minor variation
6	2920 Payne Street	Building Permit	New 2-car detached garage at SFR	03/29/16	pending staff review
6	2314 Harrison Street	Building Permit	Deck replacement with screened porch	04/04/16	compliant
6	3040 Payne Street	Building Permit	New paver patio at SFR	04/05/16	compliant
6	2319 Park Place	Building Permit	New brick patio and walkways at SFR	04/01/16	pending staff review
6	2745 Marcy Avenue	Building Permit	New patio in rear yard at SFR	04/01/16	pending staff review
7	2740 Asbury Avenue	Building Permit	New detached garage @ SFR	03/18/16	non-compliant. pending minor variation
7	2711 Asbury Avenue	Building Permit	New detached garage at SFR	03/23/16	non-compliant
7	1730 Chancellor Street	Building Permit	Remove walkway and patio and replace with bluestone steppers at SFR	04/04/16	compliant
7	1810 Grant Street	Building Permit	2-story addition in rear at SFR	04/06/16	pending staff review
8	2330 Oakton Street	Zoning Analysis	Expansion of existing parking lot (Pace Bus).	01/19/16	pending DAPR review
8	1521 Brummel Street	Building Permit	Repair to concrete stoop and stairs at SFR	04/07/16	pending staff review
9	2001 Seward Street	Zoning Analysis	New roofed front porch at SFR	04/01/16	non-compliant
9	1616 Cleveland Street	Building Permit	Replace deck with paver patio at SFR	04/04/16	compliant
9	1624 Washington Street	Building Permit	New detached garage	04/05/16	compliant
9	1619 Madison Street	Building Permit	New two-car detached garage	04/07/16	pending staff review
9	735 South Boulevard	Building Permit	Interior renovation, attic renovation, new deck and 2-story addition to detached garage at SFR	04/06/16	pending staff review

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	2102 Orrington Avenue	Fence Variation	Install 6' fence along street side property line on corner lot at SFR	03/07/16	Pending Preservation Commission review
2	1223-1227 Dodge Avenue	Zoning Complaint	Illegal Trade Contractor (Landscaping) business	08/17/15	Case ongoing. Re-Inspection pending
2	1815 Ridge/1815 Oak Avenue	Planned Development and Rezoning	New 11-story independent and assisted living senior housing development with 165 units and 70 parking spaces	12/11/15	P&D 04/25/16
2	2020 Greenwood Street	Major Variation	2' setback where 8' is required for outdoor storage units; elimination of 22 required parking spaces for a total of 10 parking spaces where 82 are required and 32 previously existed	03/02/16	P&D 04/25/16
2	1513 Greenleaf Street	Special Use	Construct new single family residence with detached garage in B1 Business District.	03/22/16	Pending DAPR/ tent. ZBA 05/03/16
2	1515 Greenleaf Street	Special Use	Construct new single family residence with detached garage in B1 Business District.	03/22/16	Pending DAPR/ tent. ZBA 05/03/16
2	1152 Ashland Avenue	Major Variation	Interior side yard setback for a second story addition that aligns with the first floor @ SFR	03/23/16	DAPR 04/13/16 tent. ZBA 05/03/16
2	1130 Dewey Avenue	Minor Variation	Second story addition with new deck, side yard setbacks align with existing first floor for a SFR	03/29/16	Determination after 04/15/16
3	493 Sheridan Road	Major Variation	Add 2 new dwel. units on ground floor of existing 6-unit building	03/30/16	Pending staff review
4	601 Davis Street	Planned Development, Rezoning and Special Use	New 26-Story, 221 unit mixed use development with 21,020 sq. ft. of commercial space	12/23/15	Pending additional info from the applicant
4	1103 Oak Avenue	Minor Variation	Side and rear yard setbacks for a detached garage	04/07/16	Pending staff review
5	1924 Grey Avenue	Zoning Complaint	Illegal landscaping business	10/08/15	Case ongoing, Re-inspection pending
5	1927 Brown Avenue	Zoning Complaint	Illegal car repair business	02/04/16	Case ongoing, Re-inspection pending
5	2128 Asbury Avenue	Minor Variation	Side yard setback variation to construct 2nd story addition	02/11/16	Determination after 04/15/16
6	2767 Crawford Avenue	Major Variation	Establish curb cut and driveway from street/front yard to an attached garage when alley access is present for a new SFR	03/10/16	ZBA 04/19/16
6	2626 Reese Avenue	Major Variation	Variations for street side yard, building lot coverage, interior side yard setback, fence for a new SFR with detached garage	03/24/16	DAPR 04/13/16 tent. ZBA 05/03/16
6	2515 Thayer Street	Minor Variation	Interior side yard setback and Building Lot Coverage for a new two-car detached garage	04/01/16	Determination after 04/15/16
7	725 Roslyn Place	Minor Variation	Front and rear yard setbacks for one-story addition @ SFR	03/24/16	Determination after 04/11/16
7	2740 Asbury Avenue	Minor Variation	Building Lot Coverage and Impervious Surface Coverage for a two-car detached garage	04/01/16	Determination after 04/15/16

7	2400 Brown Avenue	Fence Variation	New fence in street side and front yards	04/06/16	Pending staff review
9	2001 Seward Street	Minor Variation	Front yard setback for a roofed porch at SFR	04/01/16	Determination after 04/20/16



Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: April 8, 2016

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, April 8, 2016

Field Reports

Ward	Property Address	Construction Type	Inspector Notes	Received
1	1515 Chicago Avenue (Hyatt House)	New Hotel	Job is nearing completion. Exterior of the building is complete, public right of way is open and neighboring catch baskets are free of debris.	4/7/2016
1	1619 Chicago Avenue (The Merion)	Residential Addition	Fences and sidewalks are in good condition with alley and catch basin clean. Streets and job site are clean and orderly. Interior is expected to be completed in the next few weeks.	4/4/2016
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Sidewalks and fences are in good condition. Soil erosion reports are current. Last foundation on Colfax has been completed and framing has begun.	4/4/2016
3	835 Chicago Avenue (9-story mixed-used)	Foundation	Steel frame is up to 9th floor and mechanicals up to 3rd floor. Fences and sidewalks are in good condition. Catch basin is clean.	4/4/2016
4	1026 Davis Street (Taco Diablo/LuLu's)	Restaurant/Retail	Work continues on ground and 1st floor of the east half of the building. The roofing membrane and HVAC roof top units have been installed. Installation of exterior wall cladding is in progress. Job site is being kept in order.	4/5/2016
4	1029 - 1035 Davis Street	One Story Commercial	No access was gained into the building. No change from last inspection. Drywall and electrical are being installed above the ceiling grid. Job site is being kept in order.	4/5/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Drywall work on 3rd floor has been completed and is ready for painting. Work on 1st and 2nd floors continues with layout and installation of display cases and back lighting panels. Job site is well kept.	4/5/2016
7	1620 Central	New 47 Unit Apartment Building	North foundation wall will remain without back fill until the water supply and sewer lateral are installed. Framing is being done on the 3rd floor. Construction fencing, alley condition and pedestrian sidewalk issues are addressed as they occur. Job site is orderly.	4/5/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Curtain wall around north towers is nearly complete. The south towers are being inspected for above ceiling work and north towers for wall rough-in of mechanical, electrical and plumbing. Job site is in good condition. Fences, windscreen and silt fence are in place.	4/7/2016
7	560 Lincoln (NU Residence Hall)	New Dormitory	Foundations are moving from east to west and are verified by 3rd party inspections. Caisson concrete pours have been completed and job is fenced with windscreen and locked gates. Catch basket is protected. Street sweeping is performed regularly.	4/4/2016
8	222 Hartrey Avenue (Autobarn)	Interior/Exterior Remodel	Fences, street and sidewalks are in good condition. Interior finishes continue. Exterior work on hold until weather breaks.	4/4/2016

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
March 2016 Meetings/Activities	March 1, 2016
	Meeting cancelled due to a lack of items.
	March 15, 2016
	Meeting cancelled due to a lack of quorum.
April 2016 Meetings/Activities	April 5, 2016
	2020 Greenwood Street: Variation for a 2' east and south side yard setbacks where 8' is required for self-storage units, and a decrease of 22 parking spaces where an increase of 3 parking spaces is required for a total of 10 parking spaces on site. ZBA recommended unanimous approval with conditions. Scheduled for P&D on April 25, 2016.
	April 19, 2016
	2767 Crawford Avenue: Variation for a driveway accessed from the street when alley access is present.
PLANNING AND ZONING	Plan Commission
March 2016 Meetings/Activities	March 9, 2016
	1815 Ridge/1815 Oak Planned Development: Planned Development with rezoning from C2-Commercial to D4-Downtown Transition District and a Special Use for Independent/Assisted Living to construct an 11-story senior living residential building with a total of 165 units. The applicant seeks site development allowances for the number of dwelling units (140 dwelling units where a maximum of 84 are allowed). This item was continued to April 6, 2016 special Plan Commission meeting at the request of a neighboring resident.
April 2016 Meetings/Activities	April 6, 2016
	1815 Ridge/1815 Oak Planned Development (Continued from March 9, 2016): The Plan Commission recommended approval (4-2) with conditions.
	April 13, 2016
	Meeting cancelled due to a lack of items.
PLANNING AND ZONING	Zoning Committee of the Plan Commission
March 2016 Meetings/Activities	March, 2016
	There was no Zoning Committee meeting scheduled in March.
April 2016 Meetings/Activities	April, 2016
	There is no Zoning Committee meeting scheduled in April.

PLANNING AND ZONING		Preservation Commission				
March 2016 Meetings/Activities		March 15, 2016				
		<p>1011 Hull Terrace (L): Replace 12 second floor double hung wood windows in kind. Approved unanimously.</p>				
		<p>1322 Lake Street (RHD): Restore 4 wood windows, replace 4 storm windows. Demolish open wood porch; construct new roofed wood porch. Demolish and replace basement hatch doors; concrete areaway; concrete exterior stair to basement. Demolish existing garage and construct new one-car detached garage. Approved unanimously.</p>				
		<p>704 Judson Avenue (LSHD): Two and a half story addition to the rear (west) of house, replacement of six existing vinyl windows with wood windows, replace existing 5' high wood fence in kind. Addition of solar panels on south side of house. The Commission asked the applicants to explore relocating the solar panels from the house's main roof to the 2-story addition roof. Also, provide new paint color pallet for the house paint, roof shingles and the photovoltaic panels. Continued to April 12, 2016.</p>				
April 2016 Meeting/Activities		April 12, 2016				
		<p>2102 Orrington Avenue (NEHD): Replace existing chain link fence with a 6' high solid wood fence with a 0.16-foot setback from the street side property line where minimum two-foot setback with landscaping is required. Requires fence variation.</p>				
		<p>1401 Oak Avenue (L/RHD): Repair masonry on tower and install new roof structure on the tower.</p>				
		<p>1124 Asbury Avenue (L/RHD): Tear down existing 12'x16' addition on the south side; build a 1-story 15' x 21' addition in same location.</p>				
		<p>704 Judson Avenue (LSHD) (Continued from March 15, 2016): Two and a half story addition to the rear (west) of house, replacement of six existing vinyl windows with wood windows, replace existing 5' high wood fence in kind. Addition of solar panels on south side of house. The Commission asked the applicants to explore relocating the solar panels from the house's main roof to the 2-story addition roof. Also, provide new paint color pallet for the house paint, roof shingles, and the photovoltaic panels.</p>				
		April 29, 2016				
<p>Preservation & Design Awards Jury Site Visits.</p>						
PLANNING AND ZONING		Preservation Ordinance Subcommittee				
		March, 2016				
		<p>There was no Preservation Ordinance Subcommittee meeting scheduled in March.</p>				
		April 28, 2016				
		<p>Update to the Historic Preservation Ordinance: The subcommittee will hold the first public meeting and commence the review of the Preservation Ordinance that was last updated in 2012.</p>				
Preservation Projects Approved by Staff		Staff Review – March 2016				
		<p>2723 Noyes Street 516 Church Street 1128 Forest Avenue 1034 Sheridan Road 2211 Sherman Avenue 1239 Judson Avenue</p>	<p>733 Colfax Street 1240 Hinman Avenue 1934 Orrington Avenue 1036 Lake Shore Blvd. 1408 Oak Avenue 1126 Michigan Avenue</p>	<p>555-557 Lincoln Street 437 Ridge Avenue 1237 Judson Avenue 1142 Judson Avenue 1500 Ashland Avenue 921 Ridge Avenue</p>	<p>1020 Forest Avenue 1225 Greenwood 724 Judson Avenue 701 Forest Avenue 2237 Ridge Avenue 1041 Michigan Avenue</p>	<p>1414 Ridge Avenue 645 Forest Avenue 1033 Hinman Avenue</p>

PLANNING AND ZONING	APPROVED & ACTIVE PLANNED DEVELOPMENTS
1890 Maple Ave./ 1881 Oak Ave. E2	The development of 356 dwelling units is complete. The Temporary Certificate of Occupancy was issued on March 11, 2015. Yoga Studio now open in Maple Ave. commercial space.
1611 Chicago Ave. North Shore Residence/ Merion	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition has also been issued; construction is ongoing.
1515 Chicago Ave. Hyatt House Extended Stay Hotel	The 8-story 114-room hotel with 33 on-site parking spaces was approved by the City Council on 4/28/2014. The full building permit was issued on February 27, 2015. The construction is ongoing.
1629-1691 Church St. Church St. Village	On August 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 8 units in Building 1 no later than August 11, 2015. The applicant has completed construction on the 13 units in Buildings 1 and 2, but has requested an extension of the PD to obtain the permit for the Building 1 by August 11, 2016. The request for extension was approved by the City Council on July 27, 2015. The last remaining 8-unit building was approved by DAPR Committee on January 6, 2015. Awaiting building permit application and pending final DAPR review.
2454 Oakton St. Sports Dome	Approved by City Council on August 11, 2014. The building permit for the foundation was issued on July 29, 2015. The full building permit was issued on September 11, 2015. Temporary CO was issued on January 25, 2016.
835 Chicago Ave. (Chicago/Main)	The full building permit for the 9-story 112-unit residential building was issued on August 3, 2015. Construction is ongoing.
1620 Central St.	The 4-story 47-unit multiple-family residential building was approved by the City Council on April 27, 2015. The full building permit was issued on October 20, 2015. Small adjustment to top floor of façade presented and approved by DAPR on January 20, 2016. Construction is ongoing.
1571 Maple Ave.	The 12-story 101-unit mixed-use development was approved by the City Council on April 13, 2015. The building permit for caissons was issued on December 17, 2015. The building permit for foundation only has been approved and the full building permit is under review.

HOUSING & GRANTS	Housing & Community Development Act Committee
March 2016 Meetings/Activities	March 15, 2016
	The HCDA Committee voted to recommend City Council approval of the 2015 Consolidated Annual Performance and Evaluation Report (CAPER) and the updated 2016 Action Plan. There was no public comment.
April 2016 Meetings/Activities	April 19, 2016
	The HCDA Committee will discuss the benefits/challenges of potentially consolidating the annual funding decision-making process with other Boards, Committees, and Commissions. They will also hear updates on 2015 and 2016 CDBG projects.

HOUSING & GRANTS	Housing and Homelessness Commission
March 2016 Meetings/Activities	March 3, 2016
	The HHC approved a request for \$50,000 from the Affordable Housing Fund for the City's Senior Handyman Program and recommended approval of this request to City Council on March 28. Staff provided information on the use of demolition taxes as a funding mechanism for affordable housing in other communities.
April 2016 Meetings/Activities	April 7, 2016
	The April 7 meeting agenda includes a request for renewal funding for the Tenant Based Rental Assistance Program using HOME funds by Connections for the Homeless. The commission will also discuss the proposed consolidation with the ADA Advisory Board and the Human Relations Commission and provide feedback to the Rules Committee. Members of the Age Friendly Evanston! Housing subcommittee will provide information on their work to the HHC.
HOUSING & GRANTS	Mental Health Board
March 2016 Meetings/Activities	March 10, 2016
	The Mental Health Board meeting was cancelled due to lack of agenda items.
April 2016 Meetings/Activities	April 14, 2016
	MHB will meet on Thursday, April 14, 2016 to discuss the proposed consolidation with the Housing & Community Development Act Committee and provide feedback to the Rules Committee. An update on the progress of agencies/programs funded in 2016 will be provided. The Board will also review agency responses to the 2016 ZoomGrants application survey and discuss application process for 2017 funding.

HOUSING & GRANTS	NSP 2
NSP2 Properties	Following consultation with HUD, 619 Case Place has been changed from ownership to rental. Rent-up is expected to be complete in April 2016. Staff is identifying all draws in DRGR that need to be moved from activity 8102 – LMMI For Sale to 8102 – LH25 Rental in DRGR to correctly reflect spending in those activities. The annual compliance review of ownership and rental properties is underway; owner occupant mailings went out in January and rental compliance mailings will be sent in March and on-site meetings will be scheduled in April or May.
Land Banked Properties	2142 Dewey Avenue cleared lot will be donated to Evanston Township High School as the site for the house being built in their Geometry In Construction classes during the 2015-2016 school year. Property transfer is to take place in spring 2016 so work on the foundation can be undertaken and the house moved to the site in June. Staff is developing disposition plans for the cleared lots at 2122 Darrow and 2113 Dewey. 1509 Emerson will be land banked for development as part of the second phase of Emerson Square.
Grant Closeout	The City has expended its \$18.15 million NSP2 grant, and most of the over \$4 million in program income on eligible activities. Staff has completed the compliance review for ownership properties and is reviewing all rental properties. File reviews of all completed properties are being conducted as required for grant closeout. The City had a conference call with the technical assistance provider to confirm the steps to be taken prior to submitting closeout documents to HUD. All draws relating to 619 Case Place from the for-sale to rental activity are being moved as noted above and a review of all information other entered in the HUD DRGR database for accuracy is underway. Staff is developing land banking plans for each remaining property for HUD approval as part of grant closeout. Staff is working with IT to archive all data in the Community Central database to comply with record retention requirements.

BUILDING & INSPECTION SERVICES		Housing Rehabilitation					
2	1319 McDaniel Avenue	REHAB – House Demolition – House demo complete with the exception of grass seeding which will be performed when weather permits.					
5	1806 Grey Avenue	REHAB and Garage Demo – All rehab work is complete. Lead clearance test complete. Preparing punch list.					
5	1720 Grey Avenue	REHAB – 1 Unit – All rehab work is complete. Lead clearance test complete, however, 3 areas failed clearance testing and have to be re-tested.					
8	219 Hartrey Avenue	REHAB – 1 Unit – Kitchen rehab is complete and bathroom rehab is underway.					
8	142 Callan Avenue	REHAB – 1 Unit – Exterior work remaining (painting and concrete work) and is on hold due to poor weather conditions.					
8	147 Custer Avenue	REHAB – 1 Unit – Rehab work is nearing completion. Lead clearance test complete, however, 4 areas failed clearance testing and have to be re-tested.					
Applications Received		Applications Approved		Current Projects		Completed Projects	
(Mo) / (YTD)		(Mo) / (YTD)		(YTD)		(YTD)	
1/1		0/0		6		0	

BUILDING & INSPECTION SERVICES		Sign Review and Appeals Board	
March 2016 Meetings/Activities	March 10, 2016		
	No meeting held due to lack of agenda items.		
April 2016 Meetings/Activities	April 14, 2016		
	222 Hartrey Avenue – Autobarn: Variance for a 32” x 74” illuminated blade sign at a height of 16’ 10 ¼” where a 24” x 36” non-illuminated blade sign at a maximum height of 15’ 6” is allowed.		

BUILDING & INSPECTION SERVICES		New Business Application Status			
Ward	Property Address	Business Name	Received	Status	
1	716 Church Street	Radio Shack #6414	3/15/2016	General Business License issued 3/21/2016.	
2	940 Pitner Avenue	Rent-a-Chef, Inc.	3/15/2016	General Business License issued 3/31/2016.	
2	1880 Oak Avenue	Breakthrough Technologies, LLC	2/15/2016	General Business License issued 3/11/2016.	
3	522 Dempster Street	MYEYEDR	3/15/2016	General Business License issued 3/25/2016.	
3	900 Chicago Avenue	WorkComp Strategies of Illinois, Inc.	3/15/2016	General Business License issued 3/15/2016.	
7	1706 Central Street	9Round 30 Min Kickbox Fitness	10/2/2015	General Business License issued 3/18/2016.	
7	2000 Central Street	MYEYEDR	3/15/2016	Pending inspections.	

BUILDING & INSPECTION SERVICES		Permit Application Status		
Ward	Property Address	Project Description	Received	Status
1	1619 Chicago Avenue	Post-permit revisions	02/25/16	Under review
1	1711 Sherman Avenue	Interior remodel	03/08/16	Approved
1	2250 Sherman Avenue	Kitchen remodel	03/11/16	Approved
1	500 Davis Street Suite 700	Interior remodel	03/16/16	Under review
1	619 Clark Street	Air conditioning upgrades	03/16/16	Under review
2	1934 Dempster Street	Installation of retractable seating system	03/25/16	Under review
3	1408 Hinman Avenue	Kitchen remodel	03/29/16	Under review
3	737 Chicago Avenue	Bathroom remodel	03/24/16	Under review
3	886 Forest Avenue	Kitchen remodel	03/29/16	Under review
3	939 Hinman Avenue	Interior remodel	03/14/16	Approved
4	1012 Church Street	Interior remodel	11/03/15	Approved
4	1027 Davis Street	Replace five broken roof joists and rotted roof decking	03/18/16	Approved
4	1127 A Elmwood Avenue	Kitchen remodel	03/18/16	Approved
4	1333 Maple Avenue	Balcony repairs	03/17/16	Awaiting revisions
4	1501 Sherman Avenue	Installation of drop ceiling in parking garage and heating of plenum	03/31/16	Under review
4	1560 Sherman Avenue	Interior build-out for a high school	04/01/16	Under review
4	812 Dempster Street	Interior remodel and expansion	03/18/16	Under review
5	1911 Church Street	Foundation only	11/25/15	Approved
5	2115 Dewey Avenue	Addition and interior remodel	01/29/16	Approved
5	2200 Green Bay Road	Front façade remodel	03/21/16	Awaiting revisions
7	1000 Central Street	Office remodel	03/21/16	Under review
7	1620 Central Street	Post-permit revisions	03/23/16	Under review
7	1620 Central Street	Roof trusses on 3 rd and 4 th floors	03/25/16	Under review
7	1880 Campus Drive – NU Kresge Centennial Hall	Post-permit revisions	02/17/16	Under review
7	2026 Campus Drive – NU	Ventilation of existing utility tunnels	03/03/16	Awaiting revisions
7	2145 Sheridan Road – NU	Upgrade and maintenance of antennas	03/18/16	Under review
7	2145 Sheridan Road – NU Lab	Interior remodel	03/17/16	Under review
7	2145 Sheridan Road – NU Lab	Interior remodel	02/16/16	Approved
7	2145 Sheridan Road – NU Lab and Break	Interior remodel	02/19/16	Approved

	Room			
7	2145 Sheridan Road – NU Labs on 2 nd and 3 rd floors	Interior remodel	03/14/16	Awaiting revisions
7	2205 Tech Drive – NU Hogan Hall	Interior remodel	03/08/16	Awaiting revisions
7	2200 Campus Drive – NU	Install UPS	02/25/16	Approved
7	2705 Ashland Avenue	Roof plaza repairs	03/14/16	Approved
7	560 Lincoln Street – NU Residence Hall	New 7-story building	12/23/15	Under review
8	1325 Howard Street	Interior office build-out	03/03/16	Awaiting revisions
8	309-323 Howard Street	Interior remodel	01/27/16	Awaiting revisions
8	325-327 Custer Avenue 1E	Interior remodel	02/25/16	Awaiting revisions
9	2531 Oakton Street	Replacing 5 radios with 6 new ones on tower	03/28/16	Under review
9	649 Custer Avenue	Bathroom remodel	04/01/16	Under review

**BUILDING & INSPECTION
SERVICES**
Building Permits Issued by Ward – March 1 – 31, 2016
Ward 1

Building Permit Type	No. of Permits Issued
Addition	1
CCCD	3
Demolition	1
Electrical Only	3
Fence	2
Fire Suppression	2
HVAC Work Only	3
Minor Repair	4
Miscellaneous Site Work	2
Plumbing Only	2
Remodel	5
Roofing	1
Temporary	1
Total Permits Issued	30

Ward 2

Building Permit Type	No. of Permits Issued
Accessory Structure	1
Addition	1
CCCD	1
Deck or Porch	2
Fence	5
HVAC Work Only	3
Lawn Sprinkler	1
Low Voltage Alarm	4
Minor Repair	2
Plumbing Only	6
Remodel	3
Roofing	3
Window Replacement	1
Total Permits Issued	33

BUILDING & INSPECTION
SERVICES

Building Permits Issued by Ward – March 1 – 31, 2016

Ward 3

Building Permit Type	No. of Permits Issued
Accessory Structure	1
CCCD	1
Deck or Porch	3
Demolition	1
Electrical Only	2
Fence	8
Minor Repair	4
Miscellaneous Site Work	8
Plumbing Only	3
Remodel	6
Roofing	2
Sign-Awning	2
Window Replacement	1
Total Permits Issued	42

Ward 4

Building Permit Type	No. of Permits Issued
CCCD	3
Demolition	1
Electrical Only	2
Fence	7
Lawn Sprinkler	1
Minor Repair	3
Miscellaneous Site Work	5
Plumbing Only	2
Remodel	6
Roofing	6
Sign-Awning	1
Water and Sewer	1
Window Replacement	1
Total Permits Issued	39

Ward 5

Building Permit Type	No. of Permits Issued
Electrical Only	1
Fence	1
Fire Suppression	1
HVAC Work Only	2
Minor Repair	2
Miscellaneous Site Work	2
Plumbing Only	3
Remodel	2
Roofing	3
Window Replacement	4
Total Permits Issued	21

Ward 6

Building Permit Type	No. of Permits Issued
Accessory Structure	8
Addition	2
CCCD	1
Deck or Porch	1
Demolition	6
Electrical Only	3
Fence	6
Fire Suppression	1
HVAC Work Only	2
Minor Repair	1
Miscellaneous Site Work	3
Plumbing Only	5
Remodel	7
Roofing	8
Water and Sewer	1
Total Permits Issued	55

**BUILDING & INSPECTION
SERVICES**
Building Permits Issued by Ward – March 1 - 31, 2016
Ward 7

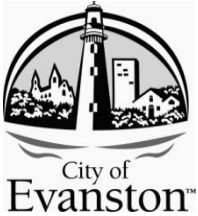
Building Permit Type	No. of Permits Issued
Accessory Structure	3
Addition	1
CCCD	8
Deck or Porch	1
Demolition	5
Electrical Only	16
Fence	6
Fire Alarm	2
Fire Suppression	5
HVAC Work Only	5
Low Voltage Alarm	1
Miscellaneous Site Work	2
Plumbing Only	3
Remodel	7
Roofing	2
Temporary	4
Water and Sewer	1
Window Replacement	2
Total Permits Issued	74

Ward 8

Building Permit Type	No. of Permits Issued
CCCD	2
Electrical Only	1
Fence	5
Minor Repair	1
Miscellaneous Site Work	4
Plumbing Only	6
Remodel	4
Roofing	6
Window Replacement	4
Total Permits Issued	33

Ward 9

Building Permit Type	No. of Permits Issued
Accessory Structure	1
Addition	1
Demolition	1
Electrical Only	4
Fence	3
Low Voltage Alarm	2
Minor Repair	1
Miscellaneous Site Work	2
Plumbing Only	3
Remodel	2
Roofing	4
Window Replacement	4
Total Permits Issued	28



DATE: April 4, 2016

TO: Wally Bobkiewicz, City Manager

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

SUBJECT: Building Permit & Construction Value Financial Report for March 2016

BUILDING PERMIT FEES

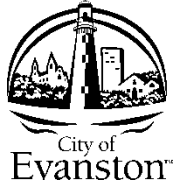
Total Permit Fees Collected for the Month of March 2016	\$ 782,085
Total Permit Fees Collected Fiscal Year 2016	\$ 1,340,649
Total Permit fees Collected for the Month of March 2015	\$ 416,779
Total Permit Fees Collected Fiscal Year 2015	\$ 1,874,895

CONSTRUCTION VALUES

TOTAL CONSTRUCTION VALUE FOR MARCH 2016	\$ 37,886,278
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2016	\$ 72,423,849
TOTAL CONSTRUCTION VALUE FOR MARCH 2015	\$ 18,112,092
TOTAL CONSTRUCTION VALUE FISCAL YEAR 2015	\$ 98,554,977

For City Council meeting of
Business of the Council by Motion: TBRA Program Funding
For Action

Item



Memorandum

To: Honorable Mayor and Members of City Council
Planning and Development Committee

From: Mark Muenzer, Director of Community Development
Sarah Flax, Housing and Grants Administrator
Savannah Clement, Housing Policy & Planning Analyst

Subject: Update on the Tenant Based Rental Assistance Program by Connections
for the Homeless

Date: April 7, 2016

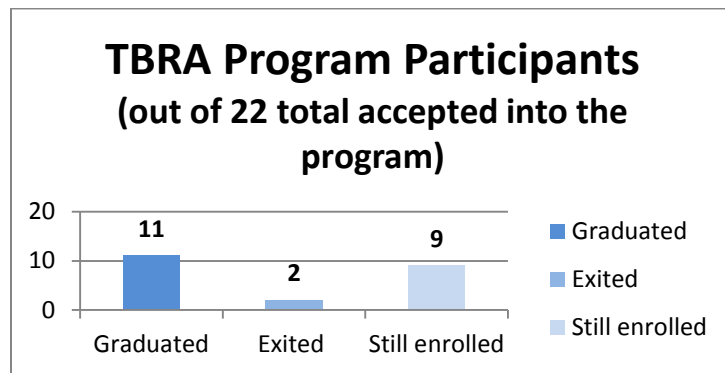
This provides an update on the Tenant Base Rental Assistance (TBRA) program funded with \$500,000 in City of Evanston HOME funds. The objective of the program is to help households with children under the age of 18 who were homeless or unstably housed achieve housing stability and self-sufficiency through rental assistance payments, case management and education/job training services over a 24-month period. To date, half of the households in the program have successfully graduated. Based on their outcomes, combined with the progress to date made by the nine households that are still in the program, TBRA has been very successful at achieving its goal of enabling these households to expand their incomes and be able to afford market rate rents at graduation.

Background

The Tenant Based Rental Assistance (TBRA) program was approved by City Council in July of 2013 and client households were enrolled beginning in December 2013. Connections for the Homeless administers the TBRA program. A description of the program is provided below.

TBRA accomplishments to date:

- **Total households assisted in the program: 22**



- Of the 11 households that graduated from the program:
 - Nine were able to increase HH income; seven of which were able to graduate from the program early (in less than 24 months) due to increased income
 - Two had changes in household composition that added income earning adults
 - Ten households remain stably housed in Evanston, one moved to Chicago
- Of the two households that exited the program early:
 - One household moved out of state due to family needs
 - One household exited from the program due to lack of compliance with lease agreement
- Of the nine households still enrolled:
 - Six are expected to graduate and be self-sufficient and stably housed upon exit from the program
 - Of the remaining three, one has only been enrolled in the program for eight months – too early to determine outcome of household. Two other households are expected to need additional support at completion of their 24 month program.
- Of the 9 households still enrolled, below are their 24-month program completion dates:
 - Two on April 30, 2016
 - One on June 15, 2016
 - One on July 31, 2016
 - One on August 31, 2016
 - Two on October 31, 2016
 - One on July 31, 2017
 - One on November 30, 2017
- Household characteristics:
 - Three households assisted through the program have two parents; the remaining 19 households are single parent.
 - Household sizes range from two to nine people.

Program highlights

The TBRA program provides both rental assistance and educational/employment support. HOME funds are used for rent, security deposits, utilities and utility deposits only. Case management and other services are funded through non-City sources secured by Connections. The program has been successful because of the emphasis on and goal of self-sufficiency through the program. To date, almost 70% of the households (15 out of 22 total) assisted through the program have increased their incomes and/or secured full-time employment. Seven of the households that graduated increased their income/employment and achieved self-sufficiency in less than 24 months. The remaining eight households that have increased their incomes graduated at the end of the 24 months or are still enrolled in the program and are taking on a larger portion of their total housing costs as their incomes increase.

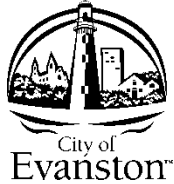
Several families were able to renew their leases in the same housing unit following completion of the program, allowing children to stay at their current schools and avoiding another move. At completion of TBRA assistance, two households voluntarily chose to move from Evanston. One single-parent TBRA household entered the program underemployed with a child enrolled at ETHS. At completion of the TBRA program, the head of household was able to obtain full-time employment and the child is now a high school graduate away at college. The overarching goal for TBRA program clients is housing stability. Housing stability was achieved by an increase in incomes, adding a new income-earner/roommate to the household, and/or the ability to secure income-restricted affordable housing or some other type of affordable/public housing such as Section 8 vouchers.

TBRA Program Background and Design

City Council approved a \$500,000 HOME grant to Connections for the Homeless for a 36-month Tenant Based Rental Assistance program (TBRA) in July 2013 to provide stable housing for 20-30 families with children under the age of 18 whose head(s) of households are unemployed or underemployed over a 36-month period. Households entered the program on a rolling basis, with a maximum of 20 enrolled at any given time. In addition, the head(s) of household receive educational and employment supports to develop self-sufficiency, i.e., to earn a living wage and maintain market rate rental housing.

Household Eligibility

To be eligible for TBRA, a family must either be living in Evanston (current or last address), or the head(s) of household works in Evanston or has a bona fide job offer in Evanston. Eligible families have been referred by school social workers or other agencies to Connections. Applicant families were first screened for program eligibility by Connections, then reviewed and approved/denied by a committee composed of Connections and City staff. Households enrolled in the program work with a case manager to develop a client-directed plan that includes educational and job training, financial literacy/money management, tenant training, as well as child care and other components based on the needs of the TBRA family. The head(s) of household signs the TBRA agreement, which includes a requirement to meet with their case manager on a monthly basis to assess and modify the plan based on progress towards reaching their goals.



Memorandum

To: Honorable Mayor and Members of the City Council

From: Johanna Leonard, Economic Development Division Manager

Subject: Monthly Economic Development Report for March 2016

Date: April 7, 2016

Discussion

Enclosed is the monthly report of economic development activities for the month of March 2016. The report summarizes meetings, ongoing initiatives, new businesses, marketing activities, as well as activity reports on key economic development projects and sites.

If you have any questions or would like to discuss the report further, please contact me at 847-448-8014 or jleonard@cityofevanston.org.

Top Project Priorities

4/7/2016

No.	Project	2016 Deliverable	Latest Update	Area of ED Plan
1	Central Street Business Association	Ongoing support of business district.	Group completed/approved for 2016 Merchant Grant application.	Business District Vitality
2	West End Business Association	Revision and Completion of items on "punch list" generated by West End businesses.	Group completed/approved for 2016 Merchant Grant application.	Business District Vitality
3	West Village Merchants Association	Work with WVBA to create series of events to bring visitors to the area; Increase number of participating members from the area.	No meeting dates for the group have been established at this time.	Business District Vitality
4	Howard Street Business Association	Ongoing support of business district.	Meeting dates are set for next year (every 2nd Tuesday of the month, every other month). Group completed/approved for 2016 Merchant Grant application. Twinkle Lights for trees are scheduled to be installed in April 2016.	Business District Vitality
5	Chicago/Main/Dempster SSA - AKA Main-Dempster Mile	Development and implementation of workplan	Next board meeting is 4/11; Board meets on the first Monday of every month with subcommittees meeting in between. Finalizing placemaking activities and events for 2016.	Business District Vitality
6	Dr. Hill Arts District	Establish meeting/event calendar.	Group completed 2016 Merchant Grant application, but working on submitting bids prior to council. No date has been set for the next meeting at this time.	Business District Vitality
7	Central Evanston Business Association	Increase number of registered businesses and events hosted by the association; Establish meeting/event calendar.	Group is still working to submit 2016 Merchant Grant application and appropriate materials to receive reimbursement for 2015 grant money spent on CEBA's open house event and banners.	Business District Vitality

Top Project Priorities

4/7/2016

No.	Project	2016 Deliverable	Latest Update	Area of ED Plan
8	Noyes Merchant District	Continue to support creation of group; establish regular meeting schedule and activities.	Group has not met or submitted merchant grant materials. ED is working on outreach to assist in their efforts to complete necessary items.	Business District Vitality
9	Retail Attraction Efforts (from Chicago and other area communities)	X # of visits to local retailers in Chicago and other neighboring communities to encourage 2nd location expansions into Evanston	Targeted efforts ongoing as needed. Current focus is on Oak/Davis property.	Business Attraction
10	Business District Investments/Tree Replacement	Identify areas for improvement/clean-up in business districts and utilize ED funds to augment existing CIP efforts.	City Council approved at 3/28 City Council meeting. Business district tree removal has started.	Business District Vitality
11	Church/Dodge Reinvestment/Business Attraction	Complete façade projects at NWC of Church & Dodge; Support leasing of available commercial space. Introduction of new City Cultural Center at 1823 Church Street.	First Slice anticipated to open in April 2016.	Business Attraction
12	Howard Street Theatre Project (717-723 Howard Street)	Development of plans for theatre and cost estimates for moving forward with the theatre project.	Ross Barney Architects retained by the City of Evanston to work to develop theatre in coordination with Strawdog Theatre Company. Report back to Economic Development Committee will be at 4/27 meeting.	Business District Vitality
13	Former Howard Street Police Outpost (633 Howard) and 727-729 Howard Street Redevelopment	Utilization of property at 633 and 727-729 Howard Street for commercial use.	Offering is available and responses are due April 18, 2016.	Business District Vitality
14	Recycling Center RFQ/P	Determine future utilization of property.	Smylie is studying how the space would be utilized and City is working to draft lease terms for discussion with Smylie. Expect to return to City Council with an update in April.	Business Attraction/Retention
15	Support Workforce Development Activities	Support workforce development goals throughout year.	Sunshine Enterprises Winter session starts 1/30/2016. Now at Gibbs Morrison. Second cohort funding request anticipated at 4/27 EDC meeting.	Workforce Development

Top Project Priorities

4/7/2016

No.	Project	2016 Deliverable	Latest Update	Area of ED Plan
16	Main/Chicago TIF Committee	Improvement of streetscapes and underlying infrastructure in Chicago/Main area.	Identification of infrastructure improvements to the Main/Chicago area.). Coordination with Main/Chicago TIF Committee and SSA Steering Committee.	Business District Vitality
17	Central Street Streetscape Improvements	Creation of "pilot area" for proposed Central Street/Green Bay improvements; Promotion of 50/50 sidewalk program	Streetscape completed. Parking studies completed and data analysis for east area of Central done, in progress for western area of Central.	Business District Vitality
18	Business Retention Visits	Ongoing visits with businesses throughout Evanston.	Ongoing in 2016, with summer focus.	Business Retention
19	Start-Up Showcase	Three startup showcases in 2015. Global entrepreneurship week in November. Identify new entrepreneurship initiatives/award programs/etc. over course of year.	Startup showcase March 10, 2016 at The Garage.	Business Attraction/Retention

Targeted Properties

4/7/2016

No.	Project	Desired Outcome	Status
1	Howard Theatre Properties (717, 721-723)	<i>Redevelopment As Theatre</i>	Ross Barney Architects selected as the architect for this project. Expect to update Economic Development Committee with results in late April.
2	Tom Thumb Redev	<i>Part of Larger Redevelopment</i>	"Lulu's, Taco Diablo, Five & Dime" targeting May 2016 opening. Acquired Studio Media building next door.
3	727-729 Howard Street	<i>Occupied with Restaurant/Retail Uses</i>	Offering was made available; responses due April 18, 2016.
4	633 Howard Street (Police Outpost Space)	<i>Occupied with Food Retail Uses</i>	Offering was made available; responses due April 18, 2016.
5	Recycling Center - 2222 Oakton Street	<i>Redevelopment/Re-Use of Property</i>	Smylie Brothers and City are working to draft a lease that will be provided to City Council for review and discussion. The matter will return to City Council if negotiations progress for potential sale/lease.; anticipating late April/early May return for discussion.
6	Church Street Plaza	<i>Occupied with Retail Uses</i>	Owner rep (Mcaffery interests) continues to market the space / considering options based on overall re-tenanting plan. Red Robin Burger Works is open. Health Mart Pharmacy opening spring. Terra & Vine (Alpana Singh) in former Bravo space - late summer/early fall.
7	Walgreens - Green Bay Road	<i>Updated Walgreens</i>	Working to have discussion with Walgreens on updates for the future use of the space.
8	1515 Chicago Avenue	<i>Redevelopment as Hotel</i>	Projected opening May 3, 2016
9	Evanston Auto Glass	<i>Relocation/ Façade</i>	Owner is seeking to sell the building or have short term (1 -2 year) leases.
10	Evanston Plaza	<i>Occupied with Retail Uses</i>	Valli has received \$2 million TIF reimbursement. Play It Again Sports Grand Opening/ribbon cutting held on Oct 29nd. Dance Center Evanston expansion underway. Theater component approved December 2015. Dollar Tree opened. several larger tenant announcements week of 3/22/2016
11	Dance Center Evanston	<i>Occupied Space</i>	Expansion plan revisions have been approved and work begun. Theater seating install July 5.
12	1340 Dodge wareHOUSE(1)	<i>Renovated Office</i>	Andy Spatz reports building has three signed tenants /20% leased. Project completion June 2016. 18,600 sq ft office (no live/work component) http://goo.gl/jsO90n
13	Autobarn - 222 Hartrey Avenue Project	<i>Occupied with Service Center Uses/ Sales</i>	Construction in process; targeting May 2016 opening. Met with neighbors on March 22, 2016.
14	Main/Chicago	<i>Mixed Use Redevelopment</i>	Goddess & The Baker has leased corner space for café/prepared foods space. First Bank & Trust lease signed. Topping off ceremony planned for April 13, 2016.
15	Oakton/Asbury	<i>Little Beans</i>	Waiting for determination from Cook County on Class 7a status.

Status of Projects Appearing Before
Economic Development Committee

4/7/2016

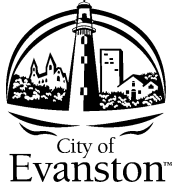
Project Name	Status	Meeting Dates		Funds Invested	Summary of Project	Latest Update	Completion Date
		ED Committee	City Council				
Boltwood	Active - City Council Approval	1/27/2015	2/8/2016		Storefront modernization grant - signage	EDC approved 1/27; Council approval 2/8	2Q2016
2200 Green Bay Rd	Active - City Council Approval	12/2/2015	12/14/2015	\$ 10,000.00	Storefront modernization grant for complete rehab of street-facing façade	EDC approved 12/2; Council Approved 12/14	2Q2016
Dance Center Evanston	Active - City Council Approval	12/2/2015	12/14/2015	\$50,000	Storefront modernization grant for buildout of convertible classroom/performance space	EDC approved 12/2; Council Approved 12/14	2Q2016
1800 Church St.	Active - City Council Approval	12/2/2015	12/14/2015	\$50,000	Storefront Modernization grant for rehabbing 4-unit commercial space	EDC approved 12/2; Council Approved 12/14	2Q2016
Memorandum of Understanding with Strawdog Theatre	Active- Pending City Council Approval	10/28/2015	11/9/2015	\$ -	Memorandum of Understanding that will guide continued discussion of bringing performin arts/Strawdog Theatre to Evanston's Howard Street	EDC approved 10/28/2015;	2Q2016
Storefront Modernization for Dave's Rock Shop	Active- City Council Approval	10/28/2015	11/9/2015	\$ 4,500.00	New Signage at Dave's Rock Shop at 711 Main Street	EDC Approved 10/28/15;	1Q2016
2222 Oakton Street	Active- City Council Approval	7/7/2015	7/13/2015	\$ -	Recommendation to negotiate with Smylie Brothers Brewing Company for five year parking agreement, 70 spaces Maple Ave Garage - \$42,000	EDC Approved 7/7/2015, City Council Approved 7/13	3Q2016
Accuity	Active- City Council Approval	5/27/2015	6/8/2015	\$210,000	Individual stipends for students that successfully complete the program and are placed in jobs. Workforce	EDC approved 5/27, City Council 6.8	3Q 2016
Curt's Café (2922 Central St.)	Active - City Council Approval	4/22/2015	5/26/2015	\$42,000	Use of Economic Development Funds to assist in streetscape projects for Central Street	City Council approved 5/26	1Q 2016
Central Street Streetscape Improvements	Active- City Council Approval	4/22/2015	5/11/2015	\$25,000	Funding for relocation and ongoing assistance in form of potential hotel/motel tax sharing agreement	City Council approved. Improvements set to start August 10th.	3Q 2015
ZS Associates Retention Assistance	Active -- EDC Consideration; Pending City Council Approval	1/28/2015	2/9/2015	TBD		City Council approved 2/9/2015.	1Q2017
Merchant Grant - Central Street	Active- Ready for EDC		1/27/2016	\$ 9,000.00	Banner Maintenance, Website Work, Plantings, Benches	City Council Approved 3/9. Working with Public Works to provide benches and coordinate projects with Streetscape Improvements	1Q2016
Merchant Grant - West End	Active- Ready for EDC		1/27/2016	\$ 9,000.00	Planters/Plantings, business plan projects	City Council Approved 3/9. Working on entryway signage as part of business plan item	1Q2016
Merchant Grant - West Village	Pending- Awaiting Neccessary Doucments		TBD	\$ 9,000.00	Plantings, Website and Marketing	City Council Approved 3/9. Work continues on website and promotion of district events is underway	1Q2016

Status of Economic Development Loans

Loan Status	Borrower		Date Loan Funded	Original Loan Amount	Monthly Payment	Total Amount Paid			Balance in Arrears	Remaining Balance to be Paid [1]	Date Loan Terminates
	Name	Address				Principal	Interest	Total			
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 362,650.00	\$ 2,500.00	\$ 77,500.00	\$ -	\$ 77,500.00	\$ -	\$ 285,150.00	NA
OPEN	Ward Eight	629 Howard St.	3.15.12	\$ 130,000.00	\$ 1,316.19	\$ 36,754.46	\$ 14,626.95	\$ 51,381.41	\$ -	\$ 93,245.54	12.1.22
OPEN	Evanston North Shore Contractor's Cooperative	1817 Church	8.14.12	\$ 200,000.00	\$ 1,028.26	\$ 5,761.73	\$ 8,633.91	\$ 14,395.64		\$ 194,238.27	1.5.20
OPEN	Chicken & Waffles	2424 Dempster St.	10.1.12	\$ 202,937.63	\$ 1,184.29	\$ 374.21	\$ 1,994.37	\$ 2,368.58	\$ (8,290.03)	\$ 202,563.42	10.1.32
OPEN	Peckish Pig (Building)	623 Howard St.	3.18.13	\$ 675,000.00	\$ 6,500.00	\$ 116,500.00	\$ -	\$ 116,500.00	\$ -	\$ 558,500.00	NA
OPEN	Curt's Café	2922 Central St.	5.11.14	\$ 15,000.00	\$ 651.37	\$ 14,323.96	\$ 130.15	\$ 14,454.11	\$ -	\$ 676.04	4.11.17
CLOSED	FEW Spirits	918 Chicago Ave.	6.27.14	\$ 250,000.00	\$ 2,775.51	\$ 250,000.00	\$ 23,506.34	\$ 273,506.34	\$ -	\$ -	NA
OPEN	Davis Transportation	1040 Wesley Ave.	1.1.15	\$ 144,519.07	\$ 900.00	\$ 2,700.00	\$ -	\$ 2,700.00	\$ -	\$ 141,819.07	12.31.18
OPEN	Little Beans	430 Asbury Ave.	2.1.14	\$ 75,000.00	\$ 832.65	\$ 3,725.92	\$ 2,935.28	\$ 6,661.20	\$ -	\$ 71,274.08	1.31.25

[1] Total reflects only principal.

Last Update 4/5/2016



Memorandum

To: Honorable Mayor and Members of the City Council

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

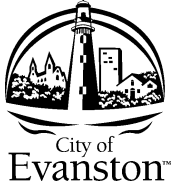
Subject: Food Establishment Application Weekly Report

Date: April 8, 2016

The table below is the weekly report of all applications for Food Establishments received during the week of April 3, 2016.

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	Type	Proposed Opening Date
Feast and Imbibe	1601 Payne St	5	4/4/2016	Change of Address	5/1/2016



Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: April 8, 2016

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	Old Dixie Café	825 Church Street	D	Restaurant (Alcohol)	TBD – 11 PM (Sun-Sat)	03/16/16	Pending Liquor Control Review Board Meeting
2	Terra & Vine	1701 Maple Ave	C	Restaurant (Alcohol)	12pm – 1am (Sun); 11am-1am (Mon-Thu); 11am-2am (Fri-Sat)	03/25/16	Pending Liquor Control Review Board Meeting
4	The Funky Monk	618 ½ Church Street	D	Restaurant (Alcohol)	11am-9 pm (Sun – Sat)	02/08/16	Pending City Council Action
4	LuLu's-Taco Diablo	1026 Davis St	C	Hotel/Restaurant (Alcohol)	11am-10pm (Sun); 11 am –11pm (Mon-Thu); 11 am – 1 am (Fri-Sat)	02/10/16	Pending City Council Action
4	Davis Street Group, LLC	616 Davis Street	D	Restaurant (Alcohol)	12pm – 1am (Sun); 11am-1am (Mon-Thu); 11am-2am (Fri-Sat)	03/25/16	Pending Liquor Control Review Board Meeting
4	Cupitol Coffee & Eatery	812 Grove street	H	Restaurant (Alcohol)	12pm – 10pm (Sun); 11am – 10pm (M-Sa)	04/06/16	Pending Liquor Control Review Board Meeting
4	Table To Stix Ramen	1007 Davis Street	D	Restaurant (Alcohol)	12pm – 9pm (Sun); 11:30 am – 9:30 pm (M-TH); 11:30am – 10pm (Fri-Sa)	4/07/16	Pending Liquor Control Review Board Meeting

¹ 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 APRIL 8, 2016

NWMC Members meet with Governor Rauner, Constitutional Officers

Thank you to the twenty NWMC members (aka “Springfield Warriors”) who took time out of their busy schedules to attend this week’s NWMC Legislative Days in Springfield. Despite the ongoing state budget impasse, members were busy meeting with legislators, attending committee hearings, tracking progress on legislation and meeting with the state’s constitutional officers to discuss issues facing local governments.

As always, the highlight of our Legislative Days was Tuesday’s informal dinner with our legislators. Thank you to all our legislators who stopped by the event and especially to *Senators Althoff, Morrison and Oberweis* as well as *Representatives Feigenholtz, Fortner, Gabel, Jesiel and McAuliffe* for joining us for dinner. On Wednesday, NWMC members met with Illinois Treasurer Michael Frerichs, Lieutenant Governor Evelyn Sanguinetti and Comptroller Leslie Munger. Later that afternoon, members of the NWMC Executive Board met with Governor Rauner to discuss the impact of the state budget impasse on local governments.

We want to express our gratitude to the following NWMC members who made the trip to Springfield to represent the interests of the Conference: *NWMC President and Rolling Meadows Mayor Tom Rooney; NWMC Vice President and Des Plaines Mayor Matt Bogusz; NWMC Secretary and Wheeling President Dean Argiris; Bannockburn Manager Maria Lasday; Barrington President Karen Darch; Carpentersville President Ed Ritter; Deerfield Trustee Dan Shapiro; Evanston Mayor Elizabeth Tisdahl; Glencoe Mayor Larry Levin; Hanover Park President Rod Craig and Trustee Herb Porter; Hoffman Estates Mayor Bill McLeod, Trustee Gary Stanton and Manager Jim Norris; Lincolnwood Mayor Jerry Turry; Mount Prospect Assistant Manager Dave Strahl; Northbrook President Sandy Frum and Trustee Bob Israel; and, Schaumburg President Al Larson and Manager Brian Townsend.* Please see today’s [NWMC Legislative Update](#) for more information from the state capitol. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

Enroll Today in the NWMC EAP

Open enrollment for the NWMC Employee Assistance Program (EAP) is taking place now through April 22. Currently there are sixteen municipalities and organizations that participate in this program. Bensinger, DuPont & Associates is the EAP provider and offers confidential, cost free referrals and assessment services twenty-four hours a day for employees and their families. Areas of assistance include dealing with issues such as substance abuse, mental health, family and marital problems, financial and legal matters.

The fee for program participation is \$25.00 per employee per year and the contract year begins May 1. Please note that there is no fee increase in the program for this year. Please contact Karol Heneghan, 847-296-9200 ext. 124 or kheneghan@nwmc-cog.org with any questions or for additional information. *Staff contact: Karol Heneghan*

Vehicle Lineup Grows for May 10 NWMC Surplus Vehicle & Equipment Auction

Spring is finally here and that means it’s time to evaluate your surplus vehicles and equipment and turn your clunkers into cash at the NWMC Surplus Vehicle and Equipment Auction on Tuesday, May 10, 1:00 p.m. at America’s Auto Auction in Crestwood. Announcements have been sent to NWMC Public Works Directors, Fire Chiefs, Police Chiefs, Managers and Finance Directors.

Thank you to *Barrington, Des Plaines, Evanston, Glenview, Highland Park, Morton Grove, Northbrook and Skokie* for committing to send vehicles to the auction. We encourage all members to utilize this program and support the Conference. For questions or additional information, please contact staff or Bruce Uhter, Bruce.Uhter@americasautoauction.com, 219-713-0347 (cell), 708-389-4488 (office) or Jim Fee, 773-315-0293 or jamesfee7522@yahoo.com. *Staff contact: Ellen Dayan*

NWMC Local Government Communicators to Meet April 20

The next NWMC Local Government Communicators Committee meeting will be held on Wednesday, April 20 from 11:30 a.m. to 1:00 p.m. at the new *Glenview Village Hall*, 2500 East Lake Street. The committee meets quarterly and serves as a forum to discuss communications best practices and related issues relevant to all NWMC members.

Topics to be discussed at this quarter's meeting include: social media; website content archiving; and, potential Public Information Officer training opportunities. If you are interested in attending, please RSVP by Monday, April 18 to Chairperson and *Palatine Management Analyst Samantha Brunell*, sbrunell@palatine.il.us. Future committee meetings are scheduled for Wednesday, July 20 at the *Mount Prospect Village Hall* and Wednesday, October 19 at the *Palatine Village Hall*. *Staff contacts: Mark Fowler, Chris Staron*

Reminder: Smoke Free Housing Workshop for Cook County Property Managers

From the desk of the Respiratory Health Association's Director of Health Policy Matt Maloney: Everyone has the right to breathe clean air at home. Unfortunately, more than one in three nonsmokers who rent in multi-unit buildings is exposed to secondhand smoke. Secondhand smoke isn't limited to smoking units; up to 65 percent of air in multi-unit housing is shared. This smoke harms resident and staff health; increases turnover, cleaning, and fire damage costs; and can turn away prospective residents.

Cook County Department of Public Health, Respiratory Health Association, American Lung Association, and South Suburban Mayors and Managers Association have partnered in a program called Healthy Hotspot to help expand smoke-free housing options in suburban Cook County. Healthy Hotspot is hosting a FREE workshop for property managers on April 20th from 8 a.m. to 9:30 a.m. at the Leaning Tower YMCA at 6300 W. Touhy in Niles. We provide free technical assistance, including sample lease language, toolkits, smoke-free signage, and smoking cessation resources. Learn more and register to attend at www.healthyhotspot.org. *Staff contact: Mark Fowler*

Meetings and Events

NWMC Finance Committee will meet on Wednesday, April 13, at noon via conference call.

NWMC Board of Directors will meet on Wednesday, April 13, at 7:00 p.m. at Oakton Community College, Room 1604 in *Des Plaines*.

NWMC Bicycle and Pedestrian Committee will meet on Tuesday, April 19, at 10:30 a.m. at the NWMC offices.

NWMC Legislative Committee will meet on Wednesday, April 20, at 8:30 a.m. at the NWMC offices.

NWMC Transportation Committee will meet on Thursday, April 28, at 8:30 a.m. at the NWMC offices.