

Memorandum

To: Mayor Tisdahl and Members of the City Council
From: Wally Bobkiewicz, City Manager
Subject: City Manager's Weekly Update
Date: Friday, March 21, 2014

STAFF REPORTS BY DEPARTMENT



Weekly Report for March 14, 2014 – March 20, 2014

Administrative Services

Weekly Bids Advertised

City Manager's Office

Master Council Meeting Agenda Schedule

Community Development

Zoning Report

Parks, Recreation and Community Service

Weekly Report

Legislative Reading

None

Extras

None

PUBLIC NOTICES, AGENDAS & MINUTES

March 24, 2014

Administration & Public Works

www.cityofevanston.org/apw

Planning & Development Committee

www.cityofevanston.org/pd

City Council

www.cityofevanston.org/citycouncil

March 25, 2014

Human Relations Commission - **CANCELLED**

March 26, 2014

Site Plan and Appearance Review Committee - **CANCELLED**

Transportation/Parking Committee

Joint Transportation/Parking Committee and Economic Development Committee

www.cityofevanston.org/economicdev

Economic Development Committee

www.cityofevanston.org/economicdev

March 27, 2014

Emergency Telephone System Board - **CANCELLED**

City-School Liaison Committee

March 28, 2014

Housing and Homelessness Commission



Weekly Update

Below is a brief summary of activities in the 311 Center for the period of March 14, 2014 through March 20, 2014.

	CURRENT WEEK'S TOTALS	PREVIOUS WEEK'S TOTALS
CALLS HANDLED	2462	2772
SERVICE REQUESTS	574	528
TOTAL CHATS	70	85
TOTAL TEXT	2	2

Top 5 Service Requests

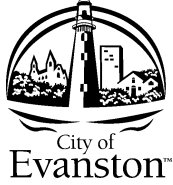
Total

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

1. Building Permit Inspection Request	78
2. Trash – Special Pick-up	71
3. Trash Cart – Missing/Replacement	34
4. Broken Parking Meter	30
5. Trash- Missed Pick-up	19

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

Weekly Telephone Wrap Up Data	
Category/Department	Total
Administrative Services -Parking	239
Administrative Services -Finance	55
Administrative Services -HR	105
Administrative Services - Other	214
Call Transfer	133
City Manager's Office	61
ComDev / Economic Development	28
ComDev/ Bldg Inspections	169
ComDev / Housing Rehab	7
ComDev / Planning/Zoning	17
Directions	18
Evanston Township	30
Fire Life Safety	37
PublicStuff Request	136
Health	74
Information	470
Law	7
Library	4
Mayor's Office	5
Other	160
Other – Social Services	4
Parks – Maintenance	1
Parks – Programs/Picnics/Permits	23
Parks – Other	10
Parks/Recreation	15
Parks – Forestry	9
Parks- Recreation Programs	68
Police	105
Public Works / Fleet	2
Public Works / Street Sanitation	112
Public Works / Engineering	26
Utilities – Power	5
Utilities – Sewer	4
Utilities – Water	109
TOTAL	2462



Memorandum

To: Wally Bobkiewicz, City Manager

From: Martin Lyons, Assistant City Manager/ Chief Financial Officer
Tammi Turner, Purchasing Manager

Subject: Bids/RFPs/RFQs Advertised during the Week of March 17, 2014

Date: March 21, 2014

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

Bids/RFPs/RFQs advertised during the Week of March 17, 2014

Bid/RFP/RFQ Number and Title	Requesting Dept.	Description of Project	Budgeted Amount	Bid/RFP/RFQ Opening Date	Anticipated Council Date
Bid 14-11 2014 Animal Shelter Roof Replacement Project	Public Works	Work on this project includes removal of existing asphalt shingles, underlayments, gutters and downspouts repair/replacement of damaged roof sheathing, instl., of underlayments, asphalt shingles, gutters/downspouts.	\$120,000	Apr 15	Apr 28
RFP 14-26 Indicative Pricing Municipal Aggregation Electric Supply	Utilities	Requesting proposals from Alternative Retail Electric Suppliers (ARES) for Municipal Aggregated Electric Supply and related services.	N/A	Apr 9	Apr 28

Evanston City Council Agenda Schedule - 2014

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

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

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

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

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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
CMO	3/31/2014	National Volunteer Week (Apr 7-13)	PR	CC	Bobkiewicz	Fourth Monday
Fire	3/31/2014	Division Chief	A	CC	Klaiber	
Public Works	3/31/2014	FY2013 CIP Presentation & Future Plans	P	CC	Robinson/ Stoneback	
Public Works	3/31/2014	Snow Report/Citizen Comment Option	D	CC	Robinson	
Public Works	3/31/2014	Spring/Summer Street Repair Proposal	D	CC	Robinson	
Public Works	3/31/2014	Solid Waste Overview (includes Donation Boxes)	D	CC	Robinson	
Public Works	3/31/2014	Newspaper Boxes	D	CC	Robinson	
Utilities	3/31/2014	Update on Water Sales	P	CC	Stoneback	
Township	4/8/2014	Annual Township Meeting		CC	Greene/Bobkiewicz	
Library	4/8/2014	National Library Week (Apr 13-19)	PR	CC	Danczak-Lyons	
Public Works	4/8/2014	Tree City Award: I "heart" Trees II Fundraising	A	CC	Robinson	
CMO	4/8/2014	CARE	SPB	CC	Bobkiewicz	(Placeholder - item on HS 4.7.14)
Admin Services	4/8/2014	TEFRA Hearing: Chiaravalle	B	CC	Lyons	
Admin Services	4/8/2014	Chiaravalle Trailer Agreement	B	APW	Lyons	
Admin Services	4/8/2014	Chiaravalle Easement	B	APW	Lyons	
Admin Services	4/8/2014	Chiaravalle Bonds	O	APW	Lyons	Introduction
Public Works	4/8/2014	Spring Tree Planting Purchase	B	APW	Robinson	Fundraising at CC
Public Works	4/8/2014	2014 Public Elm Injection Program	B	APW	Robinson	
Public Works	4/8/2014	Hot Asphalt Purchase	B	APW	Robinson	
PRCS	4/8/2014	Summer Lunch Program Grant	B	APW	McRae	
Public Works	4/8/2014	NWCASA Lease	R	APW	Robinson	
Public Works	4/8/2014	4-Way Stop Broadway/Jenks	O	APW	Robinson	Introduction
Public Works	4/8/2014	Ord 23-O-14: Donation Boxes	O	APW	Robinson	Introduction
Law	4/8/2014	Liquor Ordinances	O	APW	Farrar	Introduction
	4/8/2014	Howard Police Substation	D	APW		
PRCS	4/8/2014	Honorary Street Names: Hecky Powell and Crown Family	B	PD	McRae	
CD	4/8/2014	1901 Dempster (Starbucks)	O	PD	Muenzer	Introduction
CD	4/8/2014	1515 Chicago Ave	O	PD	Muenzer	Introduction
CD	4/8/2014	Evanston Housing Corp Update	D	PD	Muenzer	
CMO	4/8/2014	Town Bills	B	HS	Bobkiewicz	
CMO	4/8/2014	Autobarn (2 items)	B	EDC	Bobkiewicz	
CMO/Utilities	4/28/2014	National Drinking Water Week (May 4-10) Awards	PR	APW	Hurley	6:00 PM

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Admin Services	4/28/2014	National Public Service Week (May 4-10)	PR	CC	Lyons	
Admin Services	4/28/2014	CAFR Award	A	CC	Lyons	
PRCS	4/28/2014	Cradle to Career	P/D	CC	McRae	Discussion
Admin Services	4/28/2014	Discussion of City Financial Policies and Procedures	D	CC	Lyons	
Admin Services	4/28/2014	IPBC Presentation	P	CC	Lyons	
CD	4/28/2014	Report: Analysis of Impediments to Fair Housing Choice	SPB	CC	Muenzer	Accept and Place on File
Admin Services	4/28/2014	Appointment of Deputy Treasurer	B	APW	Lyons	
Public Works	4/28/2014	Crack Sealing Contract award	B	APW	Robinson	
Public Works	4/28/2014	BAS Contract - 8 City buildings	B	APW	Robinson	
Public Works	4/28/2014	Salt Dome Contract Award	B	APW	Robinson	
CMO	4/28/2014	Residential Lease 631-2 Howard St	R	APW	Bobkiewicz	
Public Works	4/28/2014	Ord 29-O-14: Sale of Surplus Vehicle	O	APW	Robinson	Introduction: Held at APW 2.24.14
CD	4/28/2014	711 Emerson parking Variance	O	PD	Muenzer	Introduction
CD	4/28/2014	726 Clarke - Type 2 Restaurant	O	PD	Muenzer	Introduction
CD	4/28/2014	1701 Simpson - Type 2 Restaurant	O	PD	Muenzer	Introduction
CMO	4/28/2014	Human Rights (LGBT)	O	HS	Bobkiewicz	Introduction
Health	4/28/2014	Code Amendments for Property Maintenance	O	HS	Thomas-Smith	
PRCS	4/28/2014	Noyes Leases	B	HS	McRae	
CD	5/12/2014	HOME funds for Community Partners for Affordable Housing	B	CC	Muenzer	
CD	5/12/2014	Grant for Homeless Management Information Systems (HMIS)	B	CC	Muenzer	
Public Works	5/12/2014	Engineering Supplemental Support Contract	B	APW	Robinson	
Public Works	5/12/2014	Material Testing Contract	B	APW	Robinson	
CMO	5/12/2014	Town Bills	B	HS	Bobkiewicz	
Public Works	5/19/2014	National Public Works Week (May 18-24) - Snow Recognition	PR	CC	Robinson	Third Monday
Admins Services	5/19/2014	Continuation: CIP	D	CC	Lyons	
	5/26/2014					
	6/9/2014					
Admins Services	6/16/2014	Continuation: CIP	D	CC	Lyons	Third Monday

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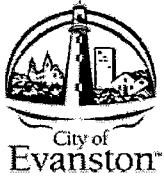
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DEPT	MEETING DATE	ITEMS	COUNCIL ACTION	COUNCIL or COMMITTEE	LEAD STAFF	NOTES
	July	Snow Issues Update				

Council & Committee Meetings

Wed, Mar 26	6:00 PM	Transportation/Parking Committee				
Wed, Mar 26	7:30 PM	Joint Transportation/Parking /Economic Development Committee				
Wed, Mar 26	7:30 PM	Economic Development Committee				
Thurs, Mar 27	5:30 PM	City-School Liaison Committee (at ETHS)				
Fri, Mar 28	7:00 AM	Housing & Homelessness Commission				
Mon, Mar 31	7:00 PM	City Council meeting				

Dept	Date	Item	Action	Committee	Staff	
CMO	tba	D202 IGA: Safe School Zone	R	HS	Bobkiewicz	
Admin Serv	TBA	Increase Parking Garage Monthly Permit Fee	B	APW	Voss	
Admin Serv	TBA	Amendment to PEHP Resolution	R	APW	Lyons	
Law	tba	Ord 27-O-12 Cell Phone Ban	O	HS	Grover/Farrar	
	tba	C.A.R.E. 25 Yr Proclamation	PR	CC		
PRCS	tba	Animal Shelter Contract	B	HS		
CD	tba	Rental Licensing	O	PD		
CD	tba	Zoning for Medical Cannabis	O	PD		
CD	tba	Aquaponics Spc Use	O	PD		
CD	tba	Urban Farms Spc Use	O	PD		
CD	tba	Neighborhood Gardens Spc Use	O	PD		
Public Works	tba	Ecology Center Greenhouse	B	APW	Robinson	
Law	3/24/2014	Title 9 City Code Amendments	O		Farrar	(Introduced 1.27.14)



Memorandum

To: Honorable Mayor and Aldermen

From: Melissa Klotz, Interim Zoning Administrator, Planning & Zoning Division

Subject: Weekly Zoning Report

Date: March 21, 2014

Enclosed is the weekly report of zoning applications received and pending. The report, organized by ward, includes the property address, the type of application submitted, a description of the project, date received and current status.

Please contact me at 847/448-8153 or mklotz@cityofevanston.org if you have any questions or need additional information.

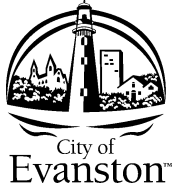
Zoning Weekly Update
Cases Received and Pending, March 14 - 20, 2014

Zoning Reviews

Ward	Property Address	Type	Project Description	Received	Status
1	1611 Chicago Avenue	Building Permit	Re-build two (2) marquee structures @ North Shore Hotel.	03/20/14	pending SPAARC
1	1611-1619 Chicago Avenue	Building Permit	8 story addition to North Shore Residence (Planned Development)	03/06/14	pending SPAARC
1	634 Foster Street	Building Permit	Install stand-by generator @ SFR	03/19/14	compliant
2	1825 Greenwood Street	Zoning Analysis	Proposed Map Amendment to R4 (from I2), with interior/exterior renovations and	03/12/14	pending
2	2000 Dempster Street	Zoning Analysis	Temporary use for theater group at Temperance Beer Co.	02/07/14	pending staff review
3	1131 Sheridan Road	Building Permit	Construct deck @ SFR (revisions)	03/17/14	compliant
3	425 Dempster Street	Building Permit	Construct 2-story addition, misc. int/ext work (Chiaravalle Montessori School)	01/22/14	SPAARC 4/2/14
3	649 Hinman Avenue	Building Permit	Replace existing roof-top a/c units @ MFR.	03/20/14	compliant
4	1454 Asbury Avenue	Building Permit	Interior attic remodeling @ SFR.	03/18/14	compliant
6	2408 Hartzell St.	Building Permit	Construct 2-car det. garage @ SFR.	03/18/14	compliant
7	1030 Central Street	Zoning Analysis	Temporary use for theater group - outdoors (at golf course)	02/26/14	pending staff review
7	1906 Grant Street	Building Permit	Construct 2-car detached garage @ SFR.	03/18/14	non-compliant
7	2211 Campus Drive	Building Permit	Construct Graduate School Building (Kellogg/NU).	02/13/14	SPAARC 04/9/14
8	1123 Mulford Street	Building Permit	Construct 2nd story addition @ SFR (revisions)	03/18/14	compliant
8	727-729 Howard Street	Zoning Analysis	Temporary use for theater group	02/26/14	pending staff review

Miscellaneous Zoning Cases

Ward	Property Address	Type	Project Description	Received	Status
1	1515 Chicago Avenue	Planned Development	8 story extended stay hotel	12/27/14	P&D 04/08/14
1	711 Emerson Street	Major Variance	Construct 2 open parking spaces that are not in the rear yard	03/05/14	ZBA 04/01/14, pending SPAARC
1	726 Clark Street	Special Use	Type 2 Restaurant (Kung Fu Tea)	03/05/14	ZBA 04/01/14, SPAARC 03/19/14
2	1825 Greenwood Street/ 1409 Dodge Avenue	Map Amendment	Rezone from I2 to R4 to convert to 3 dwelling units	03/12/14	pending staff review
2	1580 Dewey Avenue	Major Variance	Int. side yd. setback to construct 2-sty add.	3/17/2014	ZBA 04/15/14
3	699 Sheridan Road	Minor Variance	Side yard setback to install a/c condensing unit	03/06/14	pending Preservation
3	835 Chicago Avenue	Planned Development	9 story mixed use retail, office and residential tower	12/30/13	P&D 03/24/14
5	1701 Simpson Street	Special Use	Type 2 Restaurant (Frio Gelato)	03/06/14	ZBA 04/01/14
5	1523 Payne Street	Major Variance	street side yd/rear yd setbck for addn.	3/19/2014	ZBA 04/15/14
6	2547 Hastings Avenue	Minor Variance	Install 6'h wood fence in front yard (corner lot)	03/06/14	determination after 03/28/14
6	2916 Grant Street	Minor Variance	install 5'h wood fence in street side yard (corner lot).	03/06/14	determination after 03/27/14
6	2533 Lawndale Avenue	Major Variance	Imp. Sur. Ratio construct det. garage.	3/19/2014	ZBA 04/15/14
7	1715 Chancellor Street	Minor Variance	Side yard setbck, bldg lot coverage to construct 2-story addition	03/06/14	determination after 04/6/14
9	430 Asbury Avenue	Special Use	Commercial Indoor Recreation & Drive-Thru - <i>Little Beans Café</i>	12/12/13	P&D 03/24/14
9	1718 Cleveland Street	Major Variance	open parkg in street side yd, 5' fence	3/17/2014	ZBA 04/15/14



Memorandum

To: Wally Bobkiewicz, City Manager

From: Joe McRae, Director, Parks, Recreation and Community Services

Subject: Weekly Summary

Date: March 21, 2014

- The 2014 Mayor's Summer Youth Employment Program Job Fair is scheduled for Saturday, April 19 from 9am to 2pm at ETHS. In order to be eligible to attend the job fair, youth must have been enrolled in school, be at least 14 years of age when the Youth Employment Program begins in mid-June and live only in ZIP codes 60201 or 60202. Workshops covering resume development, mock interviewing and workplace etiquette will be held at the ETHS Beardsley Cafeteria on: March 26, 4pm to 6pm; April 2, 4pm to 6pm; and April 16, 4pm to 6pm. Youth are encouraged to fill out a Summer Youth Employment Program application online, at www.cityofevanston.org/youth in advance of the job fair. They can also get help filling out the application at one of these outreach sessions, 5:30pm to 7:30pm:
 - Evanston Ecology Center, 2024 McCormick Blvd. – March 31
 - Chicago Ave./Main St. Branch Library, 900 Chicago Ave. – March 31
 - North Branch Library, 2026 Central St. – March 31
 - Fleetwood-Jourdain Community Center, 1655 Foster St. – April 1
 - Levy Senior Center, 300 Dodge Ave. – April 1
 - Evanston Public Library Teen Loft, 1703 Orrington Ave. – April 2
 - Chandler-Newberger Community Center, 1028 Central St. – April 3
 - Robert Crown Community Center, 1701 Main St. – April 4
- The Evanston Special Recreation Division had 2 teams compete in the State Special Olympics Basketball Tournament on March 15 and 16 in Bloomington. E-Team 1 received 4th place and E-Team 2 received a bronze medal. One player from E-Team 1, Caroline, received the Spirit of the Games Award at the end of each of her team's games. She is now eligible to become nominated to be named the sportsman of the State Tournament. On March 22nd athletes from the Evanston Special Olympics Team will compete in the Special Olympics District Aquatics Meet at Lake Forest College. All athletes who receive a gold medal in any event will automatically qualify to compete in the Special Olympics State Summer Games in June in Bloomington.

- Adults age 55 & better are invited to come to the Levy Center to learn more about fraud prevention, the latest scams and how to protect yourself against fraud from a variety of consumer protection agencies. A Fraud Prevention Fair will be held on April 3rd between 10am and 1pm. Participants can bring their personal documents to be shredded. Lunch will be served. Reservations are required. RSVP to the Levy Senior Center at 847-448-8250.
- Sixty-nine teams will participate in the 21st March Madness Basketball Tournament at Chandler-Newberger Friday, March 21 until Sunday, March 23.
- The Age Friendly Evanston Task Force has scheduled a community meeting, 2pm on March 25 at the Levy Center.
- The Evanston Human Relations Commission will host “Hire One Youth” to educate Evanston businesses about the Mayor’s Summer Youth Employment Program on Tuesday, March 25 from 6pm to 7:30am at the Downtown Evanston Starbucks, located at 1734 Sherman Ave.
- On Wednesday, April 2, residents of all ages and abilities are invited to participate in a meaningful and fun-filled afternoon of service at Fleetwood-Jourdain Community Center from 1pm to 4pm benefiting an array of Evanston-based organizations, including: YWCA Evanston/NorthShore, Senior Connections, Evanston Public Library, Evanston Fire & Police Departments and Evanston Hospital.
- The City of Evanston will hold an open call for residents interested in applying for its Workforce Development Program on Sat., March 29, from 8:30am to 11:30am in the Parasol Room of the Morton Civic Center. Lightly skilled and experienced candidates are invited to attend the open call anytime between 8:30am and 11:30am to get more details about the program and apply.