



# Memorandum

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

## **STAFF REPORTS BY DEPARTMENT**



Weekly Report for December 18, 2015 –December 24, 2015  
Weekly Report for December 25, 2015 –December 31, 2015  
Weekly Report for January 1, 2016 –January 7, 2016

### **Administrative Services**

Weekly Bids Advertised  
Financial Report for November 2015

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

Monthly RETT Report for December 2015

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

Council Meeting Agenda Schedule

### **Community Development**

Zoning Report  
Inspection Report  
Community Development Department Update

### **Health Department**

Food Establishment Application Weekly Report  
Rodent Program Update

### **Law Department**

Weekly Liquor License Applications Report

### **Legislative Reading**

NWMC Weekly Briefing

**PUBLIC NOTICES, AGENDAS & MINUTES**

**Monday, January 11, 2016**

Administration & Public Works Committee

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

City Council

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

Planning & Development Committee

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

**Wednesday, January 13, 2016**

Design and Project Review Committee

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

Animal Welfare Board

<http://www.cityofevanston.org/events/2016/01/animal-welfare-board-2/>

Plan Commission

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

**Thursday, January 14, 2016**

Mental Health Board

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

Sign Review and Appeals Board

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



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of December 18, 2015 through December 24, 2015. Please note 3-1-1 had adjusted hours on 12/24/2015- 7am-3pm.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>1830</b>	<b>2751</b>
<b>SERVICE REQUESTS</b>	<b>430</b>	<b>566</b>
<b>TOTAL CHATS</b>	<b>52</b>	<b>89</b>
<b>TOTAL TEXT</b>	<b>12</b>	<b>17</b>

## **Top 5 Service Requests**

**Total**

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

- |                                |    |
|--------------------------------|----|
| 1. Trash – Special Pick-ups    | 80 |
| 2. Building Permit Inspections | 73 |
| 3. Broken Parking Meters       | 32 |
| 4. Trash- Missed Recycling     | 18 |
| 5. Rodents                     | 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.

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	262
Administrative Services -Finance	32
Administrative Services -HR	27
Administrative Services - Other	141
City Manager's Office	5
ComDev / Economic Development	12
ComDev/ Bldg Inspections	196
ComDev / Housing Rehab	1
ComDev / Planning/Zoning	10
General Assistance	3
Fire Life Safety	29
PublicStuff Request	43
Health	76
Information	536
Law	13
Library	2
Mayor's Office	3
Other/311	172
Other – Social Services	1
Parks – Maintenance	0
Parks – Programs/Picnics/Permits	3
Parks – Other	10
Parks/Recreation	32
Parks – Forestry	9
Parks- Recreation Programs	24
Police	77
Public Works / Fleet	1
Public Works / Street Sanitation	125
Public Works / Engineering	28
Tax Assessment Office	2
Utilities – Power	0
Utilities – Sewer	7
Utilities – Water	48
<b>TOTAL</b>	<b>1830</b>



# Weekly Update

Below is a brief summary of activities in the 311 Center for the period of December 25, 2015 through December 31, 2015. Please note 3-1-1 was closed December 25, 2015.

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2039</b>	<b>1830</b>
<b>SERVICE REQUESTS</b>	<b>351</b>	<b>430</b>
<b>TOTAL CHATS</b>	<b>79</b>	<b>52</b>
<b>TOTAL TEXT</b>	<b>17</b>	<b>12</b>

## **Top 5 Service Requests**

**Total**

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

- |                                   |    |
|-----------------------------------|----|
| 1. Building Permit Inspections    | 52 |
| 2. Trash – Special Pick-up        | 41 |
| 3. Broken Parking Meters          | 22 |
| 4. Trash – Missed Garbage Pick-up | 21 |
| 5. Trash- Missed Recycling        | 20 |

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

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

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	268
Administrative Services -Finance	75
Administrative Services -HR	17
Administrative Services - Other	91
City Manager's Office	3
ComDev / Economic Development	5
ComDev/ Bldg Inspections	160
ComDev / Housing Rehab	1
ComDev / Planning/Zoning	9
General Assistance	0
Fire Life Safety	30
PublicStuff Request	164
Health	76
Information	483
Law	9
Library	3
Mayor's Office	5
Other/311	260
Other – Social Services	3
Parks – Maintenance	5
Parks – Programs/Picnics/Permits	2
Parks – Other	4
Parks/Recreation	14
Parks – Forestry	5
Parks- Recreation Programs	23
Police	70
Public Works / Fleet	1
Public Works / Street Sanitation	200
Public Works / Engineering	19
Tax Assessment Office	3
Utilities – Power	1
Utilities – Sewer	2
Utilities – Water	28
<b>TOTAL</b>	<b>2039</b>



# Weekly Update

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

	<b>CURRENT WEEK'S TOTALS</b>	<b>PREVIOUS WEEK'S TOTALS</b>
<b>CALLS HANDLED</b>	<b>2039</b>	<b>2039</b>
<b>SERVICE REQUESTS</b>	<b>441</b>	<b>351</b>
<b>TOTAL CHATS</b>	<b>87</b>	<b>79</b>
<b>TOTAL TEXT</b>	<b>17</b>	<b>17</b>

## Top 5 Service Requests

## Total

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

- |                                   |    |
|-----------------------------------|----|
| 1. Building Permit Inspections    | 86 |
| 2. Trash – Special Pick-up        | 48 |
| 3. Broken Parking Meters          | 31 |
| 4. Trash – Missed Garbage Pick-up | 19 |
| 5. Recycling – Missed Pick-up     | 15 |
| Broken Pay Station                |    |

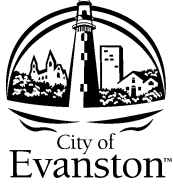
Note: The 311 Center was closed on January 1, 2016 for New Year's Day.

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

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

<b>Weekly Telephone Wrap Up Data</b>	
<b>Category/Department</b>	<b>Total</b>
Administrative Services -Parking	362
Administrative Services -Finance	61
Administrative Services -HR	30
Administrative Services - Other	200
City Manager's Office	20
ComDev / Economic Development	12
ComDev/ Bldg Inspections	173
ComDev / Housing Rehab	7
ComDev / Planning/Zoning	24
General Assistance	4
Fire Life Safety	22
PublicStuff Request	157
Health	98
Information	296
Law	7
Library	2
Mayor's Office	4
Other/311	161
Other – Social Services	0
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	7
Parks – Other	3
Parks/Recreation	44
Parks – Forestry	18
Parks- Recreation Programs	33
Police	83
Public Works / Fleet	4
Public Works / Street Sanitation	120
Public Works / Engineering	23
Tax Assessment Office	4
Utilities – Power	4
Utilities – Sewer	3
Utilities – Water	52
<b>TOTAL</b>	<b>2039</b>





# 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

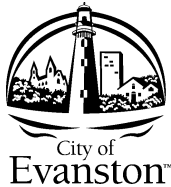
Subject: Bids/RFPs/RFQs Advertised during the Week of January 4, 2016

Date: January 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 January 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
Foster Field Athletic Lighting Renovations	Public Works Agency	Work on this project includes removal and replacement of athletic and security lighting serving the existing football and baseball fields at Foster Field located at 1655 Foster Street in Evanston, Illinois.	\$281,615	Feb 2	Feb 22



# Memorandum

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

From: Ashley King, Assistant Director of Administrative Services  
 David Meimers, Accounting Manager

Subject: November 2015 Monthly Financial Report

Date: January 8, 2016

Please find attached the unaudited financial statements as of November 30, 2015. A summary by fund for revenues, expenditures, fund and cash balances is as follows:

Fund	Fund Description	YTD Revenues	YTD Expenses	YTD Net	Fund Balance	Cash Balance
100	GENERAL FUND	80,361,114	79,850,513	510,600	15,494,566	5,932,660
175	GENERAL ASSISTANCE FUND	1,336,215	710,736	625,479	808,578	586,939
185	LIBRARY FUND	6,674,191	5,342,346	1,331,845	2,710,815	1,921,830
195	NEIGHBORHOOD STABILIZATION FUND	195,335	113,865	81,469	81,469	230,720
200	MOTOR FUEL TAX FUND	1,008,461	2,142,207	(1,133,746)	646,285	1,103,504
205	EMERGENCY TELEPHONE (E911) FUND	829,331	965,458	(136,127)	772,226	580,561
210	SPECIAL SERVICE AREA (SSA) #4	322,058	323,000	(942)	144,258	(190,544)
215	CDBG FUND	1,117,765	1,319,037	(201,272)	(16,370)	(448,736)
220	CDBG LOAN	189,935	31,424	158,511	2,509,172	279,173
225	ECONOMIC DEVELOPMENT FUND	2,110,457	2,868,389	(757,932)	2,782,539	2,200,468
235	NEIGHBORHOOD IMPROVEMENT	-	-	-	169,915	169,915
240	HOME FUND	490,670	473,246	17,423	4,597,502	(30,736)
250	AFFORDABLE HOUSING FUND	231,727	54,248	177,478	2,724,399	968,044
186	LIBRARY DEBT SERVICE FUND	600,461	182,053	418,408	512,003	416,000
300	WASHINGTON NATIONAL TIF FUND	4,924,321	3,273,825	1,650,495	7,837,199	7,386,001
305	SPECIAL SERVICE AREA (SSA) #5	422,531	21,075	401,456	865,502	801,504
310	HOWARD-HARTREY TIF	1,249,902	2,298,659	(1,048,757)	1,320,726	1,357,156
315	SOUTHWEST TIF FUND	-	893,387	(893,387)	278	-
330	HOWARD-RIDGE TIF FUND	611,617	679,454	(67,836)	191,283	(11,092)
335	WEST EVANSTON TIF FUND	218	52,480	(52,262)	448,108	455,203
340	DEMPSTER-DODGE TIF FUND	-	-	-	-	-
345	CHICAGO-MAIN TIF	2,900,000	2,295,064	604,936	604,936	604,936
320	DEBT SERVICE FUND	24,853,121	3,783,652	21,069,468	24,866,255	11,795,833
415	CAPITAL IMPROVEMENTS FUND	8,499,765	7,584,966	914,799	9,085,725	9,572,059
420	SPECIAL ASSESSMENT FUND	358,015	228,417	129,598	2,648,167	2,644,096
505	PARKING SYSTEM FUND	8,895,775	6,910,665	1,985,110	14,799,827	14,520,950
510	WATER FUND	20,490,202	16,057,340	4,432,862	11,886,969	9,668,006
515	SEWER FUND	12,274,195	11,820,282	453,913	4,859,850	2,832,938
520	SOLID WASTE FUND	4,768,572	4,379,218	389,354	(1,112,075)	(1,236,070)
600	FLEET SERVICES FUND	3,062,043	2,565,746	496,297	375,353	(199,322)
601	EQUIPMENT REPLACEMENT FUND	1,411,185	1,306,477	104,708	2,288,494	1,271,683
605	INSURANCE FUND	15,134,533	15,466,434	(331,901)	(3,713,828)	1,229,138
TOTALS		205,323,713	173,993,664	31,330,049	111,190,125	76,412,818

Included above are the ending balances as of November 30, 2015 for both unreserved fund and cash balances. Of these two amounts, cash balance is the more meaningful metric since this represents liquid cash and/or invested assets which may be used (or easily sold) to support and fund current operations. While ending fund balance is also an important measurement of the City's financial health, it usually includes illiquid assets or future cash receipts or disbursements such as receivables (including property tax) due to the City and accounts payable/accrued expenses.

As of November 30, 2015, the General Fund is reporting a net surplus of \$510,600. This is primarily due to the timing of revenues. At this point, approximately 97% of property taxes have been received. As can be seen in the chart on page four of this memorandum, the General Fund expenditures are 87% of budget and revenues are 88% of budget. Both these numbers are below the 91.6% target for November.

Through November 30, 2015, the Community Development Block Grant (CDBG) Fund is showing a negative cash balance of \$448,736. This amount will be reimbursed from draw-downs from HUD during December.

Through November 30, 2015, the Economic Development Fund is showing a fund balance of \$2,782,539 and a cash balance of \$2,200,468.

Through November 30, 2015, the Howard-Hartrey TIF has \$2.3 million in expenses during 2015 which is largely due to payments to the Auto Barn as a part of the development agreement in this TIF.

Through November 30, 2015, the Debt Service Fund is showing \$24.8 million in revenues due to the refinancing of the 2006B bonds. \$11.4 of this amount will be in reserve to refund the 2006B bonds on January 1<sup>st</sup>.

The Parking Fund (fund balance of \$14,799,827) is above budget due to the transfer from the Washington National TIF for the Sherman Deck Bond payment (December 1<sup>st</sup> annually).

Through November 30, 2015, the Solid Waste Fund is showing a negative fund balance of \$1,112,075 and a negative cash balance of \$1,236,070.

Though operating at a surplus for the year, the Fleet Fund is showing a negative cash balance of \$199,322 through November 30, 2015. The fund balance for the Fleet Fund is \$375,353. This is a significant improvement over the end of 2014 fund balance of negative \$113,833.


Through November 30, 2015, the Insurance Fund is showing a negative fund balance of \$3,713,828. This negative balance is primarily for claims/cases being expensed. These claims/cases have not been settled, and therefore there is no guarantee the City will actually experience this negative fund balance as estimated. The Insurance Fund's cash balance of \$1,229,138 includes transfers from the IPBC Health Insurance Pool.

If there are any questions on the attached report, please contact me by phone at (847) 859-7884 or by email: [aking@cityofevanston.org](mailto:aking@cityofevanston.org). Detailed fund summary reports can

be found at the following link: <http://www.cityofevanston.org/city-budget/financial-reports/>.

#### CERTIFICATION OF ATTACHED FINANCIAL REPORTS

As required per Illinois Statute 65 ILCS 5/3.1-35-45 I, Martin Lyons, Treasurer of the City of Evanston, hereby affirm that I have reviewed the November 30, 2015 year-to-date financial information and reports which to the best of my knowledge appear accurate and complete.



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Martin Lyons, Treasurer



General Fund-- November 2015

	Budget	November	YTD Actual Amount		2014 Actual
Fund Category <b>Governmental Funds</b>					
Fund Type <b>GENERAL FUND</b>					
<b>REVENUES</b>					
Property Taxes	11,637,118	75,653	11,397,034	98	11,547,828
Other Taxes	43,689,300	3,406,415	39,708,202	91	42,686,089
License	4,001,877	1,190,467	2,942,174	74	3,640,206
Permit	8,139,082	405,512	6,370,083	78	9,400,120
Fee	1,756,200	374,512	1,787,413	102	1,840,274
Fines and Forfeitures	4,495,774	313,581	3,255,811	72	3,357,965
Health Department Charges	47,027		132,697	282	416,946
Parking Charges for Services	640,000			0	641,667
Parks and Recreation Charges for	5,367,751	233,305	5,085,222	95	5,339,742
Other Charges for Services	1,692,616	114,490	1,504,240	89	1,536,216
Interfund Transfers	7,892,893	773,261	7,191,794	91	7,794,625
Intergovernmental Revenue	723,700	22,615	384,226	53	627,970
Other Revenue	1,311,343	33,297	596,339	45	1,362,838
Interest Income	50,000	877	5,879	12	13,037
<b>REVENUE TOTALS</b>	<b>91,444,681</b>	<b>6,943,985</b>	<b>80,361,114</b>	<b>87%</b>	<b>90,205,523</b>
<b>EXPENSE</b>					
13 CITY COUNCIL	427,044	30,814	364,950	85	450,773
14 CITY CLERK	249,979	21,145	242,810	97	259,908
15 CITY MANAGER'S OFFICE	1,903,126	107,312	1,528,667	80	1,911,831
17 LAW	1,129,534	76,721	907,716	80	1,060,790
19 ADMINISTRATIVE SERVICES	10,371,388	711,224	8,292,014	80	8,382,105
21 COMMUNITY DEVELOPMENT	2,427,257	213,675	2,078,582	86	2,627,186
22 POLICE	27,745,569	2,253,480	25,175,620	91	28,272,128
23 FIRE MGMT & SUPPORT	14,462,599	1,107,082	13,007,119	90	14,806,150
24 HEALTH	3,658,702	235,949	2,882,732	79	3,030,175
26 PUBLIC WORKS	18,048,955	1,279,418	15,472,123	86	18,454,528
30 PARKS, REC. AND COMMUNITY SERV.	10,836,161	699,746	9,898,180	91	12,350,340
<b>EXPENSE TOTALS</b>	<b>91,260,314</b>	<b>6,736,566</b>	<b>79,850,513</b>	<b>87%</b>	<b>91,605,914</b>
Grand Totals					
<b>REVENUE TOTALS</b>	<b>91,444,681</b>	<b>6,943,985</b>	<b>80,361,114</b>	<b>88%</b>	<b>90,205,523</b>
<b>EXPENSE TOTALS</b>	<b>91,260,314</b>	<b>6,736,566</b>	<b>79,850,513</b>	<b>87%</b>	<b>91,605,914</b>
Starting Fund Balance	14,983,966		14,983,966		
Net Change	174,321		510,600		
Ending Fund Balance	15,158,287		15,494,566		



Parking Fund-- November 2015

Organization	Organization Description	Budget Amount	Nov	YTD	%	2014 Actual
Fund Category <b>Proprietary Funds</b>						
Fund Type <b>Enterprise Funds</b>						
Fund <b>505 - PARKING SYSTEM FUND</b>						
<b>REVENUE</b>						
Department <b>19 - ADMINISTRATIVE SERVICES</b>						
7005	PARKING SYSTEM MGT	3,227,325	717,149	3,147,673	98	2,715,744
7015	PARKING LOTS & METERS				+++	(48,660)
7025	CHURCH STREET GARAGE	694,140	63,670	649,519	94	660,944
7036	SHERMAN GARAGE	5,262,436	378,036	4,076,653	77	4,412,973
7037	MAPLE GARAGE	1,280,700	77,497	1,021,930	80	1,296,314
Department <b>19 - ADMINISTRATIVE</b>		10,464,601	1,236,351	8,895,775	85%	9,037,314
<b>REVENUE TOTALS</b>		10,464,601	1,236,351	8,895,775	85%	9,037,314
<b>EXPENSE</b>						
Department <b>19 - ADMINISTRATIVE SERVICES</b>						
7005	PARKING SYSTEM MGT	4,929,138	427,402	2,632,467	53	1,978,168
7015	PARKING LOTS & METERS	1,213,609	73,466	886,845	73	429,634
7025	CHURCH STREET GARAGE	629,856	34,786	358,488	57	417,414
7030	PARKING GARAGE BONDS	176,400		13,200	7	174,100
7035	CHURCH/CHICAGO GARAGE				+++	(140,642)
7036	SHERMAN GARAGE	5,832,240	99,922	1,126,174	19	2,904,338
7037	MAPLE GARAGE	1,658,921	77,385	736,135	44	1,898,137
7039	2010B BONDS-PARKING DEBT SERV.	29,482		66,845	227	4,398
7050	TRANSFERS	1,189,648	99,137	1,090,512	92	1,188,891
Department <b>19 - ADMINISTRATIVE</b>		15,659,294	812,098	6,910,665	44%	8,854,437
<b>EXPENSE TOTALS</b>		15,659,294	812,098	6,910,665	44%	8,854,437
Fund <b>505 - PARKING SYSTEM FUND Totals</b>						
<b>REVENUE TOTALS</b>		10,464,601	1,236,351	8,895,775	85%	9,037,314
<b>EXPENSE TOTALS</b>		15,659,294	812,098	6,910,665	44%	8,854,437
Fund <b>505 - PARKING SYSTEM FUND Net</b>		(5,194,693)	424,253	1,985,110	(38%)	182,877
Starting Fund Balance		12,814,717		12,814,717		
Net Change		(5,194,693)		1,985,110		
Ending Fund Balance		7,620,024		14,799,827		



Water Fund-- November 2015

Organization Description	Budget Amount	Nov	YTD	%	2014 Actual	
Fund Category <b>Proprietary Funds</b>						
Fund Type <b>Enterprise Funds</b>						
Fund <b>510 - WATER FUND</b>						
<b>REVENUE</b>						
Department <b>71 - UTILITIES</b>						
7100	WATER GENERAL SUPPORT	28,014,100	1,303,703	14,643,726	52	15,054,698
7105	PUMPING				+++	350
7110	FILTRATION	45,000	3,398	41,578	92	
7130	WATER CAPITAL OUTLAY				+++	5,672
7131	CAPITAL IMPROVEMENTS				+++	8,508
7300	WATER BOND AND INTEREST		523	1,889	+++	56
7509	2014A BONDS		5,803,009	5,803,009	+++	
Department <b>71 - UTILITIES Totals</b>		<b>28,059,100</b>	<b>7,110,633</b>	<b>20,490,202</b>	<b>73%</b>	<b>15,069,284</b>
<b>REVENUE TOTALS</b>		<b>28,059,100</b>	<b>7,110,633</b>	<b>20,490,202</b>	<b>73%</b>	<b>15,069,284</b>
<b>EXPENSE</b>						
Department <b>71 - UTILITIES</b>						
7100	WATER GENERAL SUPPORT	1,059,638	84,210	840,694	79	3,502,605
7105	PUMPING	2,426,701	177,633	1,915,216	79	2,023,601
7110	FILTRATION	2,612,781	143,594	1,742,291	67	2,331,616
7115	DISTRIBUTION	1,724,142	132,705	1,396,729	81	1,444,158
7120	WATER METER MAINTENANCE	194,336	11,100	169,362	87	280,083
7125	OTHER OPERATIONS	527,500	3,597	170,103	32	204,980
7130	WATER CAPITAL OUTLAY	419,000	283,825	404,529	97	72,953
7131	CAPITAL IMPROVEMENTS	18,402,600		217,056	1	12,430
7133	ARRA / IEPA LOAN DS (L173382)	67,505		67,505	100	
7140	2010B BONDS	92,168		6,238	7	13,750
7145	2011A BONDS	240,920		51,105	21	102,909
7150	2012A BONDS	300,694		62,847	21	121,718
7151	2013A BONDS	149,171		37,086	25	91,461
7160	INTERFUND TRANSFERS	3,662,545	305,212	3,357,334	92	3,838,052
7165	TRANSFER TO DEP.,IMP.,EXT			5,500,000	+++	5,500,000
7509	2014A BONDS	195,941	42,586	119,246	61	45,218
Department <b>71 - UTILITIES Totals</b>		<b>32,075,642</b>	<b>1,184,463</b>	<b>16,057,340</b>	<b>50%</b>	<b>19,585,533</b>
<b>EXPENSE TOTALS</b>		<b>32,075,642</b>	<b>1,184,463</b>	<b>16,057,340</b>	<b>50%</b>	<b>19,585,533</b>
Grand Totals						
<b>REVENUE TOTALS</b>		<b>28,059,100</b>	<b>7,110,633</b>	<b>20,490,202</b>	<b>73%</b>	<b>15,069,284</b>
<b>EXPENSE TOTALS</b>		<b>32,075,642</b>	<b>1,184,463</b>	<b>16,057,340</b>	<b>50%</b>	<b>19,585,533</b>
Grand Total Net Gain (Loss)		<b>(4,016,542)</b>	<b>5,926,170</b>	<b>4,432,862</b>		<b>(4,516,249)</b>
Starting Fund Balance		7,454,107		7,454,107		
Net Change		32,075,642		4,432,862		
Ending Fund Balance		39,529,749		11,886,969		



Sewer Fund-- November 2015

Organization Description	Budget Amount	Nov	YTD	%	2014 Actual
<b>REVENUE</b>					
Department <b>71 - UTILITIES</b>					
7400 SEWER MAINTENANCE	13,077,865	1,197,996	12,034,886	92	12,770,136
7420 SEWER IMPROVEMENTS			239,309	+++	18,150
Department <b>71 - UTILITIES</b> Totals	<b>13,077,865</b>	<b>1,197,996</b>	<b>12,274,195</b>	<b>94%</b>	<b>12,788,286</b>
<b>REVENUE TOTALS</b>	<b>13,077,865</b>	<b>1,197,996</b>	<b>12,274,195</b>	<b>94%</b>	<b>12,788,286</b>
<b>EXPENSE</b>					
Department <b>71 - UTILITIES</b>					
7400 SEWER MAINTENANCE	1,779,750	138,782	1,481,409	83	5,113,395
7410 SEWER OTHER OPERATIONS	103,300		26,406	26	23,879
7411 INTERFUND TRANSFERS	818,608	68,217	750,391	92	622,316
7415 CAPITAL OUTLAY	13,500	-	11,249	83	2,821
7420 SEWER IMPROVEMENTS	1,055,000	60,730	1,070,406	101	208,204
7425 LONG RANGE SEWER IMPROVE				+++	(3,424)
7477 IEPA (L 174775)	80,000	40,028	80,057	100	
7478 IEPA (L 17-5240)	11,000			0	
7511 2010B BONDS	24,551		1,662	7	3,663
7512 2011 A BONDS- SEWER DEBT SERV.	49,772		10,558	21	21,260
7525 IEPA PH 3B DS (L170951)	317,397		317,397	100	23,318
7530 IEPA PH 3A DS (L170930)				+++	3,206
7535 IEPA PH 4B DS (L170966)	100,015		50,008	50	4,773
7540 IEPA PH 4C DS (L170967)	301,552		150,776	50	14,390
7545 IEPA PH 4A DS (L170889)	542,998		542,998	100	36,626
7550 IEPA PH 4D DS (L170968)	259,925		129,962	50	19,227
7555 IEPA PH 5A DS (L170890)	342,348		342,348	100	32,324
7560 IEPA PH 5B DS (L171067)	280,621		280,621	100	26,800
7565 IEPA PH 7 DS (L171130)	360,906		360,907	100	41,843
7570 IEPA PH 5C DS (L171068)	545,202		272,601	50	75,063
7575 IEPA PH 7A DS (L170892)	401,678		401,678	100	49,059
7580 IEPA PH 7E DS (L171069)	132,000		132,000	100	17,882
7585 IEPA PH 7G DS (L171126)	153,733		153,733	100	20,011
7590 2007 BONDS (1997)SEWER1	254,850		22,425	9	53,520
<b>EXPENSE TOTALS</b>	<b>13,389,635</b>	<b>1,292,051</b>	<b>11,820,282</b>	<b>88%</b>	<b>7,645,350</b>
Grand Totals					
<b>REVENUE TOTALS</b>	<b>13,077,865</b>	<b>1,197,996</b>	<b>12,274,195</b>	<b>94%</b>	<b>12,788,286</b>
<b>EXPENSE TOTALS</b>	<b>13,389,635</b>	<b>1,292,051</b>	<b>11,820,282</b>	<b>88%</b>	<b>7,645,350</b>
Grand Total Net Gain (Loss)	(311,770)	(94,055)	453,913		5,142,936
Starting Fund Balance	4,405,937		4,405,937		
Net Change	(311,770)		453,913		
Ending Fund Balance	4,094,167		4,859,850		





Solid Waste Fund-- November 2015

Organization	Organization Description	Budget Amount	Nov	YTD	%	2014 Actual
<b>REVENUE</b>						
Department <b>26 - PUBLIC WORKS</b>						
7685	REFUSE COLLECT & DISPOSAL	4,683,361	370,967	4,204,312	90	4,649,654
7690	RESIDENTIAL RECYCLING COL	179,000	56,011	366,629	205	140,559
7695	YARD WASTE COLLECTION	220,000	160,603	197,631	90	236,967
Department <b>26 - PUBLIC WORKS</b> Totals		5,082,361	587,580	4,768,572	94%	5,027,180
<b>REVENUE TOTALS</b>		5,082,361	587,580	4,768,572	94%	5,027,180
<b>EXPENSE</b>						
Department <b>26 - PUBLIC WORKS</b>						
7651	GENERAL SUPPORT			1,321	+++	2,912
7685	REFUSE COLLECT & DISPOSAL	3,209,621	219,398	2,605,858	81	2,876,007
7690	RESIDENTIAL RECYCLING COL	1,281,949	85,868	1,168,411	91	1,210,051
7695	YARD WASTE COLLECTION	700,250	76,630	603,627	86	676,135
Department <b>26 - PUBLIC WORKS</b> Totals		5,191,820	381,896	4,379,218	84%	4,765,105
Department <b>71 - UTILITIES</b>						
7685	REFUSE COLLECT & DISPOSAL				+++	502
7690	RESIDENTIAL RECYCLING COL				+++	90,089
Department <b>71 - UTILITIES</b> Totals					+++	90,591
<b>EXPENSE TOTALS</b>		5,191,820	381,896	4,379,218	84%	4,855,696
Fund <b>520 - SOLID WASTE FUND</b> Totals						
<b>REVENUE TOTALS</b>		5,082,361	587,580	4,768,572	94%	5,027,180
<b>EXPENSE TOTALS</b>		5,191,820	381,896	4,379,218	84%	4,855,696
Fund	<b>520 - SOLID WASTE FUND</b> Net Gain	(109,459)	205,684	389,354		171,484
	Starting Fund Balance	(1,112,075)		(1,112,075)		
	Net Change	(109,459)		389,354		
	Ending Fund Balance	(1,221,534)		(722,720)		

<b>MONTHLY RETT REPORT FOR DECEMBER 2015</b>						
<b>DATE:</b>	DECEMBER 30, 2015					
<b>TO:</b>	Mayor and Aldermen					
<b>FROM:</b>	Rodney Greene, City Clerk					
<b>SUBJECT:</b>	RETT Report -- DECEMBER 2015					
<b>BUDGET 2015</b>	<b>\$2,875,000</b>					
<b>FY 2014</b>	<b>FY 2015</b>					
<b>Month</b>	<b>Amount</b>	<b>Transactions</b>	<b>Month</b>	<b>Amount</b>	<b>Transactions</b>	<b>Cumulative</b>
January	102,640	52	January	120,280	52	120,280
February	164,235	57	February	95,260	51	215,540
March	112,720	71	March	376,405	88	591,945
April	238,900	95	April	294,365	127	886,310
May	259,905	115	May	231,315	106	1,117,625
June	272,295	133	June	410,790	150	1,528,415
July	260,880	134	July	503,130	157	2,031,545
August	309,240	126	August	243,690	130	2,275,235
September	274,165	87	September	213,475	110	2,488,710
October	174,350	82	October	172,580	91	2,661,290
November	171,145	76	November	204,205	85	2,865,495
December	150,130	75	December	548,760	98	3,414,255
DECEMBER 2015 revenues were reduced to reflect this expenditure: \$0						
Monthly average needed to meet budget				\$ 239,583.00		
FY 2015 Monthly Average				\$ 284,522.00		
63 exemptions @ \$100 ea. = \$6,300; CUMULATIVE \$71,700.00.						
<b>There were EIGHT (8) \$ million sales in DECEMBER 2015</b>						
12/03/2015 -- 1111,1131,1137 CHICAGO, \$9,120,000.00 TAX: \$45,600.00; SELLER: UPTON PROPERTIES; BUYER: LOJA MIDWEST PORTFOLIO I LLC						
12/07/2015 -- 404 LAKE, \$1,000,000.00 TAX: \$5,000.00; SELLER: COVEY; BUYER: MEANS						
12/11/2015 -- 717 EMERSON, \$1,975,000.00 TAX: \$9,875.00; SELLER: LBM LLC; BUYER: 717 EMERSON LLC						
12/14/2015 -- 824 SHERIDAN, \$2,150,000.00 TAX: \$10,750.00; SELLER: MCCALLUM; BUYER: CAFFRAY/MAMADZHONVA						
12/17/2015 -- 2821 CENTRAL, \$1,532,048.00 TAX: \$7,665.00; SELLER: BMO HARRIS BANK NA; BUYER: CP MAPLE LEAF 3 LLC						
12/21/2015 -- 1418 WASHINGTON, \$1,030,000.00 TAX: \$5,150.00; SELLER: ADAMS; BUYER: GRIFFIN						
12/22/2015 -- 1710 ORRINGTON, \$60,000,000.00 TAX: \$300,000.00; SELLER: CRP/DOW ORRINGTON HOTEL LLC; BUYER: EVANSTON ORRINGTON HOTEL LLC						
12/29/2015 -- 1238-40 OAK, \$2,675,000.00 TAX: \$13,375.00; SELLER: LAND HOLDINGS, LLC; BUYER: PN DEVELOPMENT LLC						
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, <b>Jan 19 (Tues)</b> , Jan 25, Feb 8, <del>Feb 15</del> , 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, <b>Aug 15</b> , Sept 12, Sept 19, Sept 26 Oct 10, Oct 17, Oct 24, Nov 14, Nov 21, Nov 28, Dec 12, ( <b>Jan 9, 2017</b> )
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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
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 Services	1/25/2016	Accela Software Renewal	B	APW	Storlie	
CMO	1/25/2016	Investment Strategies: Institutions	B	APW	Lyons	
Police	1/25/2016	Taser Purchase	B	APW	Stoneback	
PWA	1/25/2016	AVL Purchase	B	APW	Stoneback	
PWA	1/25/2016	Infosend Utility Bill Chg Order	B	APW	Stoneback	
PWA	1/25/2016	Standpipe Painting Engr Services Chg order 2	B	APW	Stoneback	
PWA	1/25/2016	Standpipe Painting- Chg order 2	B	APW	Stoneback	
PWA	1/25/2016	Replacement of Residential Trash Carts	O	APW	Stoneback	
Law/Admin Services	1/25/2016	Hotel-Motel Tax on B&Bs	O	APW	Lyons/Farrar	
CD	1/25/2016	Open Communities Affordable Housing Funding for Landlord-Tenant Services	B	PD	Muenzer	
CD	1/25/2016	1501 Central Street – Special Use for 2 scoreboards at Northwestern University in the U2 District	O	PD	Muenzer	Introduction
CD	1/25/2016	2525 Oakton Street – Amendment to Ord. 119-O-15 to alter building location for Ozinga concrete plant	O	PD	Muenzer	Introduction
CD	2/8/2016	Appeal Cert of Appropriateness:1012 Lake St Roof	SPB	CC	Muenzer	
PWA	2/8/2016	Fleetwood-Jourdain HVAC/Electrical – Consulting Svcs	B	APW	Stoneback	
PWA	2/8/2016	Gibbs-Morrison Stormwater Impr – Consulting Svcs	B	APW	Stoneback	
CD	2/8/2016	1610 Fowler Avenue – Variance to establish one open parking space in the rear yard	O	PD	Muenzer	Introduction
CD	2/8/2016	Sidewalk Cafes Administrative Revisions	O	<b>PD?</b>	Muenzer	Introduction
	2/15/2016	<b>Meeting Cancelled</b>				
PWA	2/22/2016	ERG Viaduct Artwork	P	CC	Stoneback	
CMO	2/22/2016	Equity & Inclusion	P	CC	Lyons	
PWA	2/22/2016	48" Intake Eng Svcs Chg Order 2	B	APW	Stoneback	

## 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  
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 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	2/22/2016	48" Intake Construction Change Order 4	B	APW	Stoneback	
PWA	2/22/2016	Parking Garages- Church & Maple – Consulting Svcs	B	APW	Stoneback	
CD	2/22/2016	Ord 165-O-15: Impervious Surface Coverage Calculation	O	PD	Muenzer	Introduction: Held in Ctte 12.14.15
Admin Services	3/14/2016	Janitorial Contract Renewal	B	APW	Storlie	
PWA	3/14/2016	Fountain Square Consulting Services	B	APW	Stoneback	

### Council & Committee Meetings

Mon, Jan 11	6:00 PM	A&PW, P&D, City Council
Thurs, Jan 14	7:00 PM	NU-City Committee
Tues, Jan 19	7:00 PM	City Council meeting
Wed, Jan 20	6:30 PM	M/W/EBE Advisory Committee
Mon, Jan 25	6:00 PM	A&PW, P&D, City Council meetings
Wed, Jan 27	6:00 PM	Transportation/Parking Committee
Wed, Jan 27	7:30 PM	Economic Development Committee

### 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	
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: January 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](mailto:dlatinovic@cityofevanston.org) if you have any questions or need additional information.

**Zoning Weekly Update**  
**Cases Received and Pending, December 18 2015 - January 7 , 2016**

<b>Zoning Reviews</b>					
<b>Ward</b>	<b>Property Address</b>	<b>Type</b>	<b>Project Description</b>	<b>Received</b>	<b>Status</b>
1	500 Davis Street	Building Permit	Interior remodeling (7th floor common areas)	01/05/16	compliant
1	626 University Place	Building Permit	Int./ext. renovations to Shephard Hall (NU).	01/05/16	<b>DAPR 1/27/16</b>
1	831 Emerson Street	Zoning Analysis	Planned Development: New mixed use 12-story building with 267 DUs, 3300-sq. ft. commercial space and 145 parking spaces - Revisions submitted	01/06/16	pending staff review
2	1815 Ridge Avenue	Zoning Analysis	Construct 11-story, 165 DU Independent/Assisted Living Facility (planned development) (revisions)	12/14/15	noncompliant - PD approval required. PD application submitted
3	737 Chicago Avenue	Building Permit	Interior remodeling for retail service (Bakery)	01/04/16	compliant
3	801 Forest Avenue	Zoning Analysis	Construct attached 1-car garage with rooftop deck at SFR	01/07/16	pending staff review
3	821 Chicago Avenue	Building Permit	Interior and exterior remodeling for expansion of Craft Brewery (Sketchbook)	12/30/15	pending DAPR
4	1333 Greenwood Street	Zoning Analysis	Demo existing, construct 1-car det. Garage @ SFR.	01/04/16	pending add'l info applicant
4	913 Wesley Avenue	Zoning Analysis	Establish home occupation (Architect office) in garage	01/04/16	compliant
4	1571 Maple Avenue	Building Permit	Construct 12-story, 101 DU multifamily residence (planned development)	12/21/15	pending add'l info applicant
4	601 Davis Street	Zoning Analysis	Planned Development - New 27-Story, 221 unit mixed use development with 21,020 sq. ft. of commercial space	12/18/15	noncompliant - PD approval required. PD application submitted
5	1941 Wesley Avenue	Building Permit	Construct 2-unit duplex w/ 3-car det. Garage.	01/04/16	compliant
5	2100 Ridge Avenue	Building Permit	Swapping out existing antennae (Verizon)	01/04/16	compliant
6	2505 Noyes Street	Building Permit	Demo existing, construct 2 1/2 story single family residence w/ 2-car det. Garage.	01/04/16	pending add'l info applicant
6	2423 Harrison Street	Zoning Analysis	Subdivide R1 property into two properties	01/07/16	noncompliant
6	2422 Hastings Avenue	Building Permit	Construct rear yard paver patio	11/18/15	pending Major Variation
7	2300 Grey Avenue	Building Permit	Rebuild rear porch/stairs @ SFR.	01/04/16	compliant
7	586 Ingleside Place	Zoning Analysis	Demolish existing, Construct 2-story single family residence	01/04/16	pending staff review
7	2255 Campus Drive	Zoning Analysis	Construction of new building (NU Athletic Facility)	12/15/15	compliant <b>DAPR 1/13/16</b>
7	1303 Rosalie Street	Building Permit	Construct rear yard enclosed porch	01/07/16	compliant
7	560 Lincoln Street	Building Permit	Construct 7-story residence hall (NU)	12/23/15	<b>DAPR 01/20/16</b>
7	1501 Central Street	Zoning Analysis	Reconstruct and landscape surface parking lot (NU)	12/31/15	pending add'l info applicant
9	609 South Blvd.	Building Permit	Convert commercial building into multi-family residence (16 du's)	11/19/15	<b>DAPR 1/20/16</b>

### Miscellaneous Zoning Cases

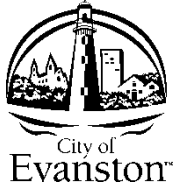
Ward	Property Address	Type	Project Description	Received	Status
1	831 Emerson Street	Planned Development, Special Use and Rezoning	New mixed use 12-story building with 267 DUs, 3300-sq. ft. commercial space and 145 parking spaces	10/29/15	PC 1/13/16
1	828 Colfax Street	Major Variance	Street side yard setback for a detached garage	12/30/15	DAPR 01/20/16 & ZBA 02/02/16
2	1223-1227 Dodge Avenue	Zoning Complaint	Illegal Trade Contractor (Landscaping) business	08/17/15	2nd viol. letter mailed. Insp. pending
2	1815 Ridge Ave	Planned Development and Rezoning	New 11-story independent and assisted living senior housing development with 165 units and 55 parking spaces	12/11/15	pending staff review
2	1210 Darrow Avenue	Zoning Complaint	Illegal truck parked in rear yard (F Plates)	10/08/15	2nd viol. Letter mailed. Inspection 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	ZBA 01/26/16
3	1140 Lakeshore Boulevard	Major Variance	Street side yard setback for a generator and rear yard setback for one open parking space at SFR	12/30/15	DAPR 01/13/16 & ZBA 01/26/16
3	1304 Chicago Avenue	Special Use	Resale Establishment (Threads Boutique)	01/07/16	DAPR 01/20/16 & ZBA 02/02/16
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 monitoring
4	601 Davis Street	Planned Development, Rezoning and Special Use	New 27-Story, 221 unit mixed use development with 21,020 sq. ft. of commercial space	12/23/15	pending staff review
4	915 Greenleaf Street	Zoning Complaint	Elim. of required parking to rent spaces	10/08/15	Viol. Letter mailed. Re-insp. pending
4	1560 Oak Avenue	Minor Variance	Install 8'h wrought iron fence (rear yd.)	12/23/15	determination after 1/12/16
5	2002 Darrow Avenue	Zoning Complaint	Auto-repair establishment in res. district	06/25/15	Insp. revealed no violation
5	1924 Grey Avenue	Zoning Complaint	Illegal landscaping business	10/08/15	Re-insp. revealed no violation. To keep monitoring
5	1919 Church Street	Special Use & Major Variance	Replace existing ComEd utilities with no fencing proposed	12/17/15	DAPR 01/13/16 & ZBA 01/26/16
5	2115 Dewey Avenue	Major Variance	Side yard setbacks for a second story office addition and open parking	11/06/15	P&D 01/11/16
6	2304 Park Place	Minor Variance	Building lot coverage / Impervious surface ratio to construct addition to garage	12/02/15	determination after 1/12/16
6	2422 Hastings Avenue	Major Variance	Impervious surface for a brick paver patio	12/04/15	pending DAPR & ZBA 02/02/16
6	2540 Bennett Avenue	Minor Variance	Front yard setbck for one-story addition	12/23/15	determination after 1/12/16

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7	1501 Central Street	Special Use	New LED scoreboards at Rocky Miller Park & Sharon Drysdale Field (NU)	11/20/15	<b>P&amp;D 01/25/16</b>
9	2525 Oakton Street	Major Variance	Amendment to approve height variance for concrete enclosure for new building location	12/16/15	<b>P&amp;D 01/25/16</b>
9	1418 Main Street	Major Variance	0' rear, side, and street side yards for one-car detached garage	12/23/15	<b>DAPR 01/20/16 &amp; ZBA 02/02/16</b>

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# Memorandum

To: Honorable Mayor and Members of the City Council

From: Gary Gerdes, Building and Inspection Services Manager

Subject: Weekly Inspection Report

Date: January 8, 2015

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

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

**Inspector Weekly Update**  
**Cases Received, January 8, 2016**

**Field Reports**

<b>Ward</b>	<b>Property Address</b>	<b>Construction Type</b>	<b>Inspector Notes</b>	<b>Received</b>
1	1515 Chicago Avenue (Hyatt House)	New Hotel	Rough-in stage is nearly complete for all sleeping rooms. Masonry work complete at all sides of building. Parapet capping and ground level parking area ceiling grid being installed. Public right of way is separated by concrete barricades and is clear of snow and free of debris.	1/5/2016
1	1619 Chicago Avenue (The Merion)	Residential Addition	Fences and sidewalks are in good condition. Catch basin is clean. No dust or mud on public right of way. Exterior work on west and south walls continues. Interior work is underway.	1/5/2016
1	711 Colfax Street (Kendall Place)	New Residential Building (SFRs)	Fences and sidewalks are clean. Job site is in good condition and soil erosion reports are current. Contractor has been contacted regarding drainage issue on Colfax street.	1/5/2016
3	835 Chicago Avenue (9-story mixed-used)	Foundation	Streets, fences and sidewalks are in good condition. Catch basins are clean. Building erected to the fourth floor. Tarps were installed to enclose each level individually. No violations on site at the time of inspection.	1/5/2016
4	1026 Davis Street (Taco Diablo/LuLu's)	Restaurant/Retail	Work continues on the installation of perimeter wall framing and insulation on the second floor. HVAC and plumbing installation on second floor is in progress. Installation of EPDM roof system has started. Job site is kept in order.	1/4/2016
4	1029 - 1035 Davis Street	One Story Commercial	Drywall installation, fire suppression piping and above ceiling electric continues. Job site is well maintained.	1/4/2016
4	1560 Oak Avenue (Museum of Time and Glass)	New Commercial Building	Electrical work continues to move forward on 3rd floor above ceiling grid and drywall installation. Ventilation hoods are being installed in the food preparation areas. Installation of fire suppression system continues. Job site is well kept and clean.	1/4/2016
7	1620 Central	New 47 Unit Apartment Building	Foundation wall continues with insulation panels and bubble board being applied. Perimeter drain tile has been installed at the footings and installation of surface water drainage system has started. Crews are working on the ramp sections for the below grade parking area. Job site is kept in order.	1/4/2016
7	2211 Campus Drive (Kellogg Graduate School)	New Education Building	Job is progressing. Outer curtain of the building is completely enclosed at the north towers and glazing is nearly complete at the south towers. The mechanical penthouses are being piped and ducted. 1st and 2nd floor in south towers have passed framing inspections. Job site is being well kept, fences are in place.	1/7/2016
7	560 Lincoln (NU Residence Hall)	New Dormitory	Job has started with footings for caissons. The site is secure, a construction fence is in place. Public right of way is clear of debris and no site water run off to neighboring sites.	1/5/2016
8	222 Hartrey Avenue (Autobarn)	Interior/Exterior Remodel	Fences, street and sidewalks are in good condition. Exterior work on hold due to weather but interior work continues.	1/5/2016

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
December 2015 Meetings/Activities	<b>December 1, 2015</b>
	<p><b>1459-1463 Elmwood Avenue:</b> Variation for a 0' rear yard setback where 10' is required in the D1 District, for a two-story addition and a second floor addition to add a dwelling unit to an existing office/retail building. The ZBA approved the variation by a 5-1 vote.</p>
	<p><b>860 Hinman Avenue:</b> Variations for a total of 102 dwelling units where 40 dwelling units are allowed and 0 additional parking spaces where 55 additional parking spaces are required, for the conversion of 44 existing rooming house units to dwelling units. The ZBA forwarded a unanimous recommendation for approval to City Council. Scheduled for P&amp;D on January 11, 2016.</p>
	<b>December 15, 2015</b>
	<p><b>2115 Dewey Avenue:</b> Variations for a 4.1' north interior side yard setback and a 3.4' south interior side yard setback where 5' is required for a second story addition; a 2.5' south interior side yard setback for an enclosed stair (yard obstruction) where 4.5' is required; a 4' south interior side yard setback for open parking where 5' is required, and a 0' parking aisle width for tandem parking where 12' is required; all for a second story addition to the office portion of a mixed use building in the MXE District. The ZBA recommended unanimous approval. Scheduled for P&amp;D on January 11, 2016.</p>
January 2016 Meetings/Activities	<b>January 5, 2016</b>
	<p><b>1303 Rosalie Street:</b> Variation for a 5' rear yard setback where 30' is required for an enclosed rear porch in the R1 District. The ZBA approved unanimously.</p>
	<p><b>1610 Fowler Avenue:</b> Variation for a 0.5' rear yard setback where 3' is required for one open parking space in the R2 District. Continued to January 26, 2016 ZBA meeting.</p>
	<p><b>2422 Hastings Avenue:</b> Variation for 68.7% impervious surface coverage for a brick paver patio where 62% currently exists and maximum 45% is allowed in the R1 District. The case is continued to the February 2, 2016 ZBA hearing to provide additional time for the required DAPR Committee review prior to ZBA.</p>
	<b>January 26, 2016</b>
	<p><b>1919 Church Street:</b> Special Use for a Public Utility with variations for no fencing where fencing is required for buffering in the B2 District and oWE West Evanston Overlay District.</p>
	<p><b>1140 Lakeshore Boulevard:</b> Variation for a 0.5' street side yard setback for a generator where 4' is required, and a variation for a 2' rear yard setback where 3' is required for one open parking space in the rear yard in the R1 District.</p>
	<p><b>1610 Fowler Avenue:</b> Variation for a 0.5' rear yard setback where 3' is required for one open parking space in the R2 District. Continued from January 5, 2016 ZBA meeting.</p>
PLANNING AND ZONING	Plan Commission
December 2015 Meetings/Activities	<b>December 9, 2015</b>
	<p><b>831 Emerson Street - Planned Development:</b> Approval of a Planned Development with rezoning from C1 Commercial and R5 General Residential to C1a Commercial Mixed Use and Special Use for a convenience store to construct a 14-story, 287-unit residential building with 3,330 square foot ground floor commercial space and 145 parking spaces. Applicant seeks seven site development allowances for: number of</p>

	dwelling units (287 units proposed where maximum 121 are allowed by Code), building height (145.5 feet proposed where maximum 67 is allowed by Code), floor area ratio (5.4 proposed where maximum 4.0 is allowed by Code), number of parking spaces (145 spaces proposed where 423 are required by Code), 2-foot rear yard setback for open parking along the north property line where minimum 10 feet is required, 0-foot side yard setback for open parking along the east property line where minimum 10 feet is required, and no landscaping buffer along the rear (north) property line where minimum 10-foot landscape buffer is required. Continued to January 13, 2016 meeting.
January 2016 Meetings/Activities	<b>January 13, 2016</b>
	<b>831 Emerson Street - Planned Development:</b> Continued from December 9, 2015 meeting. The applicant revised the plans and is now proposing a 12-story (126-foot high), 267-unit building with 3300-square foot commercial space on the ground floor and a total of 145 parking spaces on site.
	<b>January 27, 2016</b>
	<b>Z.O. Text Amendment:</b> Proposed text amendment to establish regulations for dog daycare businesses and dog sitting businesses as permitted home occupations.
	<b>Z.O. Text Amendment:</b> Proposed text amendment to make artist studios a permitted use on the ground floor in the D2, D3 and D4 Downtown Districts to match current regulations in the D1 Downtown District.

<b>PLANNING AND ZONING</b>	<b>Comprehensive Plan Committee of the Plan Commission</b>
<b>December 2015 Meetings/Activities</b>	<b>December, 2015</b>
	There was no Comprehensive Plan Committee meeting scheduled in December.
<b>January 2016 Meetings/Activities</b>	<b>January, 2016</b>
	There is no Comprehensive Plan Committee meeting scheduled in January.
<b>PLANNING AND ZONING</b>	<b>Rules Committee of the Plan Commission</b>
<b>December 2015 Meetings/Activities</b>	<b>December, 2015</b>
	There was no Rules Committee meeting scheduled in December.
<b>January 2016 Meetings/Activities</b>	<b>January, 2016</b>
	There is no Rules Committee meeting scheduled in January.
<b>PLANNING AND ZONING</b>	<b>Zoning Committee of the Plan Commission</b>
<b>December 2015 Meetings/Activities</b>	<b>December, 2015</b>
	There was no Zoning Committee meeting scheduled in December.
<b>January 2016 Meetings/Activities</b>	<b>January, 2016</b>
	There is no Zoning Committee meeting scheduled in January.
<b>PLANNING AND ZONING</b>	<b>Preservation Commission</b>
<b>December 2015 Meetings/Activities</b>	<b>December 15, 2015</b>
	<b>1012 Lake Street (L/RHD):</b> Replace clay tile roofing material with clay tile (alternate A) or with fiber glass shingles (alternate B). Restore front elevation dormers and remove rear dormers. Clay tile approved unanimously. Fiber glass shingles denied.

	<b>1500 Ashland Avenue (L):</b> Restoration of the wood siding on the house. Add a second-story bedroom and bathroom addition. Build an uncovered, exterior deck at the rear of the house and a new garage at the rear of the property. Approved unanimously. Unanimously recommended approval of Major Zoning Variation.	
	<b>701 Forest Avenue (L/LSHD):</b> Remove existing rear deck and construct a new deck with railing at the rear of the house, enclose existing roofed porch. Alter existing screen porch, install new cedar fence (4' and 6' high) and install landscaping and hardscape improvements at rear yard. Approved unanimously.	
	<b>921 Ridge Avenue (LSHD):</b> Replace 4 windows and install two new doors. Replace the front door with double door. Install two skylights, new guardrail at front porch, new stair off rear deck, and new fences per site plan. <b>Tabled.</b> Applicant was asked to revise the style of all proposed new doors and the proposed fence and front porch railing.	
	<b>321 Lake Street (LSHD):</b> Add second story master bedroom over existing one-story addition in the east side yard. <b>Tabled.</b> Applicant was asked to explore building the addition at the rear of the house. Also to submit accurate drawings of the proposed addition and consider changing the exterior material of the proposed second story addition on the east side elevation.	
	<b>2321/2325/2331 Sheridan Road (Landmark lot of Record):</b> New masonry accessible ramp and stairs at main entrance of the buildings from grade to 1st floor. New sunken garden at south side of building (2321 Sheridan) with new masonry wall above grade. Rework existing walks with paving bricks for accessibility. Approved unanimously.	
<b>January 2016 Meeting/Activities</b>	<b>January 19, 2016</b>	
	<b>919 Edgemere Court (L/LSHD):</b> Public Hearing – Application for Rescission of Landmark designation.	
	<b>2810 Thayer Street (LSHD):</b> Replace the existing dilapidated single pane double hung wood windows and single pane metal windows with new Marvin historic double hung and casement aluminum clad wood windows that will closely match the existing style, size muntin pattern, and frame sizes.	
	<b>321 Lake Street (LSHD):</b> Second story master bedroom addition over existing one story addition.	
	<b>921 Ridge Avenue (RHD):</b> Replacement of 4 windows and installation of two new doors. Replace the front door with double door. Install two skylights, new guardrail at front porch, new stair off rear deck, new fences per site plan.	
	<b>1140 Lake Shore Blvd (L/LSHD):</b> Installation of backup generator in the north side yard and 9'x12' parking pad in the west (rear) yard (both requiring zoning variations).	
	<b>640 Judson Avenue (LSHD):</b> Demolition of existing two-story garage/coach house. Construction of two-level garage with storage above.	
<b>2410 Lincoln Street (L):</b> Two-story addition in the east side yard and south side yard.		
<b>717 University Place (L):</b> South elevation: replace 15 original steel casement windows and 3 replacement clad wood windows on the first floor and 9 steel casement basement windows with aluminum windows.		
<b>Preservation Projects Approved by Staff</b>	<b>Staff Review – December 2015</b>	
	321 Lake Street 2107 Wesley Avenue 2244 Orrington Avenue 1422 Hinman Avenue 1416 Hinman Avenue	2036 Orrington Avenue 488 Sheridan Road #1 1030 Lake Shore Boulevard 708 Forest Avenue

PLANNING AND ZONING	APPROVED & ACTIVE PLANNED DEVELOPMENTS
<b>1890 Maple Ave./ 1881 Oak Ave. E2</b>	The development of 356 dwelling units is complete. The Temporary Certificate of Occupancy was issued on March 11, 2015. Yoga Studio moving into Maple Ave. commercial space.
<b>1611 Chicago Ave. North Shore Residence/ Merion</b>	Renovations in the existing structure are ongoing. The full building permit for the 8-story addition has also been issued; construction is ongoing.
<b>1515 Chicago Ave. Hyatt House Extended Stay Hotel</b>	The 8-story 114-room hotel with 33 on-site parking spaces was approved by the City Council on 4/28/2014. The full building permit was issued on 2/27/2015. The construction is ongoing.

<b>1629-1691 Church St. Village</b>	On 08/11/2014, the applicant received an extension to complete the 13 unfinished units in Buildings 2 and 3 and to obtain a building permit for the construction of the last 8 units in Building 1 no later than 08/11/2015. 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 01/06/2015.
<b>2454 Oakton St. Sports Dome</b>	Approved by City Council on 08/11/2014. The building permit for the foundation was issued on July 29, 2015. The full building permit was issued on 09/11/2015. Construction is ongoing.
<b>835 Chicago Ave. (Chicago/Main)</b>	The full building permit for the 9-story 112-unit residential building was issued on 08/03/2015. Construction is ongoing.
<b>1620 Central St.</b>	The 4-story 47-unit multiple-family residential building was approved by the City Council on 04/27/2015. The demolition permit was issued on 08/26/2015. The full building permit was issued on 10/20/2015. Construction is ongoing.
<b>1571 Maple Ave.</b>	The 12-story 101-unit mixed-use development was approved by the City Council on 04/13/2015. On 09/24/2015, the applicant submitted an application for foundation permit only. The permit application is under review.

<b>HOUSING &amp; GRANTS</b>	<b>Housing &amp; Community Development Act Committee</b>
	<b>December 15, 2015</b>
<b>December 2015 Meetings/Activities</b>	This meeting was cancelled due to a lack of agenda items.
	<b>January 19, 2016</b>
<b>January 2016 Meetings/Activities</b>	This meeting has been cancelled due to a lack of agenda items and confliction with the City Council Meeting.
<b>HOUSING &amp; GRANTS</b>	<b>Housing and Homelessness Commission</b>
	<b>December 18, 2015</b>
<b>December 2015 Meetings/Activities</b>	The HHC meeting was cancelled due to a lack of a quorum.
	<b>January 7, 2016</b>
<b>January 2016 Meetings/Activities</b>	The HHC's first meeting at its new scheduled time of the first Thursday of the month at 7PM is on January 7. The agenda includes Open Communities' request for funding for Affordable Housing Funds to continue its Landlord—Tenant services for Evanston residents and landlords. In addition, the commission will discuss next steps for its 2016 work plan, which includes investigating potential additional sources of funding for affordable housing, zoning changes to facilitate development of affordable housing , as well as implementation of the revised Inclusionary Housing Ordinance approved by City Council at its November 23 meeting.

<b>HOUSING &amp; GRANTS</b>	<b>Mental Health Board</b>
<b>December 2015 Meetings/Activities</b>	<b>December 10, 2015</b>
	The Mental Health Board meeting was canceled due to lack of quorum.
<b>January 2016 Meetings/Activities</b>	<b>January 14, 2016</b>
	MHB will meet on Thursday, January 14, 2016 to review the grant allocation process. MHB will also hear more information about services provided by Erie Family Health Services and an update on hoarding cases in Evanston.

<b>HOUSING &amp; GRANTS</b>	<b>NSP 2</b>
<b>NSP2 Properties</b>	Following consultation with HUD, 619 Case Place is being changed from ownership to rental due to the inability of buyers to secure financing. This is the last unit that needs to be occupied by an income eligible household in order to close out the City's NSP2 grant. Rent-up is anticipated early in 2016. The annual compliance review of ownership and rental properties will be undertaken in Q1 2016, per the compliance schedule.
<b>Land Banked Properties</b>	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 will take place by March 31 at the latest so work on the foundation can be undertaken in spring and the house moved to the site by the end of the school year. Staff will develop 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.
<b>Grant Closeout</b>	The City has expended its \$18.15 million NSP2 grant, as well as a substantial portion 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. HUD will provide technical assistance to the City to ensure that all expenditures and accomplishments are correctly reflected in DRGR prior to grant closeout.

<b>BUILDING &amp; INSPECTION SERVICES</b>		<b>Housing Rehabilitation</b>			
2	1319 McDaniel Avenue	REHAB – House Demolition – House demo complete with the exception of grass seeding which will be performed when weather permits.			
5	1814 Grey Avenue	REHAB – TREE - Payoff Letter sent to Client with Disbursements. File being reviewed for compliance. Project closed in 2015.			
5	1806 Grey Avenue	REHAB and Garage Demo – Garage demo complete with the exception of backfill near old slab which will be performed when weather permits. Rehab project is underway.			
5	1720 Grey Avenue	REHAB – 1 Unit – Rehab project is underway.			
8	219 Hartrey Avenue	REHAB – 1 Unit – Attorney Review of Loan Documents is complete. Loan closing scheduled for 1/7/2016.			
8	142 Callan Avenue	REHAB – 1 Unit – Rehab project is underway.			
8	147 Custer Avenue	REHAB – 1 Unit – Rehab project is underway.			
<b>Applications Received</b>		<b>Applications Approved</b>		<b>Current Projects</b>	
<b>(Mo) / (YTD)</b>		<b>(Mo) / (YTD)</b>		<b>(YTD)</b>	
1/1		0/0		6	
				<b>Completed Projects</b>	
				<b>(YTD)</b>	
				0	

BUILDING & INSPECTION SERVICES	Sign Review and Appeals Board
December 2015 Meetings/Activities	<b>December 10, 2015</b>
	704 W. Main Street – Cultivate Urban Rainforest Gallery – 36"x50" Blade Sign where 24"x36" Blade Sign is allowed – APPROVED.
January 2016 Meetings/Activities	<b>January 14, 2016</b>
	1421 Oak Avenue – St. Mary's Parish – Setback Variance on Monument Sign.

BUILDING & INSPECTION SERVICES		New Business Application Status		
Ward	Property Address	Business Name	Received	Status
3	1304 Chicago Avenue	Threads Boutique	12/22/2015	In review.
4	830 ½ Davis Street	TK Prince Tax Services, Inc.	12/4/2015	Pending inspections.
4	627 Grove Street	Teska Associates, Inc.	12/8/2015	Pending inspections.
4	1603 Orrington Avenue	Reed Accounting, LLC	11/12/2015	Pending inspections.
4	739 Main Street	Dietrich 21 LLC	11/12/2015	Awaiting payment of fees.
4	800 Dempster Street	Evanston Float Center	5/22/2015	Awaiting CO and payment of fees.
5	1634 Payne Street	Corrado Cutlery/Clubman Online	9/23/2015	Pending inspections.
7	1706 Central Street	9Round 30 Min Kickbox Fitness	10/2/2015	Pending inspections.
9	616-C Hartrey Avenue	Frank Tires	11/10/2015	General Business License issued 12/2/2015.



BUILDING & INSPECTION SERVICES		Permit Application Status		
Ward	Property Address	Project Description	Received	Status
1	633 Clark Street	NU – Crown Plaza	6/14/15	Approved
1	1506 Hinman Avenue – 6A	Kitchen/bath remodel	12/01/15	Under review
1	1625 Chicago Avenue	Restaurant renovation	11/23/15	Under review
1	1633 Chicago Avenue	Interior remodel	12/15/15	Approved
1	1730 Hinman Avenue	Interior remodel	11/11/15	Awaiting revisions
1	500 Davis Street 7 <sup>th</sup> floor	Interior remodel	1/05/16	Under review
1	533 Davis Street	Type I restaurant	7/2/15	Awaiting revisions
1	616 University Place – NU Residence Hall	Interior remodel	1/06/16	Under review
2	1928 Dempster Street	Dollar Store remodel	11/18/15	Under review
3	598 Sheridan Square	Kitchen/bath remodel	11/23/15	Approved
3	737 Chicago Avenue	Bath remodel	12/21/15	Awaiting revisions
3	821 Chicago Avenue	Interior remodel	12/23/15	Awaiting revisions
3	904 Hinman Avenue	Porch replacement	11/20/15	Under review
4	1012 Church Street	Interior remodel	11/3/15	Under review
4	1571 Maple Avenue	Foundation only – multi-story structure	9/24/15	Under review
4	810 Grove Street	Type 1 restaurant build-out	12/23/15	Under review
4	915 Greenleaf Street	Porch replacement	12/07/15	Awaiting revisions
5	1911 Church Street	Foundation	11/25/15	Under review
5	2100 Ridge Avenue	Swap 9 antennas	1/04/16	Under review
6	2720 Central Street	Add 1 ratio with associated cabling for 3 sectors	12/10/15	Approved
7	1706 Central Street	Interior remodel	12/04/15	Awaiting revisions
7	1880 Campus Drive – NU	Reconfiguration of Kresge Hall Café	11/24/15	Under review
7	555 Clark Street – NU	Swap 1 antenna and add 1 TMA	12/10/15	Approved
7	560 Lincoln Street	New 7-story building	12/23/15	Under review
8	101 Hartrey Avenue	Kitchen/bath remodel. Post-permit revisions	12/31/15	Under review
8	999 Howard Street – Maxwell Style Grill	Restaurant	10/21/15	Under review
9	609 South Boulevard	Interior remodel – 16 condo units	11/16/15	Awaiting revisions

**BUILDING & INSPECTION  
SERVICES**
**Building Permits Issued by Ward – December 1 – 31, 2015**
**Ward 1**

Building Permit Type	No. of Permits Issued
CCCD	2
Deck or Porch	1
Electrical Only	5
Fire Alarm	1
Hood Fire Suppression	1
HVAC Work Only	1
Low Voltage Alarm	1
Miscellaneous Site Work	2
Remodel	2
Roofing	2
Sign-Awning	1
<b>Total Permits Issued</b>	<b>19</b>

**Ward 2**

Building Permit Type	No. of Permits Issued
CCCD	1
Electrical Only	1
Fence	2
Fire Alarm	1
Fire Suppression	1
Hood Fire Suppression	1
HVAC Work Only	2
Minor Repair	1
Miscellaneous Site Work	1
Plumbing Only	3
Remodel	4
Roofing	4
Sign-Awning	2
Temporary	1
Window Replacement	2
<b>Total Permits Issued</b>	<b>27</b>

**Ward 3**

Building Permit Type	No. of Permits Issued
CCCD	7
Electrical Only	1
Fence	3
HVAC Work Only	3
Lawn Sprinkler	1
Minor Repair	1
Miscellaneous Site Work	4
Plumbing Only	3
Remodel	2
Roofing	2
Sign-Awning	1
Water and Sewer	1
<b>Total Permits Issued</b>	<b>29</b>

**Ward 4**

Building Permit Type	No. of Permits Issued
CCCD	3
Deck or Porch	1
Electrical Only	2
Fire Alarm	3
Fire Suppression	1
Minor Repair	2
Miscellaneous Site Work	2
New	1
Plumbing Only	2
Remodel	3
Roofing	3
Sign-Awning	2
Water and Sewer	1
Window Replacement	5
<b>Total Permits Issued</b>	<b>31</b>

BUILDING & INSPECTION  
SERVICES

## Building Permits Issued by Ward – December 1 – 31, 2015

Ward 5

Building Permit Type	No. of Permits Issued
Demolition	2
Electrical Only	2
Fence	1
HVAC Work Only	3
Low Voltage Alarm	1
Minor Repair	1
Miscellaneous Site Work	2
Plumbing Only	2
Remodel	2
Roofing	5
Water and Sewer	1
Window Replacement	3
<b>Total Permits Issued</b>	<b>25</b>

Ward 6

Building Permit Type	No. of Permits Issued
Addition	2
CCCD	6
Demolition	2
Electrical Only	2
Fence	5
Fire Suppression	1
Foundation	1
Low Voltage Alarm	1
Minor Repair	1
Miscellaneous Site Work	2
New	1
Plumbing Only	7
Remodel	1
Roofing	6
Temporary	2
Water and Sewer	1
Window Replacement	1
<b>Total Permits Issued</b>	<b>42</b>

Ward 7

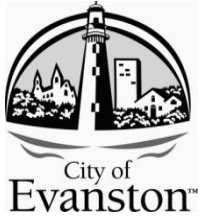
Building Permit Type	No. of Permits Issued
Deck or Porch	1
Demolition	1
Electrical Only	15
Fence	2
Fire Alarm	7
Fire Suppression	2
HVAC Work Only	2
Minor Repair	1
Miscellaneous Site Work	5
Plumbing Only	1
Remodel	2
Roofing	4
Temporary	1
Water and Sewer	1
Window Replacement	3
<b>Total Permits Issued</b>	<b>48</b>

Ward 8

Building Permit Type	No. of Permits Issued
Deck or Porch	1
Electrical Only	2
Fence	1
Fire Alarm	3
HVAC Work Only	2
Minor Repair	1
Miscellaneous Site Work	1
Plumbing Only	3
Remodel	1
Roofing	6
Sign-Awning	3
Water and Sewer	1
<b>Total Permits Issued</b>	<b>25</b>

**BUILDING & INSPECTION  
SERVICES****Building Permits Issued by Ward – December 1 - 31, 2015****Ward 9**

<b>Building Permit Type</b>	<b>No. of Permits Issued</b>
Demolition	1
Fence	2
Fire Alarm	1
HVAC Work Only	1
Low Voltage Alarm	2
Minor Repair	1
Miscellaneous Site Work	1
Plumbing Only	1
Remodel	5
Roofing	5
Window Replacement	1
<b>Total Permits Issued</b>	<b>21</b>



DATE: January 5, 2016

TO: Wally Bobkiewicz, City Manager

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

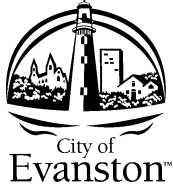
SUBJECT: Building Permit & Construction Value Financial Report for December, 2015

### **BUILDING PERMIT FEES**

Total Permit Fees Collected for the Month of December 2015	\$ 285,351
Total Permit Fees Collected Fiscal Year 2015	\$ 6,120,419
Total Permit fees Collected for the Month of December 2014	\$ 714,117
Total Permit Fees Collected Fiscal Year 2014	\$ 8,938,108

### **CONSTRUCTION VALUES**

<b>TOTAL CONSTRUCTION VALUE FOR DECEMBER 2015</b>	\$ 11,746,850
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2015</b>	\$ 321,578,749
<b>TOTAL CONSTRUCTION VALUE FOR DECEMBER 2014</b>	\$ 35,721,062
<b>TOTAL CONSTRUCTION VALUE FISCAL YEAR 2014</b>	\$ 557,445,516



# Memorandum

To: Honorable Mayor and Members of the City Council

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

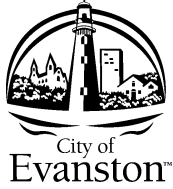
Subject: Food Establishment Application Weekly Report

Date: January 8, 2016

The table below is the weekly report of all applications for Food Establishments received during the weeks of December 30 – January 7, 2016

Please contact me at 847/859.7831 or [ccaneva@cityofevanston.org](mailto:ccaneva@cityofevanston.org) if you have any questions or need additional information.

<b>Establishment Name</b>	<b>Address</b>	<b>Ward</b>	<b>Application Received on</b>	<b>Type</b>	<b>Proposed Opening Date</b>
Sweet Temptation Bake Shop	607 Howard St	8	12/30/2015	Change of Ownership	30 Days
Cupitol Coffee & Eatery	810 Grove St	4	1/07/2016	New Food Establishment	Not yet announced



# Memorandum

To: Honorable Mayor and Members of the City Council

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

Subject: Follow-up to Rodent Presentation on December 14, 2015 Administration and Public Works Meeting

Date: January 8, 2016

The Health and Human Services Department provided members of the Administration and Public Works Committee with an overview of the Rodent Program at the December 14, 2015 meeting. During the meeting Members of the City Council requested additional information.

The following requests were made:

1. Provide an updated “heat” map of requests for service regarding Rodents.
2. Provide a copy of the door hanger used to inform residents of violations.
3. Schedule staff at Ward meetings for Citizen Rodent Academy.

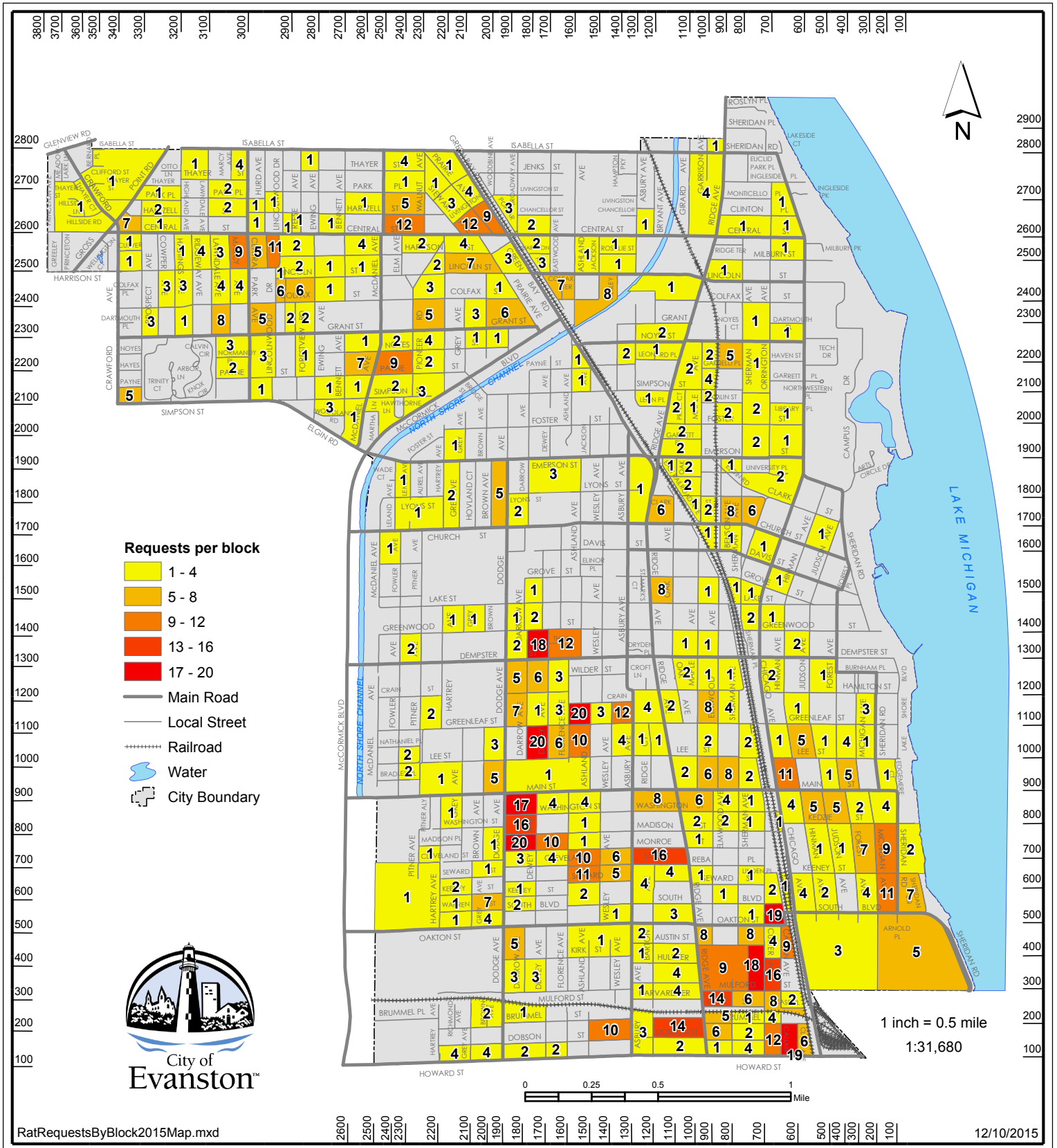
Attached to this memo please find the Rodent “Heat” Map for 2015 thru November. This map will be utilized to perform pre-baiting in the alleys and surveillance to inform rodents of issues that may lead to infestations.

Attached to this memo, please find a copy of the door hanger currently used by staff to communicate the initial findings of a violation on a property.

The Department will personally reach out to each ward Alderperson to determine a time for the Rodent Academy Presentation by February 15, 2015.

Please contact me at 847-859-7831 with additional questions or requests.

# Rodent Requests 2015 thru 11/19



This map is provided "as is" without warranties of any kind. See [www.cityofevanston.org/mapdisclaimers.html](http://www.cityofevanston.org/mapdisclaimers.html) for more information.



## Property Maintenance

Dear resident of \_\_\_\_\_

In order to achieve the goal of making Evanston the most livable city, we are asking for your help by reviewing the issue listed below. If you are able to address the concern, we ask that you do so by \_\_\_\_\_.

If you require assistance to correct the issue or if you have a question, please call/text **847-448-4311**. For convenience, you may call **311** when in Evanston.

A routine review of the exterior of homes in the neighborhood was performed on \_\_\_\_\_.

### The following concern was observed

1. Weeds or grass over 8" in height
2. Garbage or other refuse on the property
3. Water drainage/Roof
4. Garage, shed or other structure in need of repair
5. Home address does not appear on alley side (minimum 3" high for emergency response)
6. Motor vehicles (auto, boat, trailer, etc.) parked or not registered correctly
7. Plants, weeds or other materials blocking or entering the public way
8. Other (described below)

### Explanation

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An inspector will return on or about \_\_\_\_\_.  
If the noted issue(s) are not addressed, additional communication will be made by the City.

**Thank you!**

Inspector A B C D E F G H



City of  
**Evanston™**

## Mantenimiento de propiedad

Estimado residente de \_\_\_\_\_

Para conseguir la meta de hacer a Evanston la ciudad más habitable, estamos pidiendo su ayuda para revisar el asunto en la siguiente lista. Si usted puede resolver el asunto, le pedimos que lo haga por la siguiente fecha \_\_\_\_\_.

Si requiere asistencia para resolver el asunto o si tiene preguntas, por favor de llamar o mandar mensaje de texto al número **847-448-4311**. Para su conveniencia, puede llamar al número **311** desde Evanston.

Se realizó una revisión de rutina del exterior de las casas de esta comunidad el día \_\_\_\_\_.

### Se hicieron las siguientes observaciones, que dan motivos de preocupación

1. Mala hierba o pasto de más de 8" de altura
2. Basura o otros escombros en la propiedad
3. Drenaje/techo
4. Cochera, cobertizo o otra estructura que necesita reparación
5. La dirección no aparece en el lado del callejón (mínimo 3" de altura para respuesta en caso de emergencias)
6. Vehículos motorizados (coche, bote, tráiler, etc.) estacionado o registrado incorrectamente
7. Plantas, mala hierba o otro material bloqueando la entrada a la vía pública
8. Otro (descrito abajo)

### Explicación

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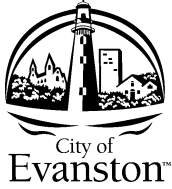
Tome esta oportunidad para solucionar el asunto(s) indicado arriba. Un inspector volverá el, o alrededor del \_\_\_\_\_. Si los asuntos antes mencionados no son solucionados, la ciudad lo contactará nuevamente.

**¡Gracias!**

Inspector A B C D E F G H



City of  
**Evanston™**



# Memorandum

To: Honorable Mayor and Members of the City Council

From: Theresa Whittington, Liquor Licensing Manager

Subject: Weekly Liquor License Application Report

Date: January 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](mailto:twhittington@cityofevanston.org) if you have any questions or need additional information.

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

<b>WARD</b>	<b>BUSINESS NAME</b>	<b>BUSINESS ADDRESS</b>	<b>LIQUOR CLASS</b>	<b>CLASS DESCRIPTION</b>	<b>PROPOSED HOURS for LIQUOR SALES</b>	<b>DATE REC'D</b>	<b>STATUS<sup>1</sup></b>
1	Hilton Orrington	1710 Orrington	C	Hotel/Restaurant (Alcohol)	11am – 1 am (Sun-Thu); 11am – 2 am (Fri-Sat)	12/11/15	Pending Review
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

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



# DIRECTOR'S WEEKLY BRIEFING



By NWMC Executive Director Mark L. Fowler

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**WEEK ENDING JANUARY 8, 2016**

## ***HAPPY NEW YEAR!!***

### ***Executive Board Sets January 13 NWMC Board Meeting Agenda***

The first NWMC Board meeting of the New Year will be held on Wednesday, January 13, 7:00 p.m. in Room 1604 of Oakton Community College in *Des Plaines*. On Wednesday, the NWMC Executive Board met to set the agenda, which will include consideration of the 2016 NWMC Legislative Program. The document will be presented to legislators at the January 30 NWMC Legislative Brunch (see article below).

The NWMC Board will also discuss the recently released report from the Local Government Consolidation and Unfunded Mandates Task Force (see article below), the General Assembly's activities in Springfield and a legislative outlook for 2016. Finally, the Board will learn about a regional agreement with Nicor to replace expired and expiring natural gas franchises as well as a comment letter supporting revised federal highway design policies. We look forward to seeing you all next week! *Staff contacts: Mark Fowler, Larry Bury*

### ***RSVP Today for the 2016 NWMC Legislative Brunch***

As mentioned above, the 2016 Northwest Municipal Conference Legislative Brunch will be held on Saturday, January 30, 10:00 a.m. to noon, at the Hilton Chicago/Northbrook, 2855 N. Milwaukee Avenue in *Northbrook/Prospect Heights*. The NWMC Legislative Brunch provides a unique opportunity to discuss the challenges facing our communities and how we can work cooperatively on solutions with our legislators. NWMC leadership will introduce several initiatives intended to address these challenges and provide long term economic stability for our communities and taxpayers.

As always, time will be set aside during the Brunch for our membership to hear from our state and federal legislative delegation regarding their thoughts on our legislative proposals, their legislative initiatives for the session and other issues expected to emerge in 2016. NWMC members are asked to please extend a personal invitation to your legislators encouraging them to attend.

Please RSVP by Friday, January 15 to Marina Durso, 847-296-9200, ext. 122 or [mdurso@nwmc-cog.org](mailto:mdurso@nwmc-cog.org). The cost of the brunch is \$45 per person. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

### ***SPC Awards New Street Sweeper Contract***

The Suburban Purchasing Cooperative (SPC) Governing Board is pleased to announce that the 2016 Street Sweeper Contract (#155) has been awarded to Standard Equipment Company of Chicago from January 1, 2016 through December 31, 2016. Under the SPC contract, the cost of the Elgin Pelican NP Dual Street Sweeper is \$182,325.00. The SPC reserves the right to extend this contract for up to three (3) additional one-year terms upon mutual agreement of both the vendor and the SPC on a negotiated basis.

RFQ #155 for the Selection of a 2016 Street Sweeper was released on December 1, 2015 with responses due by December 4. RFQs were sent to: Amstate Equipment, Milwaukee, WI; EJ Equipment, Manteno, IL; Municipal Equipment Sales and Service, West Allis, WI; GPM Pump and Truck, Crystal Lake, IL; Sewer Equipment of Illinois, Island Lake, IL; and Standard Equipment, Chicago, IL. A legal advertisement was also placed in the Daily Herald.

Please contact staff or Standard Equipment Sales Manager Maureen Kennedy, 312-706-0230 or [mkennedy@strandardequipment.com](mailto:mkennedy@strandardequipment.com) with any questions or for additional information. *Staff contact: Ellen Dayan*

### ***Task Force Unveils Consolidation and Unfunded Mandates Recommendations***

On Monday, Governor Bruce Rauner and Lieutenant Governor Evelyn Sanguinetti held a press conference at the DuPage Mayors and Managers Conference offices to unveil a report entitled “Delivering Efficient, Effective and Streamlined Government to Illinois Taxpayers.” The report is the culmination of a nearly year-long effort led by the Lieutenant Governor and the Task Force on Local Government Consolidation and Unfunded Mandates. *Barrington Village President Karen Darch* served as one of the municipal representatives on the Task Force.

The Task Force endorsed 27 recommendations related to local government consolidation and unfunded mandates. Familiar NWMC legislative priorities such as reforming prevailing wage, amending the catastrophic injury definition under the Public Safety Employee Benefit Act (PSEBA), reforming interest arbitration and consolidating public safety pension funds were included in the recommendations. The NWMC Legislative Committee will review the report at its meeting later this month. To review the full report, please visit <http://goo.gl/ILiFMi>. *Staff contacts: Mark Fowler, Larry Bury, Chris Staron*

### ***NWMC Communicators to Meet January 20 in Mount Prospect***

The next NWMC Local Government Communicators Committee meeting will be held on Wednesday, January 20 from 11:30 a.m. to 1:00 p.m. at the *Mount Prospect Village Hall*, 50 S. Emerson Street. The committee meets quarterly and serves as a forum to discuss communications best practices and related issues relevant to all NWMC members.

If you are interested in attending, please RSVP by Monday, January 18 to Chairperson *Samantha Brunell*, *Village of Palatine Management Analyst*, [sbrunell@palatine.il.us](mailto:sbrunell@palatine.il.us). Other committee meetings scheduled for 2016 are as follows: Wednesday, April 20 at the *Glenview Village Hall*; Wednesday, July 20 at the *Palatine Village Hall*; and, Wednesday, October 19 at the *Mount Prospect Village Hall*. *Staff contacts: Mark Fowler, Chris Staron*

### ***MWRD to Conduct Training on New Inflow and Infiltration Program Reporting***

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) will hold two training workshops in early February to help municipalities prepare annual reports for the new Inflow and Infiltration Control Program. Article 8 of the Watershed Management Ordinance (WMO) requires satellite entities (local sanitary sewer owners) to submit an annual report of their progress and plans relative to their Short Term Requirements and Long Term Operation & Maintenance Program. Annual Reports must be submitted regardless of the degree of progress made during the reporting period. MWRD will host workshops to provide guidance on completing the report that must be submitted by March 1, 2016. We encourage attendance at least one of the following workshops:

#### February 2nd, 2016

Prairie Center for the Arts  
201 Schaumburg Court  
10:00 AM -12:00 PM  
*Schaumburg, IL*

#### February 4, 2016

Orland Park Civic Center  
14750 S. Ravinia Avenue  
10:00 AM -12:00 PM  
*Orland Park, IL*

RSVP is not required. For more information about the Inflow and Infiltration Control Program, technical guidance and reporting requirements, please visit [ii.mwrdd.org](http://www.mwrdd.org). *Staff contacts: Chris Staron, Mark Fowler*

### ***ILCC Announces Happy Hour Law Training Opportunities, E-Newsletter***

*From the Desk of Illinois Liquor Control Commission (ILCC) Education Manager Ted Penesis:*

Due to the state budget impasse, the mailing of the ILCC’s Winter 2015-16 quarterly newsletter has been postponed. You can, however, view the electronic version at the link below:

<http://www.illinois.gov/ilcc/Divisions/SiteAssets/Winter2015-16web.pdf>

Of particular interest for municipal officials are the following events:

- THURSDAY, JANUARY 14, 3PM YOUR ACTIONS MATTER! CONFERENCE CALL. With the state's budget impasse likely continuing for awhile, the Commission is requesting input into the immediate and long-range future of this popular spring educational activity. Visit [www.YourActionsMatter.org](http://www.YourActionsMatter.org) for more information on this underage drinking prevention campaign.
- TUE, JANUARY 26, 10AM (SHOREWOOD) AND WED, JANUARY 27, 10AM (*BUFFALO GROVE*) EDUCATIONAL MEETINGS. Due to the interest in our October 2015 regional education meetings, the ILCC is holding two more meetings to discuss the alcohol serving training law and new happy hour changes. Current licensed BASSET (Beverage Seller/Server Education & Training) providers will also be on hand to present their programs. The need for BASSET instructors is a critical need right now, especially in the greater Chicago area, where the training mandate takes effect this year. Local officials, particularly those in law enforcement, are in a unique position to serve in this role. Visit [www.illinois.gov/ILCC/basset](http://www.illinois.gov/ILCC/basset) to learn about BASSET.

For more information and to register for any of the above events, visit [ILCC.illinois.gov](http://ILCC.illinois.gov) and click on the [CALENDAR](#) tab. Space is limited, so register today!

Please contact Ted Penesis with any questions regarding the above, [ted.penesis@illinois.gov](mailto:ted.penesis@illinois.gov) or 312-814-4802. *Staff contact: Mark Fowler*

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

*NWMC Finance Committee* will meet on Wednesday, January 13, at Noon at the NWMC offices.

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

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

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

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